



# Meeting Minutes

## LEOFF I Disability Board

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Carl Watts  
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**Monday, April 9, 2018**

**5:30 PM**

**Room 112**

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**1. CALL TO ORDER**

Chair Cooper called the meeting to order at 5:30 p.m.

**1.A ROLL CALL**

**Present:** 5 - Chair Jim Cooper, Vice Chair Jessica Bateman, Boardmember Jack Seward, Boardmember Caleb Martin and Boardmember Russ Gies

**2. OTHERS PRESENT**

Joe Olson, Human Resources Director  
Carl Watts, Personnel Analyst

**3. APPROVAL OF MINUTES**

[18-0336](#) Approval of March 12, 2018 LEOFF 1 Disability Board Meeting Minutes

**The minutes were approved.**

**4. BUSINESS ITEMS**

[18-0356](#) Case #03-18 Claims Reimbursement without Explanation of Benefits

**Boardmember Martin moved and seconded by Vice Chair Bateman, to approve Case #03-18 reimbursement in the amount of \$85 for orthotics without an explanation of benefits. Additionally, the LEOFF 1 Policies and Procedures, section III (3), subsection A, will add the following language:**

**“Staff may process reimbursements for claims for LEOFF 1 fire members without an explanation of benefits (EOB) when the prescribed treatment or medical item is not covered under the member’s current insurance plans. Staff will contact the insurance plan(s) and obtain written confirmation when there is not coverage for a medical procedure or item.”**  
**The new process will be on a trial basis, and if the impact to staff workload becomes an issue, staff will bring this item back to the board for reconsideration.**

[18-0357](#)

Case #04-18 Request for Two Dental Cleanings per Year

Boardmember Seward moved, seconded by Vice Chair Bateman, to approve Case #04-18 for two (2) dental cleanings per year and payment in the amount of \$88.50 for a previous second cleaning in 2017. The motion was approved unanimously.

In the past, members were required to seek a physician's recommendation, but the Board will now allow a dentist or healthcare provider's recommendation.

In the future, the Board has authorized staff to approve additional dental cleanings without seeking Board approval when the member has provided the required documentation indicating that additional cleanings are deemed medically necessary.

[18-0358](#)

Case #05-18 Hearing Aid Request

Boardmember Seward moved, seconded by boardmember Gies, to approve case #05-18 in the amount of \$3,800 for 5500 RIC-BTE hearing aids from Miracle Ear. The motion was approved unanimously.

[18-0359](#)

2018 LEOFF 1 Disability Board Policies and Procedures Manual Update

The Board approved all revisions up to Section III, Subsection E with the following exceptions:

Section III, subsection B, Counseling Services, the number of visits changed from six (6) visits to twenty (20) visits per year without prior Board approval. If counseling is needed after the initial twenty (20) visits, the member must seek Board approval prior to the twenty first (21st) visit.

Section III, subsection E, Long Term Care, paragraph eight (8) was changed as follows:

"If the member needs help at home, the Board won't pay for services of a custodial nature such as house cleaning, laundry services, cooking, recreational companionship, and other tasks unless medically necessary.

## 5. REPORTS

[18-0335](#)

Expense Reports for January and February 2018 LEOFF 1 Disability Board Meeting

The reports were received.

**6. OTHER TOPICS - None**

**7. ADJOURNMENT**

The meeting adjourned at 6:32 p.m.