



THE PAR-PLAN NEWS

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In This Issue

Election Update.....	2
Directors Listing.....	2
Ask Bob.....	2
Employment Statute of Limitations.	3
Public Records (FOIA)	4

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PAR-PLAN ANNUAL BUSINESS MEETING

Par-Plan will hold their 19th annual business meeting and 1st quarter board of directors meeting at the historical Landmark Inn located in downtown Marquette, Michigan.

The Landmark Inn is located at 230 North Front Street Marquette, Michigan.

The annual business meeting includes detailed reports from each of the programs service providers on their activities over the year and then outlines the goals of the program for the coming year.

We encourage all members to attend.

MTPP BOARD OF DIRECTORS

Term: July 1, 2003 through
June 30, 2004

ZONE 1

Paul Lehto, Secretary
Calumet Township
(906) 337-2410

ZONE 2

Marvin Besteman, Jr.
Kinross Charter Township
(906) 495-5381

ZONE 3

Pat Mead
Benzonia Township
(231) 882-4411

ZONE 4

Terry Wright
Grayling Township
(989) 348-4361

ZONE 5

Jim Beelen
Allendale Charter Township
(616) 895-6295

ZONE 6

Jon Sherwood
Beaverton Township
(989) 465-9176

ZONE 7

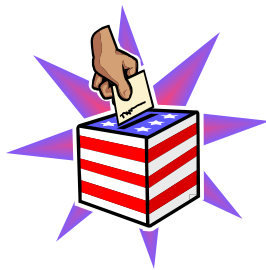
John Jones
Ira Township
(586) 725-0263

ZONE 8

John Buckhout, Vice Chairman
Charter Township of Kalamazoo
(269) 381-8080

ZONE 9

Bob Skrobola, Chairman
Pittsfield Charter Township
(734) 822-3112



PAR-PLAN DIRECTORS ELECTION UPDATE

On April 5th, 2004 nomination forms were mailed to all members in Zones 3, 6 & 9. Nominations postmarked by May 7, 2004 were considered for validation and counted on May 14th, 2004 by the election committee.

The following individuals were nominated for zone directors:

Zone 3: Incumbent-Pat Mead, Clerk, Benzonia Township-Benzie County

Zone 6: Incumbent-Jon Sherwood, Trustee, Beaverton Township- Gladwin County

Robert Weise-Supervisor, Thomas Township-Saginaw County

Melvin McNally-Trustee, KawKawlin Township-Bay County

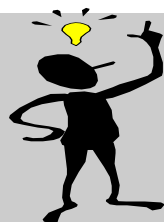
Mary Kay Knoerr-Treasurer, Tittabawassee Township-Saginaw County

Zone 9 Incumbent-Robert Skrobola, Treasurer, Pittsfield Charter Township, Washtenaw County

Election ballots were mailed to all members in Zones 3, 6 & 9 on June 2nd, 2004. Each member entity is entitled to one vote for the nominee of their choice to serve on the Par-Plan Board of Directors. These directors serve three year terms and are responsible for the oversight and supervision of the programs service providers and direction of the program. As we enter our 20th year of operation, the input of our 1500+ members is an important one.

Ballots must be postmarked by June 21st, 2004 in order to receive consideration. The Par-Plan Election Committee will confirm and count ballots on June 28th, 2004. We encourage all members to vote!

Winners will be notified by the Election Committee after the ballots have been counted.



ASK BOB!!

What does Reinsurance Mean?

The Princeton University Dictionary provides us with the simplest definition:

Sharing the risk by insurance companies; part or all of the insured's risk is assumed by other companies in return for part of the premium paid by the insured; "reinsurance enables a company to get coverage that would be too great for it to assume by itself.

The Par-Plan assumes the risk of all its members and then transfers all of that risk to several reinsurance companies who assume the liability of our members. No claims are paid by the Par-Plan itself but are instead the contractual responsibility of those individual reinsurance companies.

THANK YOU

The third quarterly Par-Plan board of directors meeting was recently held at Grayling Township and hosted by our current Zone 4 director, Terry Wright. On behalf of the board and all attending, we would like to extend our appreciation for the wonderful hospitality extended by Terry and his staff. They went beyond the call of duty in providing an excellent venue for our meeting. For those of you who haven't visited the Grayling Township Hall, we would encourage you to do so, as it is quite unique and certainly expresses the "Up North" atmosphere of the region perfectly.



We would specifically like to thank in addition to Terry Wright, Pat Kangas and Connie Sedgwick who's efforts should be recognized.

Again thanks again for the great hospitality.



Statute of Limitations on Title VII Civil Rights Claims

By: James Youngblood

President Midwest Claims Service, Inc.

Many companies may have to change their employment record-keeping practices as a result of a decision handed down Monday by the U.S. Supreme Court. In their decision, the court set the statute of limitations for a case brought under Title VII at four years, which is longer than some employers maintain the records of their former employees.

Historically, many federal laws didn't specify a statute of limitations. Common practice was to use the standard that applied in whichever state the suit was filed. In 1990, Congress tried to simplify things by enacting a law that established a four-year statute of limitations for all federal laws passed after December 1990. Then in 1991, Congress made certain amendments to the Civil Rights Act.

In the case before the Supreme Court, African-American workers brought suit against R.R. Donnelly & Sons for being discriminated against in the course of the 1993 shutdown of the Lakeside Press facility on the South Side of Chicago. But the plaintiffs did not bring suit until 1996, more than two years after the shutdown of the plant; the applicable statute of limitations in Illinois then stood at two years. Donnelly's defense attorneys argued that the old system applied and that the Lakeside workers had waited too long before filing their federal civil rights claims. The workers argued that the new four-year federal statute of limitations applied.

The question before the Court was whether the 1991 amendments constituted new law, and thus came under the four-year limitation, or amounted to simply tinkering with an old law and would thus still be subject to the older statute. The Supreme Court ruled that as long as an amendment creates new legal rights, it "is no less an Act of Congress" than a new, stand-alone statute."

Thus, parties filing under The Civil Rights Act now have a four-year statute of limitations, regardless of which state they file in. This suggests that organizations should establish a policy of maintaining documents created in the course of employment for a minimum of four years from the date created. Currently, it has been standard practice to maintain this documentation with respect to potential EEO claims for at least three years.

WHAT YOU NEED TO KNOW ABOUT PUBLIC RECORDS

By James Youngblood
President Midwest Claims Service, Inc

The handling of public records can be complicated when a municipality receives a request for documents. We have seen a number of cases in litigation associated with the understanding of the availability of Public Records. The following outline is provided to members of the Michigan Township Participating Plan as a guide to follow when confronted with this regulation.

Who May Request a Public Record?

- Meaning of a "Person" under the Freedom of Information Act (FOIA)
 - Under the FOIA any person or organization (other than an individual imprisoned in a state, county or federal correctional facility) has the right to inspect, copy or receive copies of public records of a public body.
 - "Person" means an individual, corporation, Limited Liability Company, partnership, firm or organization, association, governmental entity, or other legal entity.

What Must the Request Include?

- The FOIA does not define a "request" or provide specific requirements that must be contained in a request.
- The FOIA states that the person has the right to inspect, copy or receive public documents upon providing a written request that describes a public record sufficiently to find the public record.
- The requester does not have to specifically state that the request is made pursuant to the FOIA.
- The requesting party may submit a continuing request for public records created, issued or disseminated on a regular basis. A continuing request for future records is valid for up to six months and may be renewed.

What Records or Access to Records Must the Public Body Provide?

- Public records that may be requested are any writings (or other recordings) prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function.
- In addition to providing access to public records, the public body must furnish reasonable opportunity and facilities for inspection and examination of the records. Public records must be made available during regular business hours.
- The FOIA does not require the public body to make or prepare any particular records that it has not already created.
- The FOIA does not require the public body to create a compilation, summary or report for a requesting party.
- The public body may adopt reasonable rules to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions, for example a FOIA policy.

Who is the FOIA Coordinator?

- The FOIA Coordinator means either of the following
 - An individual who is a public body in accordance with the Act to accept and process requests for public records.
 - An individual designed by a public body in accordance with the Act to accept and process requests for public records.
- The FOIA Coordinator is responsible for accepting and processing requests for the public body and responsible for approving a denial under Sections 5 (4) and 5 (5) of the Act. Those sections relate to a written notice denying a request or a part of a request. The FOIA Coordinator may designate another individual to act on his or her behalf in accepting and processing the request.
- The chief administrative officer of the respective public bodies is designated to be the public body's FOIA Coordinator.
- The public body must retain written request for one year. The FOIA Coordinator is responsible for keeping a copy of the request.

(To be continued in the next issue of the Par-Plan News: The Public Body's Response and requirements for public records.)
