

THURSDAY, JULY 19, 2018
Five Pine Lodge & Conference Center, Sisters, OR

PACE Trustee members in attendance at meeting start: Brett Yancey, *Springfield Public Schools Chief Operations Officer*; Debbie Laszlo, *Redmond 2J Regional Risk/Benefits Manager*; Sharla Andresen, *Central Oregon Community College Director of Contracts & Risk*; Adam Stewart, *Hillsboro 1J Capital Projects Officer*; Mike Schofield, *Gresham-Barlow 10 Chief Financial Officer*; Marie Knight, *Vernonia 47J Business Manager*; Tenneal Wehterell, *South Coast ESD 7, Superintendent*; Tim Belanger, *Oregon Trail 46, Business Services Director*

PACE Trustee absent at meeting start: Craig Prewitt, *Phoenix-Talent 4 Board Chair*

SDAO staff in attendance at meeting start: Frank Stratton, *Executive Director*; Mike Doherty, *Chief Financial Officer*; Scott Neufeld, *Director of Claims & Risk Management*; Kevin Pardy, *Underwriter*; Jens Jensen, *Property Casualty Claims Manager*; Dan Davenport, *Risk Manager*

OSBA staff in attendance at meeting start: Jim Green, *Executive Director*; Mary Paulson, *Deputy Executive Director*; Rachel Fleenor, *Branding & Digital Marketing Strategist*; Alex Pulaski, *Director of Communications*; Haley Percell, *Director of Litigation Services*; Dave Harvey, *PACE Administrator*; Pamela Mullen, *PACE Administration Assistant*.

Chair Debbie Laszlo called the meeting to order at 8:00 a.m.

- I. Welcome / Introductions - *Debbie Laszlo*
 - A. Acknowledge guest(s)
 - B. Any modifications or additions to the agenda
 - i. Add **ACTION** item to add a Trustee Emeritus to the PACE Trustee board.
- II. **Action Items**
 - A. **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.

 - a. Legislative Report - *Lori Sattenspiel*
 - b. PACE Day Survey Results / Report - *Dave Harvey*
 - c. Approval of **April 18, 2018** minutes
 - d. Investment Report - *Brandon Wilson, Russell Investments*

Motion: Brett Yancey moved approval of the Consent Agenda. Seconded by Adam Stewart.

The board voted on the motion and it passed unanimously.

- B. Election of PACE Trustee Chair & Vice Chair/Reappointment of Trustees - **ACTION**

Motion: Brett Yancey moved approval to reappoint Debbie Laszlo as Chair and Sharla Andresen as Vice Chair. Seconded by Mike Schofield

The board voted on the motion and it passed unanimously.

C. Conflict of Interest Form (signed by all Trustees) - **ACTION**

Motion: Brett Yancey moved approval of Conflict of Interest forms. Seconded by Adam Stewart.

The board voted on the motion and it passed unanimously.

D. Appoint Evaluation Committee - Trustee Chair - **ACTION**

Motion: Trustees moved to appoint Mike Schofield & Sharla Andresen to the Evaluation committee.

The board voted on the motion and it passed unanimously.

E. Appoint Trustee Nomination Committee - **ACTION**

Motion: Trustees moved to appoint Mike Schofield, Brett Yancey & Tenneal Wetherell to the Nomination committee.

The board voted on the motion and it passed unanimously.

F. PACE Legal Counsel - **ACTION** (*Dave Harvey*)

Motion: Mike Schofield moved approval to appoint outside PACE Legal counsel for PACE. Seconded by Sharla Andresen.

The board voted on the motion and it passed unanimously.

G. Budget Adjustment (PACE Broker Fee & PACE Training) - **ACTION**
(*Michael Doherty*)

Motion: Brett Yancey moved approval to the PACE budget for the adjustment of the PACE broker fees and add dollars to the PACE training budget. Seconded by Adam Stewart.

The board voted on the motion and it passed unanimously.

H. Appoint Trustee Emeritus - **ACTION**

III. Department Reports

A. Finance Report - *Mike Doherty*

Overall, the PACE program continues to show strong results and has captured significant net income due to no losses within the \$5 million property corridor this fiscal year. Net income for the fiscal is just shy of \$10 million, or 280% of budget. Total retained earnings is approaching \$50 million with the target range of \$28 - \$53 million set during the capital modeling study.

B. Risk Management Report - *Scott Neufeld*

Scott discussed with the Trustees that a number of smaller

schools are utilizing the SafeSchools trainings. This is useful information so that the risk management team can focus their efforts with the schools that have lower usage. He then discussed the various other trainings that are being facilitated to our members, such as drones, CPI & CPR. Also, the team attended the National Summit on school safety tip lines held in Salem and various other conferences throughout the state.

- C. Final Coverage changes Report - *Kevin Pardy*
Overall a 2/7% increase to their GL premium for the 2018-19 year. All liability coverage documents are online for the members review. PACE took advantage of the rate lock for this year; next year the rate will go up. Charter schools need guidance on their charter agreements; underwriting will provide guidelines for the Charter school and will be provide to the Trustees at the September meeting.
- D. COCC Social Engineering Quote Review - *Sharla Andresen*
Sharla provide and update to the Trustees that COCC did get offered the \$1M in coverage.
- E. Claims Report & Pending Litigation Update - *Jens Jensen*
Discussed the various pending claims and litigation to the Trustees; one settlement of note is \$110K for Lincoln County SD.
- F. Legal Services / Training Report - *Haley Percell*
Haley provided the Trustees with a quick update. The litigation department is now fully staffed. There were 3,500 emails/phone calls over the last year. Most were on terminations. Sixty (60) litigation matters stayed in-house and were handled between myself and Michael Miller.
- G. Communications Report - *Alex Pulaski*
Alex directed the Trustees to the communications report in the materials packet. He discussed the various marketing and booth materials that have been completed. He discussed the promotional video that Blue Chalk is working on to help show our members "who PACE is." Also, the various communications consulting with members that the communications department has assisted with.
- H. Claims Audit Report - *Scott Neufeld / Jens Jensen*
Review Training, Conference & Meeting Calendars - *Dave Harvey*
Dave directed the Trustees to the materials in their packet and discussed the numerous training and conferences coming up for PACE staff and Trustees. Please let Pam know if any of the Trustees are planning on attending any upcoming conferences.
- I. Review EPL/BI 5% GL Credit Requirements (Survey's) for 2019-20 - *Dave Harvey*
Dave explained to the Trustees the process this year for members to get their 5% GL credit. An email will go out with a checklist of items to complete before beginning the survey. The survey will require an answer to every question before they can proceed to the next question. Some questions will require an upload of a staff agenda and sign-in sheet to provide proof of training of their staff.

This will help our members to stay in the classrooms and not need to attend trainings offsite in order to obtain the 5% credit.

- J. Review NEW PACE Quick Reference Guides - *Dave Harvey*
Referred the Trustees to the quick reference guides as another resource for our members and will be made available on the PACE website. An email will go out with how to access the materials.

IV. Future Business Items

- A. *Next meeting, December 3, 2018 - Local Government Center, 1201 Court Street NE, (1st Floor - room 113), at 10:00 a.m.*

Chair Debbie Laszlo adjourned the meeting at 9:50 a.m.