LEOFF I DISABILITY BOARD

Meeting Minutes
Specially Called Meeting: Remote Attendance via Zoom
Thursday, March 10, 2022 @12:15-1:45pm

MEMBERS PRESENT:
Lenny Greenstein, Council Member & Chair
Michael Steadman, Council Member
Bob Cecil, Police Representative
Sean Smith, Member-At-Large
Ed Sorger, Police Representative
John (last name omitted for privacy reasons), LEOFF I Member

STAFF PRESENT:
Mary Ann Hardie, Human Resources Director
Jennifer Schaefer, Human Resources Specialist | LEOFF I HR Liaison
Elissa Fontaine, Deputy City Clerk

MEMBERS PRESENT:
John (last name omitted for privacy reasons)

CALL TO ORDER:
Human Resources Director Mary Ann Hardie welcomed every to the March 10th, 2022 **Specially Called LEOFF I Disability Board meeting** and thanked everyone for attending. HR Director Hardie asked Chair Lenny Greenstein if he was comfortable with her chairing the meeting. Chair Greenstein confirmed (that this was a good idea as he was calling in) and deferred to HR Director Hardie to chair the meeting. The meeting was called to order at 12:18pm.

HR Director Hardie asked if the attendees would introduce themselves and asked if there was a preference for name [and or title]. Those in attendance introduced themselves.

DISTRIBUTION LIST FOR BOARD MEMBERS:
The Board discussed the provision of contact information on a members' term sheet that will be distributed to the Board (and made available to the public, such as other LEOFF 1 members and on the City's website). The Board members unanimously agreed to a limited information contact list with Board member terms (only) for distribution (with the exception of Chair Greenstein and Council Member Michael Steadman who consented to their work phone contact information being provided as well).

APPROVAL OF AGENDA ITEMS:
HR Director Hardie called for approval and/or additions to the agenda. Member-At-Large Sean Smith requested to formally add the question regarding if the Member-At-Large can also serve as the co-chair. Police Representative Ed Sorger moved to approve the agenda/additions; Police Representative Bob Cecil seconded the motion. The motion passed unanimously.

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BOARD APPOINTMENTS AND NOTICE OF REAPPOINTMENTS:

- ✓ Chair Greenstein volunteered to continue to serve as the de-facto chair for term March 10th, 2022-March 9th 2023. Member-At-Large Smith moved to approve Chair Greenstein as de-facto chair, Police Representative Sorger seconded the motion. The motion passed unanimously.
- ✓ Member-At Large Smith volunteered to continue to serve as the Member-At-Large for term March 10th, 2022-June 1st, 2024. Police Representative Cecil moved to appoint Sean Smith to another term as Member-At-Large, Chair Greenstein seconded the motion. The motion passed unanimously. Member-At-Large Smith raised the question if the Member-At-Large can serve as the Co-Chair.
- ✓ Congratulations was extended by the Board to LEOFF I (Police Representative) Ed Sorger who was elected by the LEOFF 1 Members to serve another term to the Board (through June 1st 2024).
- ✓ Congratulations was extended by the Board to LEOFF I (Police Representative) Robert "Bob" Cecil who was elected by the LEOFF 1 Members to serve another term to the Board (through June 1st 2024).

APPROVAL OF MEETING MINUTES FROM NOVEMBER 14, 2019:
HR Director Hardie asked if everyone had a chance to review the meeting minutes from November 14, 2019 and requested if any changes should be made. Council Member Steadman moved to approve the meeting minutes; Police Representative Cecil seconded. The motion passed unanimously.

HR Director Hardie noted that we will send meeting minutes to the chair via email for signature approval (by email following their approval in the meeting).

REVIEW POLICIES:
HR Director Hardie noted that it is good practice for the Board to review policies annually. Chair Greenstein asked if there were recommendations from Human Resources on policy updates. HR Director Hardie noted that Human Resources does not have recommendations at this time, but could review for the next meeting if the Board was inclined. Chair Greenstein requested that Human Resources review and provide recommendations for updates at the next meeting.

REVIEW MEETING FREQUENCY/DURATION:
HR Director Hardie stated that, as a recommended practice, the Board should be reviewing the policies and procedures annually. Chair Greenstein inquired as to whether or not HR had any recommendations to changes to the policies and if there were any policies that may need to be added. HR Director Hardie stated that due to workload capacity and staffing changes, HR was unfortunately not able to provide a thorough review before the meeting. HR Director Hardie further stated that HR would review the policies and bring back recommended changes at the next regularly scheduled meeting.

HR Director Hardie stated that if the Board wanted to approve the policies today, that was certainly under their purview. Police Representative Sorger stated that the Washington State LEOFF Education Association (WSLEA) group used to provide copies of all the [Washington State] LEOFF 1 Disability Board policies for various entities. HR Director Hardie explained that, unfortunately, the WSLEA contact group has been somewhat defunct during the pandemic, but that HR would try to reach out to see if an updated copy of these policies could be provided, and if so, this would be provided at the next Board meeting.

There was further discussion by the Board that followed about the need to review several policies (such as for long term care and/or dental expense reimbursements, which is included in the agenda for discussion) and to consider making updates to the policies.

HR Director Hardie further stated that HR would reach out to a handful of the neighboring cities (to Lacey) with LEOFF 1 Boards to obtain copies of their Disability Board policies (and would provide these to the Board at the next meeting).

LONG TERM CARE POLICY:

HR Director Hardie explained that she understood that there was some question about the amount of the Long-Term Care policies (per member) and that HR would find out this information and bring this back to the Board at the next meeting. HR Director Hardie further explained that she understood that while there may be, for example, a $3000 per member per month limit for coverage, that the Board could decide to provide a reimbursement policy for an additional amount above that. There was a short discussion that followed by the Board regarding a Long-Term Care Policy. The Board requested that the Long-Term Care Policy amounts be re-evaluated to ensure coverage increases with inflation. HR Specialist | LEOFF I HR Liaison Jennifer Schaefer stated that she will request policies from comparable jurisdictions and present them to the Board for consideration at the next meeting.

Member-At-Large Smith mentioned the value of the Washington State LEOFF I Education conferences and inquired about the 2022 conference and asking the administrators. HR Director Hardie suggested only doing comparisons on local jurisdictions of comparable size [due to the amount of information that would come from looking at all the Disability Board policies across the state].

DENTAL COVERAGE:

HR Specialist | LEOFF I HR Liaison Schaefer stated that she has reached out to the statewide Disability Board administrators to request information regarding both Long Term Care and Dental Policies.

APPROVAL OF MEMBER REIMBURSEMENTS:

HR Specialist | LEOFF I HR Liaison Schaefer requested approval from the board for invoices totaling $460.00 for massage for a LEOFF I member. Police Representative Sorger asked if the expenses had been covered [approved by the Board for reimbursement] in the past. HR Specialist | LEOFF I HR Liaison Schaefer confirmed that the expenses had been reimbursed in the past, and mentioned that we do not currently have policies that grant Human Resources the authority to approve such (massage) expenses. Council Member Steadman moved to approve the motion to approve the reimbursement; Police Representative Sorger seconded the motion. The motion passed unanimously.

HR Specialist | LEOFF I HR Liaison Schaefer requested approval from the board for invoices totaling $1,898.00 for the copay cost for hearing aids for a LEOFF I member. Police Representative Sorger made a motion to approve the reimbursement; Member-At-Large Smith seconded the motion. Council Member Steadman raised the question of the process for hearing aids to be reimbursable. Police Representative Sorger noted that the only way that they can be reimbursed is to follow the Regence Medivantage process. The motion passed unanimously.

There was a short discussion that followed by the Board about the need to look at the reimbursement amount (by policy) for hearing aids (if there is one).

REQUEST FOR APPROVAL ON EXPENDITURES:

HR Director Hardie explained that the Board provides the authority for expenditures and has stewardship of those expenditure approvals. The Board has provided HR reimbursement authority, including through policy, however, as a best practice, there will be additional information and details provided to the Board for approval each meeting for expenses for the period. This will also help the Board in looking at policy amounts. The total expenditures for approval is from the last board meeting November 14, 2019-February 8, 2022. The Board made a motion to approve the expenditures total amount $129,289.08. Chair Greenstein moved to approve the total expenditure; Police Representative Sorger seconded the motion. The motion passed unanimously.

There was discussion around providing more detail in policies to ensure we are covered from an audit perspective.

HR DIRECTOR HARDIE ADJOURNED THE MEETING @1:47PM