



**CITY OF**  
**Vancouver**  
**WASHINGTON**

**Police  
Pension Board  
Meeting Schedule  
August 5, 2024**

**Police Pension Board  
2:00pm  
Birch Conference Room, 2<sup>nd</sup> Floor City Hall  
Call In: 1 347-941-5324  
Phone Conference ID: 227 278 93#  
Teams Meeting ID: 230 676 860 607  
Passcode: DGk34o**

Please contact Caylee Trant at (360) 487-8403 or  
[Caylee.Trant@cityofvancouver.us](mailto:Caylee.Trant@cityofvancouver.us)  
if you are unable to attend.  
Thank you!

**Monday, Aug. 05, 2024**

**2:00p.m.**

**Vancouver City Hall**

Birch Conference Room, 2<sup>nd</sup> Floor

**MEETING ACCESS INFORMATION:**

[Join the meeting now](#)

Call In: 1-347-941-5324

Phone Conference Number: 227 278 93#

## AGENDA

1. Call to Order and Roll Call – McEnerny-Ogle
2. Approval of Minutes – McEnerny-Ogle
  - a. May 22, 2024
  - b. July 24, 2024
3. Communications – Trant
  - a. Results of Election for Police Pension Board Member
  - b. Pensioner Death
  - c. Pensioner Death
4. Reports – Glenn
  - a. Budget Report
5. New Business – Ramras
  - a. Request for FTE Funding
6. Public Comment – McEnerny-Ogle
7. Old Business – Trant
  - a. None
8. Expenses – Glenn
  - a. Approval of Expenses for May – June 2024

## Members

**Anne McEnerny-Ogle**

*Chair*

Erik Paulsen, Mayor Pro Tempore

Anthony Glenn, City Treasurer

Natasha Ramras, CFO/Board  
Secretary

August Lehto, Police Retiree

Kit Abernathy, Police Retiree

Jeffrey Dong, Police Retiree

## Human Resources Department

P.O. Box 1995  
Vancouver, WA 98668  
360-487-8403  
TTY: 711  
[cityofvancouver.us](http://cityofvancouver.us)

## Meeting Minutes

Wednesday, May 22, 2024

2:30 p.m.

Vancouver City Hall

Aspen Conference Room

415 W. 6<sup>th</sup> Street

Vancouver, WA 98660

### Board Members Present:

Erik Paulsen, Mayor Pro Tempore; Anthony Glenn, Treasurer; August Lehto, Police Retiree; Kit Abernathy, Police Retiree; Jeffrey Dong, Police Retiree

### Board Members Absent:

Anne McEnerny-Ogle, Chair; Natasha Ramras, CFO/Board Secretary

**Staff Present:** Nena Cook, Deputy City Attorney; Caylee Trant, Human Resources; Iasmina Giurgiev, Human Resources.

### Guests:

None

### Item 1: Call to Order

The May 6, 2024, meeting of the Police Pension Board was called to order at 2:30 p.m. by Mayor Pro Tempore, Erik Paulsen in Aspen Conference Room at Vancouver City Hall and via Microsoft Teams.

### Item 2: Approval of Minutes:

**Motion** by Abernathy, seconded by Lehto, and approved unanimously to adopt the minutes from May 6, 2024, as written.

### Item 3: Communications

None

### Item 4: Budget Report

## Members

**Anne McEnerny-Ogle**

*Chair*

Erik Paulsen, Mayor Pro Tempore  
Anthony Glenn, City Treasurer  
Natasha Ramras, CFO Board Secretary  
August Lehto, Police Retiree  
Kit Abernathy, Police Retiree  
Jeffrey Dong, Police Retiree

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Glenn reported that total expenditures through April 2024 were 24% of budget. Total revenues through April 2024 were 56% of budget. The budget report is on track and no adjustments are needed from the Accounting department.

**Item 5: Request for Long Term Care – Claimant A**

Attached for Board review is a Long-Term Care Application and Physician’s Statement with request for Long Term Care for Claimant A.

Section I.7 of the Board’s rules states:

*“Claims that require Board approval must be submitted directly to the Pension Board Coordinator. All information to be submitted to the Board must be received no less than 14 calendar days prior to the meeting date.”*

Claimant A’s family requested a special meeting to be held as they were unable to provide all documentation required for the regularly scheduled meeting on May 6, 2024. They have paid the prorated May rent for a long-term care facility and would like the City to pay the facility directly for June. The next regularly scheduled meeting is June 3, 2024, if the claim is approved, payment for rent and care would need to be distributed to the supplier prior to this date.

Section I.1 of the Board rules allows:

*“Pursuant to RCW 41.20.030, the Police Board shall hold monthly meetings on the first Monday of each month, provided there is new business. If necessary, special meetings may be called by the chairperson or majority of the Board.”*

The Board can determine if this meets the threshold of emergency and hold a special meeting.

Section III. 11 of the Board’s rules and regulations requires:

*“Explanation of benefits insurance documentation forms showing amounts paid and/or rejected, including proof of submission to Medicare, VA Benefits, and any existing Long Term Care Insurance.”*

Claimant A was residing in a skilled nursing facility, Oaks at Timberline for rehabilitation following a fall from a ladder. His stay at the facility was covered under his Kaiser Senior Advantage plan.

Section III.11.b of the Board rules state:

*“The member must obtain pre-approval for assisted living care unless at the Board’s sole discretion determine that emergency circumstances reasonably prevented prior approval.”*

Claimant A has moved into Clearwater Springs as of May 13<sup>th</sup>, 2024. He needed to move to Clearwater due to his stay at Oaks Timberline no longer being covered by his Kaiser Senior Advantage plan. On May 2<sup>nd</sup>, his family was informed that his insurance coverage would be ending as they deemed, he no longer needed the care of a skilled nursing facility. His daughter filed an appeal with Kaiser Permanente to get them to cover his skilled nursing stay until he was able to move. They won the appeal, but they would only allow him to stay for another week. After the week was over, they would need to file another appeal to stay longer. Claimant A’s second appeal was denied and were told they no longer needed therapy or nursing care at the level of a skilled nursing facility.

Section III.11.a of the Board rules limits:

*“The Board does not provide benefits for the following.... Charges for reports or records; transportation; bed holds; move in fees;”*

Claimant A’s daughter secured a spot at Clearwater Springs with a \$2500 move-in fee, and she is requesting reimbursement for these fees.

Section III.11.d of the Board rules for long term care costs:

*“Total daily cost allowed shall not exceed the semi-private room rate in a skilled nursing facility. This allowance will be determined using the latest annual Genworth Cost of Care Survey for Nursing Home Care services in the state of Washington.”*

According to the plan of care documents, Claimant A is currently a level 4 resident which has a care level cost of \$2,400/month plus rent \$2,900/month. He will receive a thirty-day evaluation in June and the facility believes he will be a level 3 resident. The current average daily cost for a semi-private room in Washington State is \$359/day or about \$10,770/month.

Items for consideration by the Board:

\$2,500	One-Time Move-In Fee
\$3,125.81	Prorated May Rent and Care
\$5,300	Ongoing Monthly Room, Board, and Care

### **Action Requested**

Consider Claimant A’s request for medically necessary long term care up to the current daily cost for a semi-private room as presented.

**Motion** by Abernathy to approve reimbursement for prorated May rent and payment for medically necessary ongoing long term care up to the current daily cost for a semi-private room as presented. Seconded by Dong and approved unanimously.

### **Item 6: Request for Dental Care – Claimant B**

Attached for Board review is a request for payment of dental care for Claimant B.

Section I.7 of the Board’s rules states:

*“Claims that require Board approval must be submitted directly to the Pension Board Coordinator. All information to be submitted to the Board must be received no less than 14 calendar days prior to the meeting date.”*

Claimant B requested a special meeting to determine approval of dental care as he is trying to start the process of a dental implant. The entire process will take multiple months before the tooth is fully repaired. The next regularly scheduled meeting is June 3, 2024, if the claim is approved, payment for care would need to be distributed to the supplier prior to his appointment.

Section I.1 of the Board rules allows:

*“Pursuant to RCW 41.20.030, the Police Board shall hold monthly meetings on the first Monday of each month, provided there is new business. If necessary, special meetings may be called by the chairperson or majority of the Board.”*

The Board can determine if this meets the threshold of emergency and hold a special meeting.

Section II.1 of the Board’s rules and regulations states:

*“Pursuant to RCW 41.26.150, whenever a member requires medical services as defined by RCW 41.26.030 (20), such services may be paid for by the City, only if those medical services are deemed medically necessary and not payable from another source.”*

RCW 41.26.030(20)H states:

“Dental charges incurred by a member who sustains an accidental injury to his or her teeth and who commences treatment by a legally licensed dentist within ninety days after the accident.” Claimant B cracked a tooth while eating a beef stick and bit down on a small bone fragment. Claimant B is requesting the Board consider reimbursement to him for the cost emergency extraction which was needed at the time of the incident and implant to restore this tooth.

Items for consideration by Board:

\$364.10	Reimbursement for emergency extraction
\$2,690.90	Payment for implant

**Action Requested**

Consider Claimant B’s request for reimbursement of emergency extraction and payment of dental repair.

**Motion** by Glenn to approve reimbursement for emergency extraction and payment of dental repair. Seconded by Lehto and approved unanimously.

**Item 7: Expenses**

Expenses for April 2024 totaled \$51,432.53.

**Motion** by Glenn, seconded by Abernathy, and approved unanimously to accept the expenses as presented.

**Adjourned:**

This meeting adjourned at 2:59 p.m.

## Special Meeting Minutes

**Wednesday, July 24, 2024**

**4:00 p.m.**

**Vancouver City Hall**

Aspen Conference Room

415 W. 6<sup>th</sup> Street

Vancouver, WA 98660

**Board Members Present:**

Anne McEnerny-Ogle, Chair; Natasha Ramras, CFO/Board Secretary; Anthony Glenn, Treasurer; August Lehto, Police Retiree; Kit Abernathy, Police Retiree; Jeffrey Dong, Police Retiree

**Board Members Absent:**

Erik Paulsen, Mayor Pro Tempore

**Staff Present:** Nena Cook, Deputy City Attorney; Kelsey Sanfilippo, Human Resources; Iasmina Giurgiev, Human Resources.

**Guests:**

None

**Item 1: Call to Order**

The July 24, 2024, meeting of the Police Pension Board was called to order at 4:08 p.m. by Chair Mayor McEnerny-Ogle in Aspen Conference Room at Vancouver City Hall and via Microsoft Teams.

**Item 2: Request for Home Health Care – Claimant A**

Attached for Board review is a ComFor Care assessment and Physician’s Statement supporting a request for home health care for Claimant A. The original Application Request and Physician’s Statement requesting Long Term Care is attached for reference. Previously, Claimant A was approved for Long Term Care facility at the May 22, 2024, meeting for up to \$10,770/month provided by Clearwater Springs.

Section III. 10 of the Board’s rules and regulations requires:

## Members

**Anne McEnerny-Ogle**

*Chair*

Erik Paulsen, Mayor Pro Tempore  
Anthony Glenn, City Treasurer  
Natasha Ramras, CFO Board Secretary  
August Lehto, Police Retiree  
Kit Abernathy, Police Retiree  
Jeffrey Dong, Police Retiree

**Human Resources  
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*“Explanation of benefits insurance documentation forms showing amounts paid and/or rejected, including proof of submission to Medicare, VA Benefits, and any existing Long Term Care Insurance.”*

Claimant A is currently receiving health care services provided by Kaiser twice a week. However, they only provide physical therapy and do not provide the custodial care needs that were outlined in the Physician’s Statement.

Section III.10.b of the Board rules state:

*“The member must obtain pre-approval for assisted living care unless at the Board’s sole discretion determine that emergency circumstances reasonably prevented prior approval.”*

Claimant A wanted to be closer to his family and receive his care within his home. Claimant A gave his notice to vacate Clearwater Springs and was required to move out on July 12, 2024. After he moved out of Clearwater Springs, Claimant A’s family was able to secure medically necessary home health care services from ComFor Care.

Section III.10.a of the Board rules limits:

*“The Board does not provide benefits for the following.... charges for reports or records; transportation; homemaker or housekeeping services; except by home health aides as ordered in home health plan of treatment;”*

Claimant A’s daughter secured ComFor Care with a \$1600 deposit and \$150 administrative fee, and she is requesting reimbursement for these fees. According to the home services agreement, the deposit will be refunded in full or applied to the final invoice upon discharge of services. The administrative fee is for paperwork processing and keeping their client file in compliance with state regulations. The fee also covers any changes in the care plan or with advanced directives of the claimant.

Section III.10.d of the Board rules for long term care costs:

*“Total daily cost allowed shall not exceed the semi-private room rate in a skilled nursing facility. This allowance will be determined using the latest annual Genworth Cost of Care Survey for Nursing Home Care services in the state of Washington.”*

According to the plan of care documents, Claimant A is currently a level 1 resident which has a care level cost of \$40/hour at an estimated 20 hours per week or \$3,200/month. The current average daily cost for a semi-private room in Washington State is \$359/day or about \$10,770/month.

Items for consideration by the Board:

\$1600	Deposit
\$150	Administrative Fee
\$40/hour	Ongoing Home Health Care by ComFor Care

### **Action Requested**

Consider Claimant A’s request for medically necessary home health care up to the current daily cost for a semi-private room as presented.

**Motion** by Lehto to approve reimbursement for deposit and administrative fees, conditional that the deposit comes back as a credit towards the last payment to the provider and payment for medically necessary ongoing home health care up to the current daily cost for a semi-private room as presented. Seconded by Ramras and approved unanimously. Board members request a procedure outlining how fees and deposits should be handled for long term care requests.

### **Adjourned:**

This meeting adjourned at 4:17 p.m.





## MEMORANDUM

**DATE:** August 5, 2024

**TO:** Police Pension Board

**FROM:** Caylee Trant

**RE:** **Results of Election for Police Pension Board Member**

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In accordance with the election process outline, an election was held to fill the expired term of Kit Abernathy on the Police Pension Board. After the nomination period, there was only one nominee, Kit Abernathy. Balloting was not required, as such Kit Abernathy will serve as the Police Pension Board Member until the expiration of his term on June 30, 2027.

**ACTION REQUESTED**

Accept the results of the election and confirm Kit Abernathy as Pension Board Member to serve until June 30, 2027.



## MEMORANDUM

**DATE:** August 5, 2024  
**TO:** Police Pension Board  
**FROM:** Caylee Trant, Pension Board Coordinator  
**RE:** **Pensioner Death**

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Police Retiree, Michael Jacobsen, passed away on May 20, 2024, at 79 years of age.

**“41.20.090 Lump sum payment on death before or after retirement.** *“Whenever any member of the police department of such city shall, after five years of service in said department, die, his surviving spouse or, if there is no surviving spouse, the child or children under the age of eighteen years, or if there is no surviving spouse or child or children, then his parents or unmarried sister or sisters, minor brother or brothers, dependent upon him for support, shall be entitled to the sum of one thousand dollars from such fund. This section to apply to members who shall have been retired, for any reason, from active service under the provisions of this chapter.”*

A check will be prepared for the funeral benefit and delivered to the estate of Michael Jacobsen.

### **Action Requested**

Communications only; No official action required by the Board.



## MEMORANDUM

**DATE:** August 5, 2024  
**TO:** Police Pension Board  
**FROM:** Caylee Trant, Pension Board Coordinator  
**RE:** **Pensioner Death**

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Police Retiree, Russell Winters, passed away on May 26, 2024, at 75 years of age.

**“41.20.090 Lump sum payment on death before or after retirement.** *“Whenever any member of the police department of such city shall, after five years of service in said department, die, his surviving spouse or, if there is no surviving spouse, the child or children under the age of eighteen years, or if there is no surviving spouse or child or children, then his parents or unmarried sister or sisters, minor brother or brothers, dependent upon him for support, shall be entitled to the sum of one thousand dollars from such fund. This section to apply to members who shall have been retired, for any reason, from active service under the provisions of this chapter.”*

A check was prepared for the funeral benefit and delivered to Paula Winters, spouse of Russell Winters.

### **Action Requested**

Communications only; No official action required by the Board.

**COV - Composite Department Budget vs Actuals by Fund**

Period FY 2024 - Jun

Fund 617 Police  
Pension Trust  
Fund

Ledger Expenditures  
Account  
Type

Fund	Department	Cost Center	Ledger Account	Current Year							Prior Year				
				Budget	Pre-Encumbrance	Encumbrance	Actuals	Actuals + Total Encumbrance	Available Budget	% Spent	Budget	Actuals (Years End)	Variance (Budget - Actual)	Actuals (PTD)	% Spent
617 Police Pension Trust Fund	Budget - Human Resources	CC0131 HR-Pension Admin	540000:Services	0	454	0	0	454	(454)	0%	0	0	0	0	0%
617 Police Pension Trust Fund	Budget - Human Resources	CC0132 HR-Pension Payments	520000:Employee Benefits	1,513,200	0	0	560,475	560,475	952,725	37%	1,513,200	1,004,979	508,221	525,307	35%
617 Police Pension Trust Fund	Budget - Human Resources	CC0132 HR-Pension Payments	540000:Services	21,750	0	0	3,877	3,877	17,873	18%	21,750	7,467	14,283	7,157	33%
617 Police Pension Trust Fund	Budget - Human Resources	CC0132 HR-Pension Payments	550000:Intergovernmental Services and Payments	200	0	0	0	0	200	0%	200	0	200	0	0%
617 Police Pension Trust Fund	Budget - Human Resources	CC0132 HR-Pension Payments	590000:Interfund Services	15,901	0	0	9,511	9,511	6,391	60%	18,574	16,022	2,552	7,975	43%
<b>Total</b>				<b>1,551,051</b>	<b>454</b>	<b>0</b>	<b>573,863</b>	<b>574,317</b>	<b>976,735</b>	<b>37%</b>	<b>1,553,724</b>	<b>1,028,468</b>	<b>525,256</b>	<b>540,439</b>	<b>35%</b>

07/22/2024 11:51 AM trantc / Caylee Trant

**COV - Composite Department Budget vs Actuals by Fund**

Period FY 2024 - Jun

Fund 617 Police  
Pension Trust  
Fund

Ledger Account Type  
Revenues

Fund	Department	Cost Center	Ledger Account	Current Year							Prior Year				
				Budget	Pre-Encumbrance	Encumbrance	Actuals	Actuals + Total Encumbrance	Available Budget	% Spent	Budget	Actuals (Years End)	Variance (Budget - Actual)	Actuals (PTD)	% Spent
617 Police Pension Trust Fund	Budget - Human Resources	CC0132 HR-Pension Payments	361110:Investment Earnings	0	0	0	(354)	(354)	354	0%	0	(467)	467	(266)	0%
617 Police Pension Trust Fund	Budget - Human Resources	CC0132 HR-Pension Payments	369910:Miscellaneous Other Operating Revenues	0	0	0	(507,022)	(507,022)	507,022	0%	0	(18,884)	18,884	(9,775)	0%
617 Police Pension Trust Fund	Budget - Human Resources	CC0132 HR-Pension Payments	369920:Miscellaneous Other Nonoperating Revenue	0	0	0	0	0	0	0%	0	827	(827)	0	0%
617 Police Pension Trust Fund		(Blank)	361110:Investment Earnings	0	0	0	(88,383)	(88,383)	88,383	0%	0	(36,971)	36,971	0	0%
617 Police Pension Trust Fund		(Blank)	369910:Miscellaneous Other Operating Revenues	(1,000,000)	0	0	0	0	(1,000,000)	0%	(1,000,000)	(1,000,000)	0	(500,000)	50%
<b>Total</b>				<b>(1,000,000)</b>	<b>0</b>	<b>0</b>	<b>(595,759)</b>	<b>(595,759)</b>	<b>(404,241)</b>	<b>60%</b>	<b>(1,000,000)</b>	<b>(1,055,494)</b>	<b>55,494</b>	<b>(510,041)</b>	<b>51%</b>

07/22/2024 11:55 AM trantc / Caylee Trant



## MEMORANDUM

**DATE:** August 5, 2024

**TO:** Police Pension Board

**FROM:** Natasha Ramras, CFO/Board Secretary

**RE:** **Request for FTE Funding**

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City Staff will provide a presentation on the desired funding for the Pension Board Coordinator position. This proposal will outline the responsibilities of the coordinator and the annual costs associated with funding this position.

**Police Pension Board  
May - June 2024**

**EXPENSES:**

<b>May</b>	<b>2024 Pensions Paid</b>	\$13,790.01
<b>June</b>	<b>2024 Pensions Paid</b>	\$13,790.01
<b>May</b>	<b>2024 Claims paid by Allegiance</b>	\$95.00
<b>June</b>	<b>2024 Claims paid by Allegiance</b>	\$9,006.41
<b>May</b>	<b>2024 Claims paid by CoV</b>	\$46,029.70
<b>June</b>	<b>2024 Claims paid by CoV</b>	\$32,681.30
<b>May</b>	<b>2024 Allegiance Admin Fees</b>	\$19.25
<b>June</b>	<b>2024 Allegiance Admin Fees</b>	\$19.25
<b>May</b>	<b>2024 Medicare B Reimbursements</b>	\$0.00
<b>June</b>	<b>2024 Medicare B Reimbursements</b>	\$681.30
<b>TOTAL EXPENSES FOR APPROVAL:</b>		<b>\$116,112.23</b>

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**APPROVAL OF EXPENSES**

**We, the undersigned members of the Police Pension Board of the City of Vancouver do hereby certify and attest that the above expenses have been approved for payment in the amount of \$116,112.23 this 5th day of August 2024.**