

PACE Trustee Minutes
Tuesday-Wednesday, July 22-23, 2019
FivePine Lodge & Conference Center, Sisters, OR 97759

PACE Trustee members in attendance at meeting start: Brett Yancey, *Springfield Public Schools Chief Operations Officer*; Debbie Laszlo, *Redmond 2J Regional Risk/Benefits Manager*; Marie Knight, *Vernonia 47J Business Manager*, Tenneal Wetherell, *South Coast ESD 7, Superintendent*, Tim Belanger, *Oregon Trail 46, Business Services Director*; John Rexford, *Leadership Support Specialist, High Desert ESD*, Mike Schofield, *Gresham-Barlow 10 Chief Financial Officer*

PACE Trustee members absent: Craig Prewitt, *Phoenix-Talent 4 Board Chair*

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: Greg Coffey and Chris Kyle, *Russell Investments*

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*, Alex Pulaski, *Director of Communication Services*, Lori Sattenspiel, *Director of Legislative Services*

Chair Debbie Laszlo called the meeting to order at 12:00 p.m.

- I. Welcome - *Debbie Laszlo*
 - A. Acknowledge guests
 - B. Any modifications or additions to the agenda

Tim motioned, Brett seconded, approved

- II. Action Items
 - A. Approval of April 17, 2019 meeting minutes– *Debbie Laszlo*
Brett motioned, Marie seconded, approved
 - B. Election of Board Chair – *Debbie Laszlo*
Sharla nominated by Debbie – Tenneal Seconded – approved
 - C. Election of Vice Chair – *Newly Elected Chair*
Brett nominated by Sharla – Brett accepted nomination.
Debbie made a motion to approve Brett. Dawn Moorefield seconded - approved

D. PACE Investment Guideline – *Mary Paulson and Chris Davidson*

Osba investment guideline was included with PACE, and now OSBA and PACE have their own investment guidelines. If guidelines is approved, we take them to the OSBA board of directors and are approved as well.

Investment Guidelines – Tenneal moved, Marie Knight seconded, approved

Policy 35XX – Debbie Laszlo moved, Dawn Moorefield seconded, approved

Policy 3501 – separated PACE Policy – Mike moves, Brett Yancey seconds - approved

E. Committee Appointments - *Newly Elected Chair*

a. Evaluation of OSBA and SDAO agreements, need minimum of three Trustees

Debbie volunteers to sit on committee, Tenneal as well, Sharla also volunteers – so appointed

b. Trustee Nomination Committee, need minimum of three Trustees

Tim volunteers, Brett volunteers, Marie volunteers – so appointed

i. two new Trustees are needed to start July 1, 2020

c. Budget Committee, need minimum of 2 Trustees – **Mike volunteers, Dawn volunteers – so appointed**

III. Trustee Education

A. Underwriting – *Kevin Pardy*

Mary Paulson exits meeting 1:04pm Mary returns at 1:06pm, Alex Pulaski exits at 1:07pm, Alex returns at 1:10pm.

Haley exits the meeting at 1:12pm

IV. Department Reports

A. Russell Financial Update – *Greg Coffey*

Haley returns at 1:17pm

Dave Harvey leaves at 1:20pm. Dave Harvey returns at 1:22pm.

Jens left the meeting at 1:31pm. Jens returns to the meeting 1:35pm.

15 minute break at 1:40pm. Greg Coffey and Chris Kyle leave.

- B. Financial Report – *Mike Doherty*
- C. Underwriting Report – *Kevin Pardy*
- D. Communication Report – *Alex Pulaski*
- E. Discussion of Pending Claims & Litigation – *Jens Jensen*

Alex Pulaski left the meeting at 2:10pm. Alex returns on 2:18pm. Chris left the meeting at 2:20pm. Chris returns at 2:28pm.

- F. Risk Management Report – *Dan Davenport*

Mike Schofield exited the meeting at 3:00pm. Kevin Pardy exited meeting at 3:03pm. Mike re-enters at 3:03pm. Kevin Pardy re-enters 3:05pm

- G. Legal/Training Report – *Haley Percell*
- H. PACE Day Report – *Dave Harvey*

Recess for the day: Meeting adjourned at 3:17pm for the evening.

Reconvene Tuesday morning

Meeting is adjourned at 9:02am by Debbie Laszlo. Mike Schofield is absent. Mike enters the meeting at 9:07am. Alex Pulaski is absent for the start of this meeting. Alex joins the meeting at 9:40am.

- I. Legislative Update – *Lori Sattenspiel (9:30am Tuesday)*

Kevin Pardy left the meeting at 9:39am. Kevin Pardy rejoins the meeting at 9:43am.

- J. Strategic Goals/Business Plan Update – *Dave Harvey*

Jim Green returns to the meeting at 9:58am, after policies are approved

K. Discussion Items

- L. PACE Trustee Candidate Form Review – *Dave Harvey*
- M. ODE – Welcoming Safe Inclusive Steering Committee – *Dave Harvey*

Mike Doherty leaves the meeting at 10:23am. Mike returns at 10:25am. 5 minute break at 10:27am. Resume meeting at 10:37am.

- N. OSBA Legal Services Flow Chart – *Haley Percell*
- O. Board Activity Reports - *Trustees*
- P. Pace Administration Update – *Dave Harvey*
- Q. Future Trustee topics and activities Requests – *PACE Board*
- R. Conflict of Interest Form - *Signed by each Trustee*
- S. Trust investment Management Firm discussion - *All*

T. Informational Items – Non-verbal Reports

- U. Conference and Training Listing

V. Future Trust Meetings

- W. September 23, 2019; Local Government Center, Salem Oregon
- X. December 3, 2019; Local Government Center, Salem Oregon
- Y. February 24, 2020; Local Government Center, Salem Oregon
- Z. April 15, 2020; Local Government Center, Salem Oregon
- AA. July 27-28 2020; Five Pines, Sisters OR

BB. Trustee Training Opportunities

a. Association of Governmental Risk Pools (AGRiP)

i. Fall Educational Forum, Cleveland OH – October 6th - 9th

- 1. Offers a variety of learning opportunities organized around specific pool operational tracks, most appropriate for pool management and executive staff.

ii. Governance and Leadership Conference, Orlando FL – March 1st – 4th 2020

- 1. A focus on education for pool governing bodies, with additional leadership and timely operational content.

iii. Fall Educational Forum, Dallas TX – October 4th – 7th 2020

b. Oregon Public Risk Management Association (PRIMA)

i. Fall Conference Salishan (Lincoln City) – October 1st – 4th

- 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, Silverton, OR – Spring 2020
- iii. Fall Conference, SunRiver OR – October 7th – 9th 2020
- c. *Public Risk Management Association* (PRIMA)
 - i. Annual Convention June 14-17, 2020, Nashville
 - ii. The Association's mission is to promote effective risk management in the public interest as an essential component of public administration.

CC. Adjourn

Miscellaneous Meeting Information

- a. Group dinner (spouses) 7/22/19, 6pm
- b. Group breakfast 7/23/19, 9am-9:30am
- c. Trustee Expense Reports and Conflict of Interest forms given to Meghan