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FRIDAY, JULY 24, 2015

Eola-Chemeketa Viticulture Center, 215 Doaks Ferry Rd., Salem, OR, Reisling Room

*PACE Trustee members in attendance at the beginning of the meeting: 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; Craig Prewitt, Phoenix-Talent School District; Adam Stewart, Hillsboro 1J Chief Financial Officer.*

*PACE Trustee members absent at the beginning of the meeting: Marie Knight, Vernonia 47J Fiscal Assistant; Sharla Andresen, Central Oregon Community College Director of Contracts & Risk; Debbie Laszlo, Redmond 2J Regional Risk/Benefits Manager.*

*SDAO staff in attendance at the beginning of the meeting: Frank Stratton, Executive Director; Mike Doherty, Chief Financial Officer; Geoff Sinclair, Director of Claims Services; Scott Neufeld, Director of Loss Control; Jens Jensen, Property and Casualty Claims Manager; and Kevin Pardy, Underwriter; Brian Wolf, Risk Management Consultant, George Dunkel, Consulting Services Administrator.*

*OSBA staff in attendance at the beginning of the meeting: Betsy Miller-Jones, Executive Director; Tricia Yates, Director of Communications; Lisa Freiley, Director of Labor and PACE Services; Kate Wilkinson, Director of Litigation; Rachel Fleenor, Marketing, Communications & Social Media Consultant Tanith Balaban, Pre-loss Attorney; Steve Kelley, Director of Board Development; and Pamela Mullen, Labor & PACE Services Assistant.*

*OSBA staff absent at the beginning of the meeting: Mike Robison, Director of Finance.*

*Guest Speakers in attendance at the beginning of the meeting: Greg Coffey, Russell Investments,*

**Chair Adam Stewart called the meeting to order at 9:04 a.m.**

I. Welcome and introductions

Each attendee introduced themselves.

II. ACTION ITEMS:

A. Election of Chair & Vice Chair.

***Motion: Adam Stewart moved to elect Phil Wentz, Chair and Debbie Laszlo, Vice Chair. Seconded by John Rexford.***

**The board voted on the motion and it passed unanimously.**

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B. Approval of May 4, 2015 minutes.

**Motion: John Rexford moved to approve the May 4, 2015 PACE meeting minutes as presented. Seconded by Craig Prewitt.**

**The board voted on the motion and it passed unanimously.**

*\*\*Geoff Sinclair exits the meeting at 9:40 a.m.\*\**  
*\*\*Scott Nuefeld exits the meeting at 9:41 a.m.\*\**  
*\*\*Geoff Sinclair enters the meeting at 9:43 a.m.\*\**  
*\*\*Scott Nuefeld enters the meeting at 9:44 a.m.\*\**  
*\*\*Betsy Miller-Jones exits the meeting at 9:44 a.m.\*\**  
*\*\*Betsy Miller-Jones enters the meeting at 9:45 a.m.\*\**

III. 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.*

**Motion: John Rexford moved to approve the May 4, 2015 PACE meeting minutes as presented. Seconded by Craig Prewitt.**

**The board voted on the motion and it passed unanimously.**

IV. Investment Update - *Greg Coffey, Russell Investments*

A. Greg Coffey updated the Trustees on the PACE Portfolio with regards to Capital Markets, Asset and Performance review. He also reviewed Asset Allocation and any Equity exposures. He then discussed the Market Outlook.

*\*\*Greg Coffey, Tricia Yates, Rachel Fleenor and Betsy Miller-Jones exit the meeting at 9:58 a.m.\*\**

*\*\*Chair Phil Wentz led the Board into Executive Session at 10:00 a.m.\*\**

B. Claims Report - *Geoff Sinclair*

*\*\*Entered Executive Session at 10:00 a.m.\*\**

**ENTERED EXECUTIVE SESSION**

ORS 192.660(2)(f) - "To consider information or records exempt by law from public inspection."

**LEAVE EXECUTIVE SESSION**

*\*\*Adam Stewart exits the meeting at 10:15 a.m.\*\**

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**\*\*Adam Stewart enters the meeting at 10:16 a.m.\*\***

**\*\*Mike Schofield exits the meeting at 10:27 a.m.\*\***

**\*\*Mike Schofield enters the meeting at 10:30 a.m.\*\***

**\*\*Brett Yancey exits the meeting at 10:44 a.m.\*\***

**\*\*Adam Stewart enters the meeting at 10:45 a.m.\*\***

**\*\*Chair Phil Wentz reconvened the public meeting at 10:50 a.m.\*\***

- C. Trustee Development / Claims Resolution - *Geoff Sinclair*  
Geoff Sinclair discussed the process of how PACE gets to claims resolutions with its members:

V. New Business

- A. Review of Business Plan & Update for 2015-16 - *Lisa Freiley*  
B. Discussion & Development of 3-5 Year Goals - *George Dunkel, Facilitator* -  
**ACTION**  
George lead the group into a brainstorming exercise to begin the 3-5 year goals for PACE.  
C. Approve New OSBA & SDAO Service Agreements - *Lisa Freiley* - **ACTION**  
F. Appoint Evaluation Committee - *Lisa Freiley* - **ACTION**
- Sharla Andresen
  - Craig Prewitt
  - Phil Wentz

***Motion:* John Rexford moved to approve the OSBA and SDAO Service agreements and the newly appointed Trustees to the Evaluation Committee as presented. Seconded by Mike Schofield.**

**The board voted on the motion and it passed unanimously.**

- G. Amicus Brief - *Lisa Freiley* - **ACTION**  
Lisa brief the Trustees on an opportunity to participate in drafting an Amicus brief regarding what constitutes private property on public land. The approximate costs to PACE would be \$7,500 to \$13,000.

***Motion:* John Rexford moved to approve the costs for the Amicus Brief as presented. Seconded by Craig Prewitt.**

**The board voted on the motion and it passed unanimously.**

**\*\*Chair Phil Wentz led the Board into Executive Session at 1:45 p.m.\*\***

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**\*\*Entered Executive Session at 1:45 p.m.\*\***

**ENTERED EXECUTIVE SESSION**

ORS 192.660(2)(f) - "To consider information or records exempt by law from public inspection."

**LEAVE EXECUTIVE SESSION**

**\*\*Chair Phil Wentz reconvened the public meeting at 1:55 p.m.\*\***

VI. Future Business

- A. **Next meeting, September 28, 2015** - Local Government Center, 1201 Court Street NE, Salem, OR - room 427 at 10:00 a.m.
- B. Upcoming Educational Workshops for Trustees:
  - 1. Sept. 30- Oct. 3, 2015, Oregon PRIMA Annual Conference, Gleneden, OR
  - 2. October 4-7, 2015 AGRiP, Chicago, IL
  - 3. November 12-15, 2015 OSBA Annual Convention, Portland, OR
  - 4. March 6-9, 2016 AGRiP, Nashville, TN
  - 5. April 9-11, 2016, NSBA, Boston, MA
  - 6. June 5-8, 2016, PRIMA Conference, Atlanta, GA

**Chair Phil Wentz adjourned the meeting at 3:00 p.m.**