

## **City of Bothell LEOFF I Board Meeting Minutes for June 13, 2018**

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**Present:**

Members: Richard Duncan, Fire Representative, Rudy Plancich, Police Representative; Bob Carsrud, Member-at-Large, Jeanne Zornes, Councilmember  
Staff: Ann Bouzigard, Human Resources Analyst; Mathew Pruitt, Human Resources Director

**Absent:**

Members: Tom Agnew, Councilmember

**GENERAL BUSINESS**

*Call to order: 5:12 pm*

**Approval of February 14, 2018 Minutes**

Moved, seconded and approved.

**Introductions**

The board welcomed new Board Clerk Secretary, Ann Bouzigard, to the meeting.

**Appointment of Member at Large**

Moved, seconded and approved to re-appoint Bob Carsrud as Member-at-Large.

**Appointment of Chairperson**

Moved, seconded and approved to re-appoint Richard Duncan as Chairperson.

**Administrative Process Clarification**

Rudy Plancich agreed he will call in to the Board Clerk Secretary each month to confirm meetings. Ann Bouzigard agreed she will email the board members at least 24 hours prior to the current month's meeting with the agenda for the current month's meeting and any meeting minutes needing approval at the meeting. Richard Duncan requested that the Board Clerk Secretary also email copies of claims that are to be reviewed at the meeting (with appropriate redactions of sensitive medical information). Richard Duncan also requested that all claims processing is as timely as possible, particularly if the Board needs to review a treatment plan, so the claimant can move forward. Richard Duncan asked Ann Bouzigard to work with him, as the Chairperson, if it is necessary to schedule a special meeting. Richard Duncan and Rudy Plancich offered to assist with trying to track down LEOFF 1 member's contact information, if the Board Clerk Secretary finds it necessary.

There being no further business, it was moved, seconded, and passed unanimously to adjourn the meeting at 5:24 p.m.

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Richard Duncan, Chairperson

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Ann Bouzigard, Board Clerk Secretary