

## MONDAY, SEPTEMBER 28, 2015

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; Debbie Laszlo, Redmond 2J Regional Risk/Benefits Manager; Craig Prewitt, Phoenix-Talent 4 Board Chair*

*PACE Trustee members absent at meeting start: Adam Stewart, Hillsboro 1J Chief Financial Officer, Marie Knight, Vernonia 47J Fiscal Assistant; 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; Lucy Schwallie, Pre-loss Attorney and Pamela Mullen, Labor & PACE Services Assistant.*

**Chair Phil Wentz called the meeting to order at 10:00 a.m.**

- I. Introductions
- II. Action items
  - A. Approval of **July 24, 2015** minutes- **ACTION**

**Motion: Craig Prewitt moved approval of the July 24, 2015 PACE meeting minutes as presented. Seconded by Mike Schofield.**

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

- III. Presentations and written reports
  - A. Investment Update

Michael Robison updated the Trustees in Greg Coffey absence. He discussed the Equity markets and how it has remained quite volatile in the wake of the Fed not increasing the interest rates. From the PACE Portfolio perspective, Russell continues to believe that it is positioned properly.
  - B. Financial Update

Mike Doherty reviewed the Unaudited year-end financial update on page 12 of the packet. The Net Income total reported in July was \$5.4M and the report in your packet today shows \$6.8M and that is simply because my number was lower than the Actuary. Claims trends seem to be turning into

our favor. Mike Robison pointed out that both SDAO and OSBA returned funds to PACE; because we had open positions for Eastern Oregon so SDAO returned those funds back to PACE of around \$92K and OSBA had some transitions in their legal department and returned around \$24K.

C. Risk Management Report

Scott Neufeld updated the Trustees on SafeSchools / SafeColleges. Around eighty (80) members did not get the 5% credit out of our 300 members. We have a department goal to contact those eighty and reintroduce them to benefits and our goal is to get 100% of membership to meet requirements by May 2016. The Risk Management teams put on a variety of training classes at the beginning of the school year throughout the State; (i.e., Playground Supervision and Student Supervision). Lisa Freiley updated the Trustees also on a Title IX presentation that she attended. The presentation was good and it might be worth having him do training for our Community Colleges. Brian Wolf just completed the CPI Train the Trainer course and he has a couple more classes he will be able to provide train the trainer sessions.

D. Communications Report / PACE Membership Survey

Tricia Yates directed the Trustees to page 19 of their packet and highlighted the responses for Crisis Management for UCC and communication support to David Douglas. Good feedback from OASBO on the new PACE booth; working to put faces to staff with the new and improved slide show that will be shown at convention.

Rachel Fleenor then discussed the 2015 PACE Survey Target date to go live is October 1, 2015.

E. PACE Pre-Loss Update

Kate Wilkinson discussed July being a quiet month and the staff are working hard to support our members. She then introduced Lucy Schwallie; Lucy explained her public sector and labor employment work as the Risk Manager in Walla Walla, WA.

F. Training Update

Steve Kelley discussed the past and upcoming trainings the Board Development group have been and will provide to our members. Lisa Freiley explained Sarah Collins, OSBA's Member Services Attorney background of public service. Compared to last year we have only had to cancel one training and have introduced technology to make effective use of staff and the Districts staff valuable time.

**Chair Phil Wentz calls the meeting into "Executive Session" 10:30 a.m.**

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

*\*\*11:20 a.m. Mike Doherty exits meeting\*\**

*\*\*11:22 a.m. Mike Doherty enters meeting\*\**

*\*\*11:45 a.m. Craig Prewitt exits meeting\*\**

*\*\*11:47 a.m. Craig Prewitt enters meeting\*\**

**Chair Phil Wentz call the meeting back to regular session at 11:55 a.m.**

*\*\*Break for lunch at 11:55 a.m.\*\**

*\*\*Reconvened meeting at 12:30 p.m.\*\**

*\*\*12:55 p.m. Brett Yancey exits meeting\*\**

*\*\*1:00 p.m. Brett Yancey enters meeting\*\**

## V. Trustee Education - The Claims Process

Geoff Sinclair walked the Trustees through the claims process for PACE & SDAO. He discuss how important it is to contact PACE immediately, either through the agent, online, telephone or fax.

## VI. New Business Items - PACE Business Plan

Lisa Freiley directed the Trustees to page 101 of their packet and explained that the years of 2012-2014 (i.e. for archival purposes were separated from the 2015-18 years). Trustees were then directed page 114 for the 2015-2018 years. We took the three to five year planning pieces from the July 24, 2015 Trustee planning session (i.e. Stability, Service and Coverage) and added those into the 2015-2018 years. The largest one is to focus on the retained earnings and what should be done with PACE funds.

***ACTION ITEM:*** Please have feedback on the proposed business plan to Lisa Freiley by early next week; then we will meet with staff to discuss changes to the new business plan and Lisa will send a copy of both business plans to the Evaluation Committee who will have a final evaluation letter by November 13, 2015.

## VII. Future Business

- A. Next meeting: **December 7, 2015** Local Government Center  
1201 Court Street NE, Salem, OR  
Room 427 at 10:00 a.m.
- B. Upcoming Workshops for Trustees
- Sept 30- Oct 2, 2015, Oregon PRIMA Annual Conference - Gleneden, OR
  - October 4-7, 2015, AGRiP Conference - Chicago, IL
  - November 12-15, 2015, OSBA Convention - Portland, Oregon
  - December 2-4, 2015, Oregon School Law Conference - Eugene, Oregon

**Chair Phil Wentz adjourned the meeting at 1:20 p.m.**