



BOARD OF TRUSTEES MEETING

July 27, 2023

12:30pm – 4:30pm

OFFICIAL MEETING MINUTES

FivePine Lodge - Sisters, Oregon

Or via Zoom link

PACE Trustees: David Kruse, Director of Safety & Risk, North Clackamas; Dawn Moorefield (Vice Chair), Assistant Superintendent, Cascade 5; Paul Andrews, Superintendent, High Desert ESD; John Rexford, Leadership Support Specialist, High Desert ESD (Trustee Emeritus); Dawn Watson, Board Member, Phoenix-Talent 4; Sharla Andresen, Director of Contracts and Risk, Central Oregon CC; Olivia Meyers-Buch, Director of Operations and Finance, Corvallis; Tim Belanger (Chair), Business Director, Oregon Trail 46; Brad Henry, Chief Ops & Financial Officer; Jordan Ely, Chief Financial Officer, Northwestern Regional ESD; Sean Taggart, Director of Risk Management, Rogue Community College (virtual)

Absent PACE Trustees:

OSBA Staff: Rachel Baker, Marketing and Communications Specialist; Dave Harvey, PACE Administrator; Haley Percell, Legal Services Director; Meghan Peterson, PACE Sr. Administrative Assistant; Jim Green, OSBA Executive Director; Lori Sattenspiel, Legislative Director; Therese Holmstrom, PACE Attorney; Alex Pulaski, Communications Director; Lori Sattenspiel, Legislative director

Absent OSBA Staff: Chris Davidson, Chief Financial Officer

SDAO Staff: Jens Jensen, Property Casualty Claims Manager; Chris Hill, Underwriting Manager; Frank Stratton, Executive Director; Michael Doherty, Chief Financial Officer; Scott Neufeld, Chief Operations Officer; Dan Davenport, Risk Manager

Outside guests: Darrin Hogsed, Russell Investments



Lunch to be served 12:00pm - 12:30pm
Meeting starts at 12:30pm
Meeting called to order at 12:32pm by Tim Belanger.

- I. Welcome - *Tim Belanger*
 - A. New PACE Board Members
 - a. Tim welcomes new PACE Trustees Jordan Ely & Sean Taggart.
 - B. Acknowledge guests
 - a. Tim welcomes Darrin Hogsed from Russell Investments.
- II. Trust Education Presentation
 - A. Claims Executive Session- *Haley Percell and Jens Jensen*
- III. Action Items
 - A. April 12, 2023 meeting minutes
 - a. Sample motion: *"I move approval of the April 12, 2023 PACE Trust meeting minutes"*

David Kruse motions. Brad Henry seconds. Jordan Ely abstains (as he was not present in April). None opposed. Motion passes unanimously.
 - B. Trust Meeting Calendar updated for 2023-2024

Paul Andrews motions. Dawn Moorefield seconds. None opposed. Motion passes unanimously.
 - C. 2023-2024 PACE Budget Revision - Michael Doherty

Dawn Moorefield motions. David Kruse seconds. None opposed. Motion passes unanimously.
 - D. SWOCC Request - *Dave Harvey*
 - a. Discussion: SWOCC is requesting PACE's help in their case even though it is not under PACE coverage. However, there are no student handbook cases yet and it would be good to



help them so we don't set a precedent for more handbook cases.

- b. Trustees agree to give \$50,000 to help with cost.
- c. Motion: The board gives authority to PACE to contribute up to \$50,000 to Amicus brief and/or legal fees of SWOCC with the understanding that it is not covered by PACE.

Brad Henry motions. Dawn Watson seconds. None opposed. Motion passes unanimously.

IV. Presentations

- A. Russell Investment Report

Jim Green exits at 1:36pm.

Jim Green returns at 1:38pm.

Scott Neufeld exits at 1:42pm.

Scott Neufeld returns at 2:28pm.

V. Department Year End Reports (oral reporting 10-15 minutes each)

- A. Legal Department Year End Report - *Haley Percell*
- B. Underwriting Report - *Chris Hill*
- C. Legislative Report - *Lori Sattenspiel*
- D. Claims Report - *Jens Jensen*
- E. Financial Report - *Michael Doherty*
- F. Communications Year End Report - *Alex Pulaski*
- G. Risk Management Year End Report - *Dan Davenport*

Tim Belanger calls a break at 1:44pm.

Tim Belanger calls the meeting to order at 1:59pm.

Darrin Hogsed exits meeting permanently at break.

VI. Committee Appointments - *Dave Harvey*

- A. 2024-25 FY Budget Committee, 2 Trustees (2022-23 FY Brad Henry and Dawn Moorefield)

Dawn Moorefield and Olivia Meyers-Buch volunteered for Budget Committee.



VII. Discussion Items

- A. Board Self-Assessment – Dave Harvey
 - a. Dave requests that Trustees send thoughts on the Board Self-Assessment idea to Dave and he will discuss with Tim Belanger and Dawn Moorefield.
- B. PACE Agreements (OSBA/SDAO) First Reading - Dave
- C. Board Activity Reports - *Trustees*
- D. Pace Administration Update – *Dave Harvey*
- E. Future Trustee topics and activities – *All*

Jens Jensen exits at 3:05pm.

Jens Jensen returns at 3:07pm.

Dawn Moorefield exits at 3:11pm.

Dawn Moorefield returns at 3:15pm.

VIII. Annual Trust Board Requirements

- A. Acceptance of Trust Agreement as a PACE Trustee – *Dave Harvey*
- B. Conflict of Interest Forms – *Dave Harvey*

IX. Informational Reports *Usually not discussed unless a Trustee has a question.*

- A. PACE Day Survey Results

X. Future Trust Meetings and Trustee Attendance

- A. September 25, 2023, OSBA Offices
- B. December 6, 2023, The Graduate/COSA Law Conference (Eugene)
- C. February 5, 2024, OSBA Offices
- D. April 10, 2024, Sunriver Conference Center
- E. April 11, 2024, PACE Day, Sunriver Conference Center
- F. July 22 & 23, 2024, TBD in Central Oregon

XI. Trustee Training Opportunities

- A. *Association of Governmental Risk Pools (AGRiP)*
 - Governance and Leadership Conference
 - PACE Trust Board attendance
 - A focus on education for pool governing bodies, with additional leadership and timely operational content.
 - March 3 – 6, 2024 – Nashville, TN
- B. *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 16-19, 2024, Nashville, TN



- XII. Adjourn (4:30pm)
 - A. Social and Dinner

Meeting adjourned at 3:26pm by Tim Belanger.