



**Veterans, Seniors, &
Human Services Levy**

VSHSL ADVISORY BOARD

Thursday, September 18, 2025, | 11:00 AM – 12:30 PM

Meeting Minutes

Summary of Attendance

- **Attended meeting via Zoom:**
- Board Members:
 - Heidi Shepherd
 - Lori Guilfoyle
 - Cindy Snyder
 - Pete Lewis
 - Brenda Farwell
 - Preston Anderson
 - Nancy Colson
 - Alex O'Reilly
 - Olga Perelman
 - Theresa Demeter
 - Carrol Stripling
- Staff:
 - Shayna Pepin
 - Taylor Gaston
 - Marjan Didra
 - Bryan Fry
 - Kathy Adams
- Guests
- **Attended meeting on-site:**
- Board Members:
 - Carol Stripling
- Staff:
 - Shayna Pepin

Call to Order
11:00 am

Welcome and Icebreaker
11:05 am

Meeting Summary

- Prior to the monthly meeting, the Chairs of the three committees convened to discuss the importance of developing perspective member packets.
- Additionally, they addressed the necessity of initiating a dialogue regarding the recent audit, emphasizing the desire for members to have oversight on fund allocation.
- Members voiced a strong need for timely information sharing and a commitment to transparency in all proceedings.

- The members further proposed an urgent in-person meeting to address various processes and concerns. In light of this, a motion for an emergency meeting was raised to establish these processes collaboratively. The motion was presented and subsequently passed with overwhelming support.
- Additionally, the members sought clarification regarding their roles, particularly in relation to future auditing responsibilities.
- Members continued to inquire about upcoming funding opportunities.
- The ASD Division Director (DD) joined the meeting with a sense of urgency. They indicated their intention to share important information and expressed a desire to meet with the board one-on-one.
- Additionally, the DD proposed establishing a process for providing these reports in a timely fashion.
- They requested that the VSHSL Chair send an email addressing their concerns to the DCHS Department Director and include the DD in the communication.
- The DD also offered to present on the audit process in a step-by-step manner.
- Moreover, they expressed their willingness to gather feedback and highlighted that the Strategic Planning Committee would serve as a venue to involve the board for transparency purposes.
- The DD briefly outlined the auditing process for the members present.
- The DD expressed that when they were first informed about the audit, they inquired about the appropriate timing for involving the board member. However, they did not receive a specific timeline before the audit was made public.
- The DD outlined that a definitive timeline for the investigation is expected to be established by the end of September. Additionally, they mentioned that the department's deadline for implementing the recommendations is set for the next 6-12 months.
- The DD also indicated that further information will be provided in the upcoming meeting.
- The DD shared the audit document: [dchs-contracts-2025.pdf](#)
- Members raised the question of the need for a more equitable approach to fund distribution in order to better address community needs. The DD affirmed that it is indeed their intention to implement an equity-focused strategy for diversifying funds to more effectively serve the community.
- The members expressed their appreciation for the DD's openness to their concerns, particularly in light of the significant cuts to federal funding.
- The DD offered to present information about funding and resources at the upcoming strategic planning meeting with the VSHSL board in attendance.
- The DD clarified that the VSHSL funds were not included in the audit, and the board members emphasized the importance of communicating this to the community.
- The committee engaged in a discussion about the bylaws. The staff liaison proposed addressing this topic further during the upcoming strategic planning meeting. Additionally, the liaison shared the current language from the seniors committee. Committee members requested that the staff send the bylaws to each board member individually. This would allow them to review the documents and discuss them in their respective committee meetings, while also providing their notes to the Chair.

Approval of Consent Agenda

- 11:07am
- All present members approved the consent agenda

Public Comment

- There was no public comment

Subcommittee Report-Outs

- Veterans: The Committee met and discussed the need for scheduling coordination.
 - The Veterans committee wanted to learn more about the sources of funding and services offered to the veterans.

- RC: The RC committee met and discussed the need for coordination of the perspective member packets.
- Seniors: The committee convened and received a presentation from the PAO office about their support for older adults.
 - They also had a presentation by Megan Wolf from Age Friendly Seattle to learn more about existing services and anti-aging trainings.

VSHSL Annual Report Update & Request

- Last month, we previewed and voted to approve the new Annual Report.
- Since last meeting, the Annual Report has been shared with the County Executive's office, where it is being reviewed now.
- Once the review is complete, recommendations from the exec will be incorporated, the report finalized and transmitted to KC Council with an anticipated transmittal date of September 30th.
- We will review the final Annual Report in next month's board meeting.

September Presentation: King County Veterans Program (KCVP)

- We were not able to do the KCVP presentation due to timing, will look to reschedule to future month

Staff Updates

- Updates on VSHSL Board Onboarding Process
 - We received permission from IT/HR to develop the trainings, went through our own training and certification process to get editing rights, and have secured software to building the onboarding.
 - Request that the board create a list of things they'd like covered - Send to Shayna
 - Next board meeting we can preview a draft training
 - Shayna – bring an update on the recruitment, prospective member packet
 - Shayna- asked for a board member to volunteer in organizing the strategic planning meeting to ensure their perspectives are included in the planning process. The Chair of the board and the chairs of the three committees will join the staff liaison in planning process.
 - Shayna- to schedule a time for the strategic planning process.
 - Shayna- to share the contact information of the current board members and staff in working to creating a new board-member orientation process. This would support the effective communication process.
- Shayna- shared information regarding the upcoming VSHSL summit.

Announcements

Board Business

- Review committee feedback on by-laws
 - Action items:
 - Staff to ensure that all individuals have access to the updated proposed by-laws, with a requested individual response to the chairs and staff, which we will then bring to a larger VSHSL Advisory Board space to discuss and apply edits.
- Next Steps: Board Engagement
 - Volunteer for planning strategic retreat in Q4
 - Chairs of subcommittees

Meeting adjourned at 12:30 pm.

VSHSL Advisory Board

Minutes taken by: <<Marjan Didra, staff>>