



**LEOFF  
Special Meeting  
May 13, 2026 - 10:00 AM  
City Hall 2nd Floor  
25 W Main St  
Auburn, WA 98001  
Conference Room 3**

## **MINUTES**

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### **CALL TO ORDER**

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

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 and in person (City Hall Conference Room 3) included Board Secretary Samantha Norman, HR Director Candis Martinson, and HR Assistant Director Aaron Barber. Staff present on the Zoom call included Deputy City Attorney Paul Byrne.

### **PUBLIC PARTICIPATION**

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

### **ROLL CALL**

Councilmember Rakes was absent.

### **PUBLIC COMMENT**

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

### **APPROVAL OF MINUTES**

- A. Approval of the April 7, 2026, LEOFF Board Meeting Minutes

Motion by Chair Pro Tem Petersen to approve the minutes as published.  
Second by Member Laatsch.

MOTION PASSED UNANIMOUSLY. 4-0

### **UNFINISHED ACTION ITEMS**

- A. LEOFF 1 Member #193485

Requests approval of dental expenses in the amount of \$940.00 for services received February 23, 2026. This claim was tabled at the April 7, 2026, meeting pending further information.

Board members noted a scrivener's error in the member number as listed on

the agenda. The correct member number is #193495.

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

MOTION PASSED UNANIMOUSLY. 4-0

## **ACTION ITEMS**

A. LEOFF 1 Member #215086

Requests approval of medical expenses in the amount of \$1699.99 for services received April 29, 2026.

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 #391015

Requests approval of medical expenses in the amount of \$85.00 for services received April 13, 2026.

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 #464461

Requests approval of dental expenses in the amount of \$360.00 for services received April 16, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

D. LEOFF 1 Member #406822

Requests approval of dental expenses in the amount of \$1867.39 for services received April 2, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

E. LEOFF 1 Member #629199

Requests approval of dental expenses in the amount of \$209.00 for services received April 10, 2026.

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 #596469

Requests approval of dental expenses in the amount of \$201.00 for services received February 4, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

G. LEOFF 1 Member #948705

Requests approval of dental expenses in the amount of \$108.05 for services received April 16, 2026.

Board members noted a scrivener's error in the amount of the claim as listed on the agenda. The submitted claim amount was \$108.50.

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

MOTION PASSED UNANIMOUSLY. 4-0

H. LEOFF 1 Member #193493

Requests approval of medical expenses in the amount of \$300.00 for services received January 14, February 20, and April 2, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

I. LEOFF 1 Member #193493

Requests approval of medical expenses in the amount of \$100.00 for services received April 28, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

J. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$5757.50 for home health care services received March 23, 2026, through April 4, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

K. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$667.40 for home health care services received April 6, 2026, through April 19, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

L. LEOFF 1 Member #444315

Requests approval of medical expenses in the amount of \$343.10 for home health care services received April 20, 2026, through April 26, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

M. LEOFF 1 Member #444135

Requests approval of medical expenses in the amount of \$4140.88 for home health care supplies purchased from January 1, 2025, through April 21, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

N. Review and Approve Amended LEOFF Board Policies & Procedures

Chair Kelly tabled this item until the next meeting.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 10:40 am.

APPROVED this 2nd day of June, 2026.

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Jim Kelly, Chairman

Samantha Norman, Board Secretary