

MONDAY, SEPTEMBER 29, 2014

1201 Court St. NE, Ste. 400, Salem, OR 97301; Room 427

PACE Trustee members in attendance at meeting start: Phil Wentz, Tigard-Tualatin 23J Facilities Manager; Mike Schofield, Gresham-Barlow 10 Chief Financial Officer; John Rexford, High Desert ESD Superintendent; Brett Yancey, Springfield Public Schools Director of Business Operations, Adam Stewart, Hillsboro 1J Chief Financial Officer, Marie Knight, Vernonia 47J Fiscal Assistant, Debbie Laszlo, Redmond 2J Regional Risk/Benefits Manager, Sharla Andresen, Central Oregon Community College Director of Contracts & Risk.

SDAO staff in attendance at meeting start: Frank Stratton, Executive Director; Mike Doherty, Chief Financial Officer; Geoff Sinclair, Director of Claims Services; Scott Neufeld, Director of Loss Control; and Jens Jensen, Property and Casualty Claims Manager.

OSBA staff in attendance at meeting start: Betsy Miller-Jones, Executive Director; Tricia Yates, Director of Communications; Mike Robison, Director of Finance; Lisa Freiley, Director Labor and PACE Services; and Pamela Mullen, Labor & PACE Services Assistant.

Guest Speakers in attendance at meeting start: Greg Coffey, Russell Investments.

Chair Adam Stewart called the meeting to order at 10:00 a.m.

- I. Introductions
- II. Action items
 - A. Approval of July 22, 2014 minutes

A question was raised regarding the “Term & Termination” section of the service contract between OSBA & SDAO at the July 22, 2014 meeting. It was agreed to leave the service contract as approved.

Motion: John Rexford moved approval of the July 22, 2014 PACE meeting minutes as presented. Seconded by Phil Wentz.

The board voted on the motion and it passed unanimously.

- III. Presentations and written reports
 - A. Financial report

Mike Doherty reviewed the updated financial report in the Trustees’ packet. It was noted total assets of \$44.5M and (liabilities were down \$1.6M all of this was claim related) resulting in a net assets of \$24.5 compared to \$12.2 in the prior year.

Discussion ensued about which financial factors had the greatest impact on the increase in net

assets.

B. Investment update

Greg Coffey updated the group about their portfolio and cover two main topics: the PACE portfolio and current state of the market.

At the end of August asset stood at \$52.5M and at the end of September down to about \$52M. Asset allocations; 60% in fixed income and 40% in equities we move out to a shorter duration in anticipation of interest out to a shorter duration 35%. Total equity right in line with benchmark; since inception the asset pools returned 6.9% right in line with the benchmark of 6.9%. Since inception the total equity has returned 11.3% relative to the benchmark of 12.6%.

Greg Coffey, Russell Investments, exited the meeting at 10:45 a.m.

IV. Communications update

Tricia Yates went over the draft of the member survey. She reviewed the information included in the communication report and got feedback from the trustees. She reviewed production status of the Boundary Invasion Toolkit, marketing for PACE trainings and PACE Day.

Mike Doherty exited the meeting at 10:55 a.m.*

Mike Doherty rejoined the meeting at 10:57 a.m.*

Tricia Yates exited the meeting at 11:10 a.m.

Tricia Yates rejoined the meeting at 11:15 a.m.

V. Loss Control Report

Scott Neufeld commented on the positive reports from SafeSchools/SafeColleges quite a few districts have switched over from other services and out of the three years we have been using SafeSchools we had 104,000 trainings in August; which is 14,000-15,000 up from last year. Staff has been busy visiting members with the Boundary Invasion trainings and 135 out of 200 members have been visited; all members will be visited by year end. Staff is working on developing a product for Community Colleges; that focuses on the SaVe ACT to give Community Colleges a way to save 5% GL premiums for the 2015-16 and 2016-17 years. CNA our boiler machinery carrier hosted a class in John Day on August 6th. Training programs for the Regional Risk Management Coordinator training will start October 23rd in Roseburg. We have conducted training sessions all over the State ranging from Playground, student supervision athletic liability and General Risk management.

VI. Pre-Loss report

Lisa Freiley reviewed the pre-loss data included in the Trustees' packet. If you look at the numbers; in July it was a quite month with 80-90 phone calls. By the time most school staff were back in August that number almost doubled. A common theme is discipline, discrimination and terminations; members are getting better at sending in their contacts to be

reviewed.

How does this report compare to last year's report? Lisa to get information for the Trustees for the December meeting.

VII. Training update

Lisa Freiley stated that normally Peggy Holstedt would be at the meeting to present but she had another meeting she needed to attend. The training list included in the trustee packet is very extensive and will carry us through April 2015. This Standard School Safety Response protocols; which is the John Michael Keys training starts in October and a significant amount of marketing went into this training. It's a train the trainer program and will allow members to send a team and they can go back and train the district. All the materials will go with the trainer to help facilitate the training.

John Rexford exited the meeting at 11:30 a.m.

John Rexford rejoined the meeting at 11:33 a.m.

PACE supported the Safety Summit again this past August and Scott Neufeld provided an hour training during the Summit and it was well received.

Break for lunch at 11:35 a.m.

Reconvened meeting at 12:15 p.m. and Chair Adam Stewart calls the meeting into "Executive Session"

VIII. In Executive Session - ORS 192.66(2)(f) Claims Report

Chair Adam Stewart calls the meeting back to regular session at 12:55 p.m.

IX. SafeSchools Update

Lisa Freiley reported back that Geoff Sinclair and Scott Neufeld met with Brian Taylor about the Tip line. He made some adjustments to his price and lowed the price; Brian now has the list of interested members and can begin to sign members for the new tip line. The tip line that will be implemented will be individualized to your districts; via website, phone and specific people at your district that are designated to get the tips; i.e., sex abuse, bullying, weapons etc.

X. Claims Review Boundary Invasion Toolkit Training

Geoff Sinclair reviewed the elements of the Boundary Invasion Toolkit that will need to be completed to qualify for 5% GL reduction in premiums. Getting good feedback and attendance. After the first of January we will send follow-up emails with the items the district still needs to complete to qualify for a 5% GL reduction in premiums.

There are four (4) training components to qualify for the 5% GL reduction in GL premiums.

- 1.) Staff get the training, SafeSchools, Public School works etc.
- 2.) At least one administrator must take a higher level class related to conducting effective investigations
- 3.) The administrator's must then go back and train employees and designate a person for reporting boundary invasions at their district
- 4.) Post on the bulletin board the designated person to receive boundary invasions' reports for the district

Jens Jensen exited the meeting at 1:00 p.m.

Betsy Miller-Jones exited the meeting at 1:10 p.m.

Betsy Miller-Jones rejoined the meeting at 1:12 p.m.

Craig Prewitt entered the meeting at 1:15 p.m.

XI. Trustee training opportunities

- A. PRIMA, Sunriver, OR, October 1-3, 2014
- B. AASPA Conference, Portland, OR, October 13-17, 2014
- C. OSBA Annual Convention, Portland, OR, November 13-16, 2014
- C. Oregon School Law Conference in Eugene, Oregon on December 3-5, 2014.

Sharla Andresen is going to PRIMA, already registered and paid. At AASPA Dan Davenport & Jens Jensen are speaking from 3-4 p.m. on Thursday, October 16, 2014.

Training information for Spring 2015 will be provided to the trustees at the December meeting.

XII. Future Business

Marie Knight asked if the trustees would be interested in moving the December 3rd meeting to December 2nd?

Phil Wentz stated the GOSH Conference is in March 10, 2015 at the Portland Convention Center.

Board tentatively agreed to move the December meeting to Eugene dependant upon meeting room availability and calendars of trustees. Pam Mullen to send email to trustees to check calendar's once room availability is confirmed.

Chair Adam Steward states the next trust meeting is on tentatively December 2, 2014 based on trustees calendars.

Chair Adam Stewart adjourned the meeting at 1:30 p.m.