

PACE Trustee Minutes
Monday, February 24, 2020
Local Government Center, Salem, OR 97301

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*; Tim Belanger, *Oregon Trail 46, Business Services Director*; John Rexford, *Leadership Support Specialist, High Desert ESD*; Dawn Moorefield, *Cascade 5, Assistant Superintendent*; Craig Prewitt, *Phoenix-Talent 4*; Tenneal Wetherell, *South Coast ESD 7, Superintendent*; Brad Henry, *Bend-La Pine, Chief Financial Officer*

Guest in attendance at meeting start: David Kruse, *North Clackamas, Risk Manager*; Greg Coffey and Chris Kyle, *Russell Investments*

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 Parady, *Underwriter*; Michael Doherty, *Chief Financial Officer*

OSBA staff in attendance at meeting start: Jim Green, *Executive 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*; Alex Pulaski, *Director of Communications*

The Board Chair Sharla Andresen calls the meeting to order at 10:01am.

- I. Welcome - *Sharla Andresen*
 - A. Acknowledge guests - *Sharla Andresen*
 - B. Any modifications or additions to the agenda?
Sample Motion: "I move approval of the agenda."

Craig Prewitt motions, Tim Belanger seconds with modification, of moving Mike Doherty up to after presentations.

Brett Yancey returns 10:16am

- II. Presentations
 - A. Russell Financial Update of the OSBA PACE Portfolio - Greg Coffey and Chris Kyle
- III. Trustee Education
 - A. Overview of Ethics and Executive Sessions - Haley Percell
- IV. Lunch is served - 11:30am
- V. Action Items
 - A. December 3, 2019 meeting minutes



- a. *"I move approval of the December 3, 2019 PACE Trust minutes"*

Motioned by Brett, seconded by Craig (with modifications, change John Rexford and also add names).

- B. PACE Bylaw update - *Dave Harvey*

- a. *"I move approval in updating the PACE bylaw language in section 3.1(f) to align with the PACE Trust Agreement as presented in the board plate.*

Craig moves to defer, Brett moves approve, Marie seconds

- C. OSBA and SDAO Evaluation Procedure - *Dave Harvey*

- a. *"I move to approve the SDAO and OSBA evaluation procedure and criteria as presented in the board plate."*

Jens exits the room at 11:05am.

Kim Hoyt and other lawyers enters the room.

- D. Claims Authority Level - *Scott Neufeld*

- a. *"I move to approve the new Claims Authority Level changes for the property/casualty department as presented in the board plate and attached spreadsheet."*

Tim Belanger moves approval, Craig P. seconds

Chair starts meeting post lunch at 11:40am.

Begin executive session per Board Chair's statement at 11:45am.

VI. Department Reports

- A. Claims Report - *Jens Jensen*

- a. *Litigation with representing counsel in executive session - Executive Session pursuant to ORS 192.660(2)(h)," which allows the Commission to meet in executive session to "consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed."*

Jim Green exits the meeting 11:53am

Dave Harvey exits the meeting at 12:17pm

Dave Harvey returns 12:18pm

Exit executive session 12:26pm.

Jim returns to meeting at 12:50pm

- B. Financial Report - *Mike Doherty*
- C. Legal Department Report - *Haley Percell*
- D. Underwriting Report - *Kevin Pardy*



E. Risk Management Report – *Dan Davenport*

Jens exits the meeting at 1:16pm

Brett returns to the meeting at 1:17pm

Jens exits the 1:18pm.

Brad Henry returns to the meeting at 1:24pm.

Jim Green exits at 1:45pm.

VII. Committee Appointments

A. Budget Committee: Dawn Moorefield and Brett Yancey

B. Safety Star Application and Award: Need 2-3 Trustees

a. Tim, Marie, & Craig volunteer

VIII. Discussion Items

A. Sexual Abuse Claims Strategy and Return of OSBA-PACT Surplus

- Frank Stratton

Tim Belanger moves to suspend distribution to the PACT and stipulate to review surplus distribution annually, applicable to review. Seconded by Craig.

Craig and Dave exit the meeting at 1:50pm.

David Kruse exits the meeting at 1:51pm.

B. 2020-2021 PACE member credit proposal: Child Abuse & Sexual Conduct – *Scott Neufeld*

Jim Green returns at 1:51pm.

David Kruse returns at 1:54pm

Dave returns at 1:55pm.

Chris Davidson exits at 1:58pm.

C. Exceptional Child Library Review Follow Up – *Vector Solutions & Dave Harvey*

Marie exits at 1:58pm.

D. Board Activity Reports – *Trustees*

None

E. Pace Administration Update – *Dave Harvey*

Marie returns at 2:01pm.

F. Future Trustee topics and activities – *All*



- IX. **Informational Reports** *Usually not discussed unless a Trustee has a question.*
A. Communications Report – *Alex Pulaski*
B. Legislative Report – *Lori Sattenspiel*

- X. **Future Trust Meetings and Activities**
A. April 15th, 2020; 11am Board Orientation The Grand Hotel, The Board Room, Salem Oregon
B. April 15, 2020; 12pm Trust Meeting, The Grand Hotel, The Board Room, Salem Oregon
C. April 15, 2020; Dinner, PACE Board, SDAO and OSBA staff
D. July 27-28, 2020; Workshop and Trust meeting, Five Pines, Sisters OR

- XI. **Trustee Training Opportunities**
A. *Association of Governmental Risk Pools (AGRiP)*
Governance and Leadership Conference
A focus on education for pool governing bodies, with additional leadership and timely operational content.
 - March 1 – 4, 2020 - Orlando, FL
 - March 7 – 10, 2021 - New Orleans, LA
Fall Educational Forum
Offers a variety of learning opportunities organized around specific pool operational tracks, most appropriate for pool management and executive staff.
 - October 4 – 7, 2020 - Dallas, TX
 - October 3 – 6, 2020 - Minneapolis, MN
B. *Oregon Public Risk Management Association (OR-PRIMA)*
Spring Conference
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.
April 10, 2020 – Oregon Gardens, Silverton, OR
Fall Conference



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October 7 - 9 2020 - SunRiver, OR

c. *Public Risk Management Association (PRIMA)*
Annual Convention

The Association's mission is to promote effective risk management in the public interest as an essential component of public administration.
June 14-17, 2020 - Nashville, TN

XII. Adjourn

Meeting adjourned at 2:07pm.