

**PACE Trustee Minutes**  
**Monday, December 3, 2019**  
**Local Government Center, Salem, OR 97301**

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**PACE Trustee members in attendance at meeting start:** *Sharla Andresen, Central Oregon CC, Director of Contracts & Risk, Debbie Laszlo, Redmond 2J Regional Risk/Benefits Manager; Marie Knight, Vernonia 47J Business Manager (remotely), Tim Belanger, Oregon Trail 46, Business Services Director;; John Rexford, Leadership Support Specialist, High Desert ESD, Mike Schofield, Gresham-Barlow 10 Chief Financial Officer; Board Chair, Sharla Andresen*

**PACE Trustee members absent:** *Craig Prewitt, Phoenix-Talent 4, Tenneal Wetherell, South Coast ESD 7, Superintendent*

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

**Guest in attendance at meeting start:** *Kevin Wick, PWC, James Marta, CPA & Vector Solutions*

**OSBA staff in attendance at meeting start:** *Jim Green, Executive Director , Mary Paulson, Deputy Director , Haley Percell, Director of Litigation Services ; Dave Harvey, PACE Administrator , Meghan Peterson, PACE Administration Assistant ; Rachel Baker, Digital Branding & Marketing Strategist ; Chris Davidson, Director of Business Services*

**Chair Sharla Andresen called the meeting to order at 10:00 a.m.**

**I. Welcome - Sharla Andresen**

- A. Acknowledge guests**
- B. Any modifications or additions to the agenda**

**Brett Yancey motioned, Mike Schofield seconded, approved**

**II. Action Items**

- A. Approval of July 22 & 23, 2019 meeting minutes -  
Tim motioned, Debbie seconded, approved**

*Jens entered at 10:003am*  
*Tenneal entered at 10:07am*  
*Meghan returned at 10:10am*

### III. Trustee Education

- A. Sexual Harassment, Discrimination and Sexual Conduct Update - *Haley Percell*

*Mike leaves the meeting at 10:40am for the remainder of the meeting*

### IV. Department Reports

- A. Russell Financial Update - Chris Kyle  
*Alex, Dan leave meeting at 10:47am*  
*Scott leaves the meeting at 10:50am*  
*Scott returns at 10:54am. Dan returns at 10:54am.*  
*Mike S. leaves the meeting at 10:54am.*  
*Chris leaves the meeting at 10:56am permanently.*

- B. Financial Report - *Mike Doherty - moved ahead*
- C. Discussion of Pending Claims & Litigation - *Jens Jensen*

*John Rexord returns at 11:15am.*

- D. Risk Management Report - *Dan Davenport*
- E. Legal Department Report - *Haley Percell*

*Breaking for lunch at 11:36am.*  
*Chris Davidson left after lunch.*  
*Meeting reconvenes at 12:10pm*

### Discussion Items

- A. Michigan risk pool lawsuit and possible considerations for PACE Trust.
- B. March AGRiP Conference - Orlando
- C. Board Activity Reports - *Trustees*
  - a. Nomination Committee Update - *Brett Yancey*
- D. Pace Administration Update - *Dave Harvey*
- E. Future Trustee topics and activities Requests - *PACE Board*

*Jens leaves the meeting at 12:43pm*  
*Jens returned to the meeting at 12:51pm.*

## Informational Items - No Reports

- A. Communications Reports
- B. Legislative Report
- C. Conference and Training List

## Future Trust Meetings

- A. December 3, 2019; Local Government Center, Salem Oregon
- B. February 24, 2020; Local Government Center, Salem Oregon
- C. April 15, 2020; Local Government Center, Salem Oregon
- D. July 27-28, 2020; Five Pine Lodge, Sisters OR

## Trustee Training Opportunities

- i. Governance and Leadership Conference, Orlando FL - March 1<sup>st</sup> - 4<sup>th</sup> 2020
    - 1. A focus on education for pool governing bodies, with additional leadership and timely operational content.
  - ii. Fall Educational Forum, Dallas TX - October 4<sup>th</sup> - 7<sup>th</sup> 2020
- b. Oregon Public Risk Management Association (PRIMA)*
- i. Fall Conference Salishan (Lincoln City) - October 1<sup>st</sup> - 4<sup>th</sup>
    - 1. OR-PRIMA is the only state association dedicated solely to the practice of risk management in the public sector, providing a one-stop local resource for educational programming, risk resources and networking opportunities to chapter members who coordinate risk management, purchase insurance, manage human resources, administer safety programs, manage labor issues, and much more.
  - ii. Spring Conference, Oregon Gardens - April 10, 2020
  - iii. Fall Conference, SunRiver OR - October 7<sup>th</sup> - 9<sup>th</sup> 2020
- c. Public Risk Management Association (PRIMA)*
- i. Annual Convention, Nashville, TN - June 14-17, 2020
    - 1. The Association's mission is to promote effective risk management in the public interest as an essential component of public administration.

## Adjourn