



**LEOFF 1 DISABILITY BOARD
REGULAR QUARTERLY MEETING MINUTES**

Friday, October 10, 2025 – 10:00 a.m.

City Hall – Mayor’s Conference Room
865 SE Barrington Drive, Oak Harbor, WA 98277

In attendance:

Board Members

Ray Heltsley, Chairperson
Tony Barge, Board Member
James Marrow, Councilmember
Tara Hizon, Councilmember

Absent Board Members:

Vacant, Citizen Board Member

LEOFF 1 Members

Gary West

Staff

Emma House, HR Director/Board Secretary

Absent LEOFF 1 Members:

Rick Wallace
Tim Sterkel

1. Call to Order

Emma House called the meeting to order at 10:04 a.m.

2. New Business

a. Approve of Agenda for October 10, 2025.

MOTION: Chair Heltsley moved to approve the agenda, seconded by Councilmember Marrow. Motion carried unanimously.

b. Approve Minutes from January 12, 2024.

MOTION: Mayor Pro Tem Hizon moved to approve the minutes, seconded by Councilmember Marrow. Motion carried unanimously.

c. Board Roster

Board Secretary House confirmed board terms for 2026.

d. Discussion from Board

Board Secretary House shared the most recent UNUM Long Term Care summaries for each LEOFF 1 member.

e. Review Medical Reimbursement Claims (closed session pursuant to RCW 42.30.140(2)).

Medical reimbursement claims to be reviewed – Two (2) dental claims.

MOTION: Chair Heltsley moved to approve the two (2) dental claims, seconded by Councilmember Marrow. Motion carried unanimously.

3. Old Business

None to report.



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4. Other Item(s).

The next LEOFF 1 Board regular meeting is scheduled for Friday, January 9th, 2026, at 10:00 am.

5. Adjournment

There being no further business. **MOTION**: Mayor Pro Tem moved to adjourn, seconded by Councilmember Marrow; unanimously approved at 10:32 a.m.

Emma House
LEOFF 1 Board Secretary