

MEETING MINUTES

TUMWATER LEOFF DISABILITY BOARD
JULY 10, 2025



CONVENE: 11:00 a.m.

PRESENT: Chair Rick Sapp, Board Members Jim Tuggle and Peter Agabi.

Excused: Secretary/Chief Examiner Michelle Sutherland, Board Member Angela Jeffertson.

Staff: Senior Human Resources Analyst Matt Middleton for Secretary/Chief Examiner Michelle Sutherland.

**CHANGES TO
AGENDA**

Board Members discussed improving communications by staff verifying emails and having Board Members reply to agenda and cancellation notices. Chair Sapp noted the law enforcement board member stepped down. There was discussion on the process to recruit a new board member.

**APPROVAL OF
MINUTES:**

Board Member Tuggle moved, seconded by Board Member Agabi, to approve the minutes of November 14, 2024, as presented. A voice vote approved the motion.

PUBLIC COMMENT: There was no public comment.

**CLOSED SESSION:
SUBMITTED CLAIMS** The LEOFF Board went into a closed session at 11:13 a.m. to review the submitted claim.

**OPEN SESSION:
VOTE ON SUBMITTED
CLAIMS** The LEOFF Board returned to an open session at 11:43 a.m. Chair Sapp stated the claim will be held at this time pursuant to any additional documents to be submitted.

NEXT MEETING DATE: The next meeting is scheduled for Thursday, August 14, 2025. It was noted this date is within the Council Summer Break and may not occur.

ADJOURNMENT: With there being no further business, Chair Sapp adjourned the meeting at 11:46 a.m.

Prepared by Cheryl Almon, Department Assistant III