

Shon Small, Chairman  
Benton County Representative

Scott Hamilton  
Member at Large Representative

Don Smith, Pro Tem  
Second Law Enforcement Representative

**BENTON COUNTY**  
Law Enforcement Officers'  
and Firefighters'  
Disability Board

Bob Elder  
Mayors' Representative

David Donovan  
Law Enforcement Representative

Lisa Small  
Secretary

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## MEETING MINUTES FOR THE JANUARY 2, 2013 LEOFF 1 MEETING

The LEOFF 1 Disability Board met in regular session on Wednesday, January 2, 2013 at the Benton County Courthouse, Prosser, Washington. Present was Chairman Shon Small, Benton County Representative; Pro-Tem Dave Donovan, Law Enforcement Representative; Don Smith, Second Law Enforcement Representative; Scott Hamilton, Member at Large Representative; Bob Elder, Mayors' Representative and Lisa Small, Board Secretary.

Chairman Shon Small called the meeting to order at 2:00 PM.

### Approval of Minutes

**MOTION:** Don Smith moved to approve the meeting minutes for December 5, 2012. Scott Hamilton second and upon vote, the motion carried unanimously.

### Executive Session – Medical Claims

The Board went into executive session to review medical claims submitted at 2:02 PM. At 2:17 PM, the Board came out of executive session.

**MOTION:** Dave Donovan moved to approve the claims as presented. Bob Elder seconded and upon vote, the motion carried unanimously.

During executive session, the board was presented with a proposal from a member for hearing aids. After review and discussion, the board requested that the member obtain two other proposals as per policy requirements. The Board suggested that Lisa communicate with the Board when the other two proposals are received so the member does not have to wait another month to purchase the needed hearing aids. The Board would approve the hearing aids up to \$6,490.00 once other quotes have been obtained.

Also, during executive session, the Board was updated on a claim submitted for reimbursement that was not submitted to the correct insurance. The physician's office switched billing programs and went to a third party billing service with not all records being transferred over. Lisa has been working with the physician's office for several months trying to get it all straightened out. The member paid the out of pocket fee of \$110.00 and submitted it into the LEOFF I Board for reimbursement. The Board authorized the payment to be paid out of the 2012 budget and then collect any reimbursement from the insurance if and when it happens.

**MOTION:** Dave Donovan moved to approve a claim in the amount of \$110.00 to be paid out of the 2012 budget. Don Smith second and upon vote, the motion carried unanimously.

*\*For the record: the day after the January board meeting, the member called and said that the physician's office was working on getting all past claims resolved. Payment was not made to member in the amount of \$110.00 from the 2012 budget. There are a couple claims that we are still working on clearing up.*

**Unfinished Business:**

Regular Meeting Schedule Discussion

At the December meeting the Board entertained the possibility of changing the regular scheduled board meeting to every other month and authorizing Lisa to process ordinary reimbursements claims prior to board approval. The Board revisited the idea at this meeting and recommends holding a Board meeting in February 2013 and then again on the first Wednesday of each month in April, June, August, October, December.

**MOTION:** Scott Hamilton moved to change the regular scheduled LEOFF I Board meetings to every other month starting February 2013; authorizing the Secretary to process all typical medical claims between regular scheduled meetings. Bob Elder seconded and upon vote, the motion carried unanimously.

**New Business:**

Election of 2013 Officers

The nomination and elections for Chairman and Pro Tem of the Board was conducted.

**MOTION:** Dave Donovan moved to elect Shon Small as Chairman. Scott Hamilton seconded and upon vote, the motion carried unanimously.

**MOTION:** Scott Hamilton moved to elect Don Smith as Pro Tem. Dave Donovan seconded and upon vote, the motion carried unanimously.

Resolution for Legal Services

The Board was presented with Resolution 13-01 for authorization to pay Law Office of J.E. Fischnaller for legal services provided at the December 20, 2012 special board meeting.

Lisa informed the Board that she will make changes to the LEOFF I Policy and Procedures reflecting the new regular scheduled meeting schedule for board approval and signature.

With no further business to discuss, the Board adjourned at 2:45 PM.

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Chairman

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Clerk to the Board