

Minutes of PACE Trustee Minutes  
Monday, February 25, 2019  
1201 Court St., NE, Suite 113, Salem, OR 97301

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PACE Trustee members in attendance at meeting start: *Dan Davenport, Scott Neufeld, Mike Schofield, Tenneal Wetherell, Sharla Andresen, John Rexford*

*Committee members present via conference call (Zoom): Debbie Laszlo, Tim Belanger, Jens Jensen, Marie Night, Craig Prewitt, Adam Stewart*

*OSBA staff present at meeting start: Dave Harvey, Jim Green, Chris Davidson, Haley Percell, Vicky Black*

*Guests present at meeting start: Greg Coffey and Chris Kyle from Russell Investments*

Meeting opened at 10:03am.

I. Educational Training - **Underwriting** - *Kevin Pardy (Not discussed)*

II. Welcome - *Debbie Laszlo*

A. Acknowledge guest(s)

B. Any modifications or additions to the agenda

III. Presentations

A. Investment Update - *Greg Coffey, Russell Investments*

**Frank Stratton entered the meeting at 10:07am.**

**Greg and Chris left the meeting at 10:27am.**

IV. 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.

**Tim Belanger made a correction to the minutes that the times that Bret Yancey and Dave Harvey left and reentered the meeting in section 3 were incorrect. He believes the times were reversed.**

A. Approval of **December 3, 2018** Minutes

**Motion: Tim Belanger made a motion to accept the minutes with the changes; Mike Schofield seconded. The committee voted and the motion passed unanimously.**

V. Action Items

A. Appoint PACE Safety Star Committee - *Dave Harvey*

**Adam Stewart and Tim Belanger volunteered to be on the committee.**

**Motion: Craig Prewitt moved to accept Adam and Tim's appointment to the committee; Adam Stewart seconded. The committee voted and the motion passed unanimously.**

B. PACE Trustee Selection - *Dave Harvey*

**Dawn Moorefield put forward for Trustee selection.**

**Motion: Craig Prewitt moved to accept Dawn for the committee; John Rexford seconded. The committee voted and the motion passed unanimously.**

VI. Department Reports

A. Legislative Update - *Lori Sattenspiel*

B. Financial Report - *Michael Doherty*

C. Risk Management Report - *Dan Davenport*

**Lori Sattenspiel entered the meeting at 10:37am.  
Lori gave her report after Dan.  
Scott Neufeld exited the meeting at 10:48am.  
Dan Davenport exited the meeting at 10:49am.**

D. PACE Legal & Training Report - *Haley Percell*

**Lori Sattenspiel exited the meeting at 10:52am.  
Dan Davenport reentered the meeting at 10:54am.  
Scott Neufeld reentered the meeting at 10:55am.**

E. Claims & Litigation Report - *Jens Jensen*

**John Rexford exited the meeting at 11:09am.  
John Rexford reentered the meeting at 11:11am.**

F. Underwriting Report - *Kevin Parady*

VII. Board Activity Update - *Opportunity for Board Members to share their PACE related activity.*

VIII. PACE Administrator update and discussion - *Dave Harvey*

IX. Information- *Usually not discussed unless a Trustee member has questions.*

A. Communication Report - *Alex Pulaski (not discussed)*

X. New Business Items

A. Discussion - Deductible D, strengthening legal language before terminating an employee.

B. Discussion - Future Board Topics and Activities - *Dave Harvey*

XI. Trustee Training Opportunities

1. March 3-6, 2019 - AGRiP Annual Conference - St. Louis, MO
2. April 18, 2019 - PACE Day

**Sharla adjourned the meeting at 12:02pm.**

XII. Future Business Items

**Next Meeting Date - April 17, 2018 - 11:00 a.m.  
(OSBA 1201 Court St., NE, Salem, OR 97301 (Room 113))**

1. Trust Board Dinner at 6:00 p.m.  
Rudy's Steakhouse  
350 Chemeketa St NE  
Salem, OR 97301
  
2. Hotel rooms have been made for all Trustees  
The Grand Hotel  
201 Liberty St. SE  
Salem, OR 97301

XIII. Adjourn - 2:00 P.M.