

**RATIFIED****Michigan Township Participating Plan  
Quarterly Board of Directors Meeting  
April 27, 2020 – 1:00 p.m.  
Conference Call**

Call to Order: Chairman, Bill Walters called the meeting to order at 01:00 p.m.

Roll Call: Secretary Linda Preston took roll call.

**Directors Present**

Paul Lehto, Zone 1  
Kathleen English, Zone 2  
Glen Lile, Zone 3  
Diane Randall, Zone 4  
Gary Brandt, Zone 6  
Bill Walters, Zone 7  
Linda Preston, Zone 8  
William Bamber, Zone 9

**Directors Absent**

Zone 5 Vacant

**Service Providers Present**

Karen Zielinski, TMHCC Public Risk Group  
Chris Skarinka, TMHCC Public Risk Group  
Theresa McNally, TMHCC Public Risk Group  
Jeffrey McCray, TMHCC Public Risk Group  
Catarina DeSchutter, TMHCC Public Risk Group

**Guests Present****Minutes of Last Meeting:** Linda Preston, Secretary

William Bamber motioned to accept the minutes of the January 24<sup>th</sup>, 2020 Quarterly Board of Directors meeting as presented. Secretary Linda Preston took a roll call vote. All in favor. Motion carried unanimously.

**Old Business:****Cyber Policies – Compliance with DIFS:** Chris Skarinka, President HCC Public Risk

Chris addressed the group regarding the recent bound cyber policies. During HCC's first quarter 11 cyber policies were bound. Al Wallace received confirmation from DIFS stating Michigan Township Participating Plan is now in compliance with the state.

## **New Business:**

### Quarterly Financial Update: Theresa McNally, TMHCC Public Risk Group

The 3<sup>rd</sup> quarter financials were presented by Theresa McNally. As a result of the current health crisis, there have been few changes since the last quarter. The MTA has returned the funds for the conference as it has been canceled. This represents the amounts paid for the booth and advertising. The promotional items will be utilized for future events. The deposit for the BoD dinner is in the process of being refunded as well.

### Dividend Payments: Theresa McNally, TMHCC Public Risk Group

Dividend payments have been finalized and are pending board approval. Checks should be processed by May 15<sup>th</sup> and mailed to the members by the end of the month.

Gary Brandt motioned to approve the dividend payments for the 2020 year for distribution. Glen Lile supported. All in favor. Motion carried unanimously.

### 3<sup>rd</sup> Quarter Large Loss Report: Jeffrey McCray, TMHCC Public Risk Group

There are currently 23 large loss open claims (greater than \$100K). There are 2 large loss claims that closed since the last board meeting in January. 4 new claims have been added in the 3<sup>rd</sup> quarter.

### 2020 Quarterly Meeting Dates/Locations: Karen Zielinski, TMHCC Public Risk Group

The remaining Board of Directors meetings will be held at the following:

- July 14th-16th, 2020 – The Island Casino Resort, Harris, MI
- October 22<sup>nd</sup>-23<sup>rd</sup>, 2020 – Bavarian Inn, Frankenmuth, MI

The July Quarterly and Annual meetings, as well as the October meeting are still scheduled as planned. If notices are issued by the Governor or corporate, that preclude us from meeting in person then the meetings will be held virtually. Please keep these dates reserved on your calendars.

### 2020 Michigan Townships Association Annual Conference: Karen Zielinski, TMHCC Public Risk Group

The MTA annual conference as you know is canceled as well as the UP Summit scheduled for June and the Clerks Conference. MTA will keep us updated as things progress.

## **Committee Reports:**

### Executive: Bill Walters

Bill Walters reported that the committee has not met since the last board meeting. There was a conference call regarding the approval of a single signature (Karen Zielinski's) on the Dividend checks. There is nothing else to report currently.

### Bylaws-Election: Glen Lile

Glen reported that the election committee will be meeting to verify nominations for the BoD at the conclusion of this meeting, nothing to report at this time.

### Budget: William Bamber

William Bamber reported that the committee met after the January board meeting.

Glen Lile motioned to approve the updated 2019-2020 budget and the minutes from the January Budget meeting. Paul Lehto supported. All in favor. Motion carried unanimously.

Karen will be scheduling a budget meeting for June.

Newsletter: Gary Brandt

Gary Brandt reported that the March 2020 newsletter was published and mailed. It was well received by our insureds.

Law Enforcement/Fire/EMS: Glen Lile

Glen Lile stated that the March Law Enforcement committee meeting has been canceled for the spring. The committees look forward to meeting in the fall.

Law Enforcement/Fire/EMS: William Walters

William Walters stated that the March Law Enforcement committee meeting has been canceled for the spring. The committees look forward to meeting in the fall.

Convention/Annual Meeting: Linda Preston

Linda Preston noted that this is the first time the MTA conference has been canceled.

Grant: Glen Lile

Glen Lile reported that the 18<sup>th</sup> cycle of the Risk Reduction Grant Program opened on April 1<sup>st</sup>. The committee is hoping that the next meeting to review the Grants received will take place in June 2020.

Fund Investment: William Bamber

William Bamber reported on the funds available in the investment account. As stated earlier the interest is being rolled into the general fund. He has authorized the changing of three accounts through the system.

**General Discussion / Public Comment**

Diane Randall questioned if the COVID-19 outbreak opens up more liability exposures for the Par Plan. Chris Skarinka noted that event cancelation is the biggest issue being faced right now by most carriers. He noted that our policies are not greatly being affected by this. Some of the positive impact from this situation is reduced commercial activity. We are closely monitoring all risk exposures and providing our insureds best practices. We will be looking at this for the next 18 months.

Karen Zielinski addressed the board regarding the election. The ballots are due to go out next Friday. We are likely going to be sending out around 600 ballots. This requires an extensive counting process and we will need to be flexible with how and where we meet and the process. Kathy English expressed her concerns with traveling, this view was shared by all.

The Board of Directors suggested that Karen Zielinski process the documentation to reimburse the Per Diems for Board members. Kathleen English motioned, Glen Lile supported. All in favor. Motion carried unanimously.

Linda Preston moved to adjourn. Glen Lile supported. All in favor. Motion carried unanimously.

Adjournment: Chairman, William Walters called adjournment at 1:38 p.m.

**\*\*For per diem purpose – this is a 1-day meeting\*\***

Date Ratified: \_\_\_\_\_

By: \_\_\_\_\_  
Linda Preston, MTPP Secretary