LEOFF
Regular Meeting
June 2, 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 am.

Board members present in person (City Hall Conference Room 3) included Chair Jim Kelly, Chair Pro Tem Bill Petersen, Member Stan Laatsch, Councilmember Hanan Amer, and Councilmember Cheryl Rakes. Staff present in person included Board Secretary Samantha Norman, HR Director Candis Martinson, and HR Assistant Director Aaron Barber. All members and staff present in person were also connected via Zoom through the conference room. Additional 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

All Board members were identified as present.

AGENDA MODIFICATIONS

New Business Item D 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 May 13, 2026, Special 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

ACTION ITEMS

UNFINISHED BUSINESS

A. LEOFF Member #464461
Requests approval of dental expenses in the amount of $360.00 for services received April 16, 2026. This claim was tabled at the May 13, 2026, meeting pending further information.

Board Secretary Norman reported that additional information had not been received from the member.

Motion by Chair Pro Tem Petersen to table the claim for a second time. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 5-0

NEW BUSINESS

A. LEOFF 1 Member #779147
Requests approval of dental expenses in the amount of $326.40 for services received May 11, 2026.

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

MOTION PASSED UNANIMOUSLY. 5-0

B. LEOFF 1 Member #642873
Requests approval of dental expenses in the amount of $296.00 for services received May 19, 2026.

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

MOTION PASSED UNANIMOUSLY. 5-0

C. Review LEOFF Board Policies & Procedures

The Board reviewed and discussed the proposed changes to the policy manual reflected in the redlined draft. Following discussion, the Board requested that Board Secretary Norman prepare a clean, consolidated draft incorporating all proposed revisions for final review and consideration at the July meeting.

D. Human Resources Updates (Added)

Human Resources Director Candis Martinson provided the LEOFF Board with an update regarding changes to the City's supplemental insurance plans, effective July 1st, 2026. Retirees will receive additional information directly from the Human Resources Department. No action was taken.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:48 am.

APPROVED this 7th day of July, 2026.

Jim Kelly, Chairman	Samantha Norman, Board Secretary