CITY OF AUBURN WASHINGTON

LEOFF
Regular Meeting
August 4, 2026 - 10:00 AM
City Hall 2nd Floor
Conference Room 3

MINUTES

CALL TO ORDER

Chair Jim Kelly called the meeting to order at 10:05 a.m.

PUBLIC PARTICIPATION

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

ROLL CALL

Board members present on the Zoom call were Chair Jim Kelly, Member Stan Laatsch, Councilmember Hanan Amer, and Councilmember Cheryl Rakes.

Chair Pro Tem Bill Petersen was excused.

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 HR Analyst Michelle Buffington.

AGENDA MODIFICATIONS

There were no agenda modifications.

PUBLIC COMMENT

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

APPROVAL OF MINUTES

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

Motion by Councilmember Amer to approve the minutes as published. Second by Member Laatsch.

MOTION PASSED UNANIMOUSLY. 4-0

ACTION ITEMS

UNFINISHED BUSINESS

A. LEOFF 1 Member #464461
Requests approval of dental expenses in the amount of $360.00 for services received April 11, 2026. This claim was tabled at the May 13, June 2, and July 7, 2026, meetings pending further information.

Motion by Member Laatsch to deny the claim. Second by Councilmember Rakes.

MOTION PASSED UNANIMOUSLY. 4-0

NEW BUSINESS

A. LEOFF 1 Member #310533
Requests approval of dental expenses in the amount of $200.00 for services received July 20, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

B. LEOFF 1 Member #193495
Requests approval of dental expenses in the amount of $379.00 for services received June 30 and July 1, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

C. LEOFF 1 Member #444135
Requests approval of medical expenses in the amount of $1,266.65 for home health care services received June 22 through July 19, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

D. LEOFF 1 Member #444135
Requests approval of medical expenses in the amount of $359.60 for home health care supplies purchased from June 20 through July 11, 2026.

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

MOTION PASSED UNANIMOUSLY. 4-0

E. LEOFF 1 Member #350627
Requests approval of assisted living expenses in the amount of $12,938.80 for services received from June 25 through July 31, 2026.

Motion by Member Laatsch to table the claim, pending further information. Second by Councilmember Amer.

MOTION PASSED UNANIMOUSLY. 4-0

F. LEOFF 1 Member #350627
Requests approval of assisted living expenses in the amount of $9,102.65 for services received from August 1 through August 31, 2026.

Motion by Councilmember Amer to table the claim, pending further information. Second by Councilmember Rakes.

MOTION PASSED UNANIMOUSLY. 4-0

G. LEOFF 1 Member #937035
Requests approval of dental expenses in the amount of $232.50 for services received July 1, 2026.

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

MOTION PASSED. 3-0. Member Laatsch abstained from voting.

DISCUSSION ITEMS

A. Rescheduling of September 1, 2026, Board Meeting

The Board discussed rescheduling the September 1, 2026, Board Meeting due to scheduling conflicts. The Board agreed to reschedule the meeting to September 8, 2026, at 10:00 a.m.

B. Update on Publishing of Policy Manual

Board Secretary Norman reported that the printed Policy Manual booklets had been received and distribution to Board members was underway. The remaining booklets will be mailed to retirees before the next Board meeting.

Chair Kelly requested that the mailing to retirees also include information about direct deposit for reimbursements, along with a summary of the recent policy changes.

C. Update on Transition to WCIF Insurance Coverage

Human Resources Director Candis Martinson, together with Galen Li from DiMartino & Associates, provided an update on retiree enrollments. All retirees have been successfully enrolled; however, some have experienced delays in receiving their new insurance cards. Director Martinson and DiMartino will work to resolve these issues and provide updates to Chair Kelly and Chair Pro Tem Petersen.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 10:31 a.m.

APPROVED this 19th day of August, 2026.

Jim Kelly, Chairman	Samantha Norman, Board Secretary