Minutes of PACE Trustee Minutes
Monday, February 25, 2019
1201 Court St., NE, Suite 113, Salem, OR 97301

PACE Trustee members in attendance at meeting start: Dan Davenport, Scott Neufeld, Mike Schofield, Tenneal Wetherell, Sharla Andresen, John Rexford

Committee members present via conference call (Zoom): Debbie Laszlo, Tim Belanger, Jens Jensen, Marie Night, Craig Prewitt, Adam Stewart

OSBA staff present at meeting start: Dave Harvey, Jim Green, Chris Davidson, Haley Percell, Vicky Black

Guests present at meeting start: Greg Coffey and Chris Kyle from Russell Investments

Meeting opened at 10:03am.

I. Educational Training - Underwriting - Kevin Pardy (Not discussed)

II. Welcome - Debbie Laszlo
   A. Acknowledge guest(s)
   B. Any modifications or additions to the agenda

III. Presentations
   A. Investment Update - Greg Coffey, Russell Investments

Frank Stratton entered the meeting at 10:07am.
Greg and Chris left the meeting at 10:27am.

IV. Consent Agenda - ACTION
   Sample Motion: “I move approval of the consent agenda.”
   Requires a second and a vote but NO discussion of items on the consent agenda. If a board member wishes to discuss an item, they should ask to have the item removed from the consent agenda and it will be taken up separately after the consent agenda.

   Tim Belanger made a correction to the minutes that the times that Bret Yancey and Dave Harvey left and reentered the meeting in section 3 were incorrect. He believes the times were reversed.
   A. Approval of December 3, 2018 Minutes

   Motion: Tim Belanger made a motion to accept the minutes with the changes; Mike Schofield seconded. The committee voted and the motion passed unanimously.
V. **Action** Items

A. Appoint PACE Safety Star Committee - *Dave Harvey*

   Adam Stewart and Tim Belanger volunteered to be on the committee.

   **Motion:** Craig Prewitt moved to accept Adam and Tim’s appointment to the committee; Adam Stewart seconded. The committee voted and the motion passed unanimously.

B. PACE Trustee Selection - *Dave Harvey*

   Dawn Moorefield put forward for Trustee selection.

   **Motion:** Craig Prewitt moved to accept Dawn for the committee; John Rexford seconded. The committee voted and the motion passed unanimously.

VI. **Department Reports**

A. Legislative Update - *Lori Sattenspiel*

B. Financial Report - *Michael Doherty*

C. Risk Management Report - *Dan Davenport*

   Lori Sattenspiel entered the meeting at 10:37am.
   Lori gave her report after Dan.
   Scott Neufeld exited the meeting at 10:48am.
   Dan Davenport exited the meeting at 10:49am.

D. PACE Legal & Training Report - *Haley Percell*

   Lori Sattenspiel exited the meeting at 10:52am.
   Dan Davenport reentered the meeting at 10:54am.
   Scott Neufeld reentered the meeting at 10:55am.

E. Claims & Litigation Report - *Jens Jensen*

   John Rexford exited the meeting at 11:09am.
   John Rexford reentered the meeting at 11:11am.

F. Underwriting Report - *Kevin Pardy*

VII. Board Activity Update - *Opportunity for Board Members to share their PACE related activity.*

VIII. PACE Administrator update and discussion - *Dave Harvey*

IX. Information - *Usually not discussed unless a Trustee member has questions.*

   A. Communication Report - *Alex Pulaski (not discussed)*

X. New Business Items

   A. Discussion - Deductible D, strengthening legal language before terminating an employee.
B. Discussion - Future Board Topics and Activities - *Dave Harvey*

XI. Trustee Training Opportunities

1. March 3-6, 2019 – AGriP Annual Conference – St. Louis, MO
2. April 18, 2019 – PACE Day

*Sharla adjourned the meeting at 12:02pm.*

XII. Future Business Items

Next Meeting Date – April 17, 2018 – 11:00 a.m.
(OSBA 1201 Court St., NE, Salem, OR 97301 (Room 113))

1. Trust Board Dinner at 6:00 p.m.
   Rudy’s Steakhouse
   350 Chemeketa St NE
   Salem, OR 97301

2. Hotel rooms have been made for all Trustees
   The Grand Hotel
   201 Liberty St. SE
   Salem, OR 97301

XIII. Adjourn - 2:00 P.M.