



**LEOFF
Regular Meeting
February 3, 2026 - 10:00 AM
City Hall 2nd Floor
Conference Room 3**

MINUTES

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 and Councilmember Cheryl Rakes. Member Stan Laatsch and Councilmember Hanan Amer joined the meeting at 10:01 a.m. Staff present on the Zoom call and in person (City Hall Conference Room 3) included Interim Board Secretary Samantha Norman, HR Director Candis Martinson, and HR Assistant Director Aaron Barber.

PUBLIC PARTICIPATION

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

ROLL CALL

All Board members were identified as present.

AGENDA MODIFICATIONS

An additional supporting document for Unfinished Business, Item A, was provided to the Board members in advance of the meeting.

Discussion Item A was added to the agenda.

PUBLIC COMMENT

Interim Board Secretary Norman reported that no correspondence was received from the public for this meeting.

APPROVAL OF MINUTES

- A. Approval of the January 6, 2026, LEOFF Board Meeting Minutes

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

MOTION PASSED UNANIMOUSLY. 5-0

DISCUSSION ITEMS

A. Human Resources Updates

Human Resources Director Candis Martinson provided the LEOFF Board with an update regarding changes to the City's insurance broker and potential upcoming changes to the LEOFF retiree healthcare coverage. Director Martinson also invited the LEOFF Board representatives to an introductory meeting with the new broker.

Human Resources Assistant Director Aaron Barber provided an update on ongoing discussions with the City of Auburn Finance department regarding reimbursement of supplemental insurance premiums for affected retirees.

ACTION ITEMS

UNFINISHED BUSINESS

A. LEOFF Member #464461

Requests approval of vision expenses in the amount of \$235.00 for services received on November 14, 2025. This claim was tabled at the December and January Board meetings pending further information to substantiate the requested reimbursement amount.

Motion by Chair Pro Tem Petersen to approve the claim as submitted. Second by Member Laatsch.

MOTION PASSED UNANIMOUSLY. 5-0

NEW BUSINESS

A. LEOFF 1 Member #310533

1. Requests approval of medical expenses in the amount of \$484.27 for supplemental insurance premiums for the month of January 2026.
2. Requests approval of medical expenses in the amount of \$484.27 for supplemental insurance premiums for the month of February 2026.

Motion by Chair Pro Tem Petersen to approve both claims as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

B. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$4,335.75 for home health care services received from November 28 through December 26, 2025.

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

MOTION PASSED UNANIMOUSLY. 5-0

C. Policy Review

Board members reviewed proposed changes to the current LEOFF Board policies. Chair Kelly proposed changes to sections 1.14, 8.03, 9.01, and 9.02. Chair Kelly also inquired about the necessity of sections II, III, and IV, and potentially eliminating these sections as they are not applicable to the retiree demographic. Chair Petersen wished to review section 8.02.

Human Resources staff will request input from Legal staff regarding the suggested changes.

Board members will continue to review the existing policies, and will send proposed changes to Interim Board Secretary Norman prior to the next scheduled meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:42 a.m.

APPROVED this 3rd day of March 2026.

Jim Kelly, Chairman

Terry Mendoza, Board Secretary