



RATIFIED
Michigan Township Participating Plan
Quarterly Board of Directors Meeting
January 18, 2019 – 9:00 a.m.
Soaring Eagle Resort
Mount Pleasant, Michigan

Call to Order: Chairman, Glen Lile called the meeting to order at 9:00 a.m.

Roll Call: Secretary, Jennifer Venema took roll call.

Directors Present

Paul Lehto, Zone 1
Kathleen English, Zone 2
Glen Lile, Zone 3
Jennifer Venema, Zone 5
Gary Brandt, Zone 6
Bill Walters, Zone 7
Linda Preston, Zone 8
William Bamber, Zone 9

Director Absent

Zone 4 Open

Service Providers Present

Karen Zielinski, MTPP – TMHCC Public Risk Group
Thomas Harmeyer, – TMHCC Public Risk Group
Jeff McCray, – TMHCC Public Risk Group
Larry Miller, – TMHCC Public Risk Group
Theresa McNally, – TMHCC Public Risk Group
Catarina DeSchutter, – TMHCC Public Risk Group
Alan Wallace, Miller Canfield, Paddock & Stone
Pat Gregory, UHY, Inc.

Guests Present

Kevin Decker, Decker Agency
Linda Lile
Judith Bamber
Al English
Janet Brandt
Peter Preston
Doug Venema

Minutes of Last Meeting: – Secretary, Jennifer Venema
Bill Bamber motioned to accept the minutes of the October 26, 2018 meeting as presented. Jennifer Venema supported. All in favor. Motion carried.

Chairman Glen Lile, requested to have all in attendance introduce themselves.

Old Business:

P.A 138 Status, Alan Wallace

Al stated that the Master Policy is up for renewal in 2019. He noted communication has been going back and forth with the State of Michigan to ensure compliance, as well as the administrative staff for the Par Plan. Resolution will be presented at the April Board Meeting.

Thomas Harmeyer then addressed the board and noted that the Management Agreement expires in 2020, so he is proposing that we capture both the Management Agreement and the Master Policy under the term “Master Agreement” for conciseness. He also proposed that we enact a new Management Agreement at the time the Master Policy is renewed to keep the term length and renewal dates cohesive.

Thomas responded to Linda Preston’s question regarding the Master Policy term, stating in the past it was between 5 and 8 years.

Glen Lile requested that the Board have a draft of the Master Policy in their hands prior to the April Board meeting which they then would ultimately approve at the meeting

Cyber Coverage, Thomas Harmeyer
(All Issues Addressed in the above)

Clarification of POA, Karen Zielinski

Al Wallace explained the confusion regarding the Power of Attorney. He noted there was some confusion on signing checks within TMHCC internally, and it is now resolved.

New Business:

2nd Quarter UHY Financial Report: Pat Gregory, UHY

Pat Gregory summarized the reports presented, noting that we are ready for the State Audit and his office will be hosting them the week prior to them arriving in the Auburn Hills Office.

2018-2019 Quarterly Financial Updates: Theresa McNally

Theresa reported on the updated Financial Statements noting one issue regarding a stopped payment that was inadvertently processed. She stated that going forward, we are initiating a Positive Pay procedure to resolve this issue. The bank fees will increase to \$35 per month due to this Positive Pay process being implemented.

2nd Quarter Large Loss Report: Larry Miller

Larry Miller presented the current year large loss claims to the board, stating there were 22 claims at the end of December 2018. 13 of which were Casualty and 9 Property. 5 claims closed since the last meeting and 3 new claims were added. Thomas stated that large claims as these mentioned, may affect the dividend payout.

2019 Quarterly Meeting Dates/Locations: Karen Zielinski

Karen reported that the MTA Annual Convention is set for April 1st through the 4th in Grand Rapids at the Amway Grand, with the quarterly meeting being held April 1st. Karen also noted the upcoming Board meeting locations and dates as follows.

- July meeting will be the 25th and 26th in Bay Harbor at the Bay Harbor Village Conference Center.
- October meeting will be the 17th and 18th in New Buffalo at Four Winds Casino.

Michigan Insurance Bureau Audit: Karen Zielinski

Karen noted that the State Insurance Bureau will be in Auburn Hills on Monday January 28th, 2019. They will be onsite for approximately 6-8 weeks, noting that the Board Members may be interviewed as in the past.

Pat Gregory indicated this is a traditional type of audit. There have been little to no issues in the past.

Committee Reports:

Executive: Glen Lile

Glen reported that the Executive committee met on January 17th, 2019.

The Risk Reduction Grant funds were discussed at length. The consensus was to keep all funds designated for the Grant program in a separate account, whether it be a general ledger account or a separate bank account. Currently, all non-awarded monies are rolled back into the general fund.

Al Wallace created a Policy Manual that will be maintained by the Program Administrator.

- Bill Walters made a motion to accept the Policy Manual overall and for the Program Administrator to uphold its terms including the use of the proposed Grant Application. Jennifer Venema Supported. All in favor. Motion Carried.
- Bill Walters made a motion to accept Policy number 1-003 within this Manual regarding the RRGF Funds indicating the separate account. Paul Lehto Supported. All in favor. Motion carried.

Bylaws-Election: William Walters

Bill reported that the Bylaws/Election committee had not met but the 2019 Election will be starting in March. Zones 3,4,6, and 9 are up for election this year.

Budget: William Bamber

Glen Lile raised the issue of increased costs year over year of the Fun Night, stating that perhaps we should review the benefits based on the expenditures. (*see convention annual meeting comments listed below*) Paul Lehto motioned to cover the excess cost of the Fun Night with the general fund. Bill Walters second. All in favor. Motioned carried.

Thomas Harmeyer proposed to have HCC cover the booth space fee for the MTA convention as it is considered marketing / advertising. The Board welcomed and thanked Thomas for his offer.

The Budget Committee will be meeting the first week of May to create a budget for the upcoming year. Karen Zielinski will be emailing the Committee with potential meeting dates and locations.

Newsletter: Gary Brandt

Gary Brandt reported that the January newsletter had been distributed. He thanked everyone who contributed to the article on Rita Evans.

Law Enforcement: William Walters

Bill Walters reported that the Law Enforcement Committee will be meeting on March 14th through the 15th.

Fire/EMS: Glen Lile

Glen reported that the Fire and EMS Committee will be meeting on March 13th through the 14th. He mentioned that Pat Nelson who was formerly part of this committee, has been hired as a Risk Control representative for the Par Plan. The Committee has invited Mike Cousins to attend the next committee meeting to determine if he would be interested in taking Pat's place.

Convention/Annual Meeting: William Bamber

Bill Bamber reported that the Convention Committee met after the October Board meeting to address the booth revamp and the Fun Night.

The group discussed changing one of the proposed panels from "The Only Non-Pooled" to state "The Largest Non-Pooled..."

The Board then discussed the value of the MTA Convention in general. They noted that it may be worthwhile to re-examine the value of hosting the Fun Night. Perhaps with the new MTA President being installed this year, it would be advantageous to discuss our agreement with them.

The administrative staff have received numerous requests regarding the Par Plan calendars. Kevin Decker proposed that conceivably the agents could collaborate with Par Plan to sponsor the printing and mailing of these calendars and could include important dates i.e. Grant cycle opens, Election process starts, MTA Convention, Board meeting dates etc.

Grant: William Walters

Bill Walters stated the committee met on December 12th and 13th to review all the applications for Cycle 15, which was now closed. Bill Walters motioned to approve the 28 awarded, and the 16 denied. Jennifer Venema supported. All in favor. Motion carried.

Bill furthered explained the addition of generators being added to the types of grants being accepted. Bill Walters motioned to approve such applications with the monetary limits capped at \$2,500 only when matched by the entity. Jennifer Venema supported. All in favor. Motion carried.

At this time Karen introduced the Grant spreadsheet that Catarina created capturing historical data of the Grant program since it's inception. This will be a very useful marketing tool for future use.

Fund Investment: William Bamber

Bill Bamber reported on the funds available in the investment account.

General Discussion / Public Comment

Linda Preston requested more clarification on what is required of the Board Members at the MTA Convention. Bill Walters stated their role regarding the Fun Night as well as encouraging participation in the booth during the exhibit days.

The group suggested that the RRGP application be incorporated with the booth this year. We will include historical data, application print-outs, assist those applying....market the entire RRG program.

The Board went on to discuss hand delivering checks again, which we will resume with the next cycle.

Regarding the Lost Member list, Jennifer Venema proposed that Board Members make a call to the entities to determine why they left the program, those reasons will be filtered through to Jeff McCray.

Chairman Glen Lile extended his gratitude on behalf of the Board toward the administrative team during the transition period (Rita's departure, Karen assuming the role of Program Administrator).

Al Wallace and Paul Lehto discussed the flooding and road construction in the UP. Wallace noted the potential for roadway claim volume to increase in the next 2-4 years.

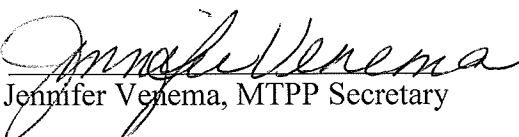
Nothing further to discuss.

Adjournment: Chairman, Glen Lile called adjournment at 10:39am

****For per diem purpose – this is a 2-day meeting****

Respectfully submitted by:
Karen Zielinski, Program Administrator
January 29, 2019

Date Ratified: _____
April 1, 2019

By: 
Jennifer Venema, MTPP Secretary