



**LEOFF
Regular Meeting
April 7, 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, Member Stan Laatsch, Councilmember Hanan Amer, and Councilmember Cheryl Rakes. Staff present on the Zoom call and in person (City Hall Conference Room 3) included Board Secretary Samantha Norman, HR Director Candis Martinson, and HR Assistant Director Aaron Barber.

PUBLIC PARTICIPATION

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

Discussion Item A was added to the agenda.

PUBLIC COMMENT

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

APPROVAL OF MINUTES

- A. Approval of the March 3, 2026, LEOFF Board Meeting Minutes

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

MOTION PASSED UNANIMOUSLY. 5-0.

DISCUSSION ITEMS

ACTION ITEMS

A. (Added) Consideration of Temporary Suspension of LEOFF Board Policy 8.02(G)

Chair Kelly noted that some retirees have submitted claims for reimbursement without first processing the claim through applicable insurance, contrary to Policy 8.02(G). In light of reported confusion related to recent insurance plan changes, Chair Kelly requested the Board's input on whether a temporary suspension of Policy 8.02(G) is warranted.

The Board discussed Chair Kelly's inquiry. Motion by Chair Pro Tem Petersen to temporarily suspend Policy 8.02(G) until further notice. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

UNFINISHED BUSINESS

NEW BUSINESS

A. LEOFF 1 Member #629199

Requests approval of dental expenses in the amount of \$175.00 for services received March 2, 2026.

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

MOTION PASSED UNANIMOUSLY. 5-0

B. LEOFF 1 Member #406822

Requests approval of dental expenses in the amount of \$339.90 for services received March 5, 2026.

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

MOTION PASSED UNANIMOUSLY. 5-0

C. LEOFF 1 Member #193495

Requests approval of dental expenses in the amount of \$940.00 for services received February 23, 2026.

Motion by Chair Pro Tem Petersen to table the claim pending additional information. Second by Member Laatsch.

MOTION PASSED UNANIMOUSLY. 5-0

D. LEOFF 1 Member #310533

Requests approval of dental expenses in the amount of \$1883.00 for services received February 5, 2026, and February 23, 2026.

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

MOTION PASSED UNANIMOUSLY. 5-0

E. LEOFF 1 Member #310533

Requests approval of dental expenses in the amount of \$455.00 for services received March 9, 2025.

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

MOTION PASSED UNANIMOUSLY. 5-0

F. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$9212.00 for home health care services received January 1, 2026 through February 14, 2026.

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

MOTION PASSED UNANIMOUSLY. 5-0

G. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$1146.80 for services received February 16, 2026 through March 15, 2026.

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

MOTION PASSED UNANIMOUSLY. 5-0

H. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$916.27 for home health care supplies purchased between December 31, 2025, and March 13, 2026.

Motion by Member Laatsch to approve the claim as submitted. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

I. LEOFF 1 Member #937035

Requests approval of dental expenses in the amount of \$463.00 for services received March 4, 2026, and March 9, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0. Member Laatsch abstained from voting.

J. LEOFF 1 Member #392099

Requests approval of vision expenses in the amount of \$514.95 for services received April 2, 2026.

Motion by Councilmember Amer to approve the claim as submitted. Second by Member Laatsch.

MOTION PASSED UNANIMOUSLY. 4-0. Chair Pro Tem Petersen abstained from voting.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:28 a.m.

APPROVED this 13th day of May 2026.

Jim Kelly, Chairman

Samantha Norman, Board Secretary