



**LEOFF  
Regular Meeting  
December 2, 2025 - 10:00 AM  
City Hall 2nd Floor  
Conference Room 3**

**MINUTES**

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**CALL TO ORDER**

Chair Jim Kelly called the meeting to order at 10:00 a.m.

Board members present on the Zoom call were Chair Pro Tem Bill Petersen, Member Stan Laatsch, and Councilmember Hanan Amer. Staff present on the Zoom call included HR Administrative Assistant Samantha Norman, and Board Secretary Terry Mendoza (on Zoom and in person, City Hall Conference Room 3).

Deputy Mayor Cheryl Rakes was absent.

**PUBLIC PARTICIPATION**

- A. The Law Enforcement Officers and Firefighters Disability Board Meeting scheduled for Tuesday, December 2, 2025, at 10:00 a.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: (253) 214-8782

Toll Free: (305) 224-1968

Zoom: <https://zoom.us/j/96979794542>

Board Secretary Mendoza reported that there were no members of the public present on the Zoom call or in person.

**AGENDA MODIFICATIONS**

There were no agenda modifications.

**PUBLIC COMMENT**

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn  
Attn: Terry Mendoza, Human Resources Analyst  
25 W Main St  
Auburn, WA 98001

Please fax written comments to:  
Attn: Terry Mendoza, Human Resources Analyst  
Fax number: 253-288-4305

Email written comments to: [tmendoza@auburnwa.gov](mailto:tmendoza@auburnwa.gov)

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the Human Resources Department in person, by phone 253-931-3040, or by email ([tmendoza@auburnwa.gov](mailto:tmendoza@auburnwa.gov)).

Board Secretary Mendoza advised that no correspondence was received from the public for this meeting.

## **APPROVAL OF MINUTES**

### A. Approval of the November 4, 2025, LEOFF Board Meeting Minutes

Motion by Chair Pro Tem Petersen to approve the minutes as published. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 4-0.

## **DISCUSSION ITEMS**

## **ACTION ITEMS**

### A. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$332.40 for home health care services received from October 13 through October 17, 2025.

Motion by Chair Pro Tem Petersen to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 4-0.

### B. LEOFF 1 Member #310533

Requests approval of dental expenses in the amount of \$150.00 for services received November 10, 2025.

Motion by Councilmember Amer to approve the claim as submitted. Second by Chair Pro Tem Petersen.

MOTION PASSED UNANIMOUSLY. 4-0

C. LEOFF 1 Member #779147

Requests approval of dental expenses in the amount of \$183.20 for services received on November 3, 2025.

Motion by Chair Pro Tem Petersen to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 4-0

D. LEOFF 1 Member #464461

1. Requests approval of vision expenses in the amount of \$369.00 for services received on November 11, 2025.
2. Requests approval of dental expenses in the amount of \$235.00 for services received on November 14, 2025.

Board members noted a scrivener's error on the claims as submitted on the agenda.

Motion by Member Laatsch to approve the claim for dental expenses in the amount of \$369.00 for services received on November 11, 2025, and to table the claim for vision expenses in the amount of \$235.00 for services received on November 14, 2025, pending further documentation. Second by Chair Pro Tem Petersen.

MOTION PASSED UNANIMOUSLY. 4-0

E. LEOFF 1 Member #856535

Requests approval of dental expenses in the amount of \$10,233.00 for services received on November 17, 2025.

Motion by Chair Pro Tem Petersen to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 4-0

F. LEOFF 1 Member #937035

Requests approval of dental expenses in the amount of \$696.35 for services received on November 12, 2025.

Member Laatsch abstained from this agenda item.

Motion by Chair Pro Tem Petersen to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 3-0

**NEW BUSINESS**

1. (Added) Supplemental Insurance Changes

Chair Kelly requested an update from Board Secretary Mendoza regarding changes to the retiree supplemental insurance. Board Secretary Mendoza reported that all retirees have been successfully contacted regarding the changes, except for one.

2. (Added) Policy Review

Chair Kelly requested that the Board review current policies and procedures for any potential changes. Discussion on policy changes will commence at the February 2026 meeting.

3. (Added) Councilmember Appointments

Chair Kelly requested that Board Secretary Mendoza contact the Mayor's Office regarding Councilmember appointments commencing January 1st, 2026.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:24 a.m.

APPROVED this 6th day of January 2026.

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Jim Kelly, Chairman

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Terry Mendoza, Board Secretary