



RATIFIED

**Michigan Township Participating Plan
Annual Board of Directors Meeting
July 25, 2019 – 12:00 p.m.
Bay Room
Bay Harbor Village Hotel & Conference Center
Bay Harbor, Michigan**

Call to Order: Chairman, Glen Lile called the meeting to order at 12:00 p.m.

Roll Call: Secretary, Jennifer Venema took roll call.

Directors Present

Paul Lehto, Zone 1
Kathleen English, Zone 2
Glen Lile, Zone 3
Diane Randall, Zone 4
Jennifer Venema, Zone 5
Gary Brandt, Zone 6
Bill Walters, Zone 7
Linda Preston, Zone 8
William Bamber, Zone 9

Service Providers Present

Karen Zielinski, TMHCC Public Risk Group
Thomas Harmeyer, TMHCC Public Risk Group
Chris Skarinka, TMHCC Public Risk Group
Larry Miller, TMHCC Public Risk Group
Theresa McNally, TMHCC Public Risk Group
Jeffrey McCray, TMHCC Public Risk Group
Catarina DeSchutter, TMHCC Public Risk Group
Mike Gombos, TMHCC Public Risk Group
Alan Wallace, Miller Canfield, Paddock & Stone
Pat Gregory, UHY, Inc.
Michael Cho, Morgan Stanley
Chief Brian Ergang, Kalamazoo Township Police Department
Chief Pat Parker, Grand Traverse Metro EMS Authority

Guests Present

Neil Sheridan, Executive Director, Michigan Townships Association
Kevin Decker, Decker Agency
Dustin Drabek, Decker Agency
Paul Olson, Municipal Underwriters of West Michigan
Donna Heeres, Clerk, Banks Township
Linda Lile
Judith Bamber
Al English
Janet Brandt

Minutes of Last Meeting: Secretary, Jennifer Venema

Gary Brandt motioned to accept the minutes of the July 26, 2018 meeting as presented. Linda Preston supported. All in favor. Motion carried.

Chairman Glen Lile, opened the floor, all in attendance introduce themselves.

New Business:

Introduction of Guests: Glen Lile, Chairman

Glen Lile introduced guest Neil Sheridan, Michigan Townships Association Executive Director. Neil briefly elaborated on his role with the MTA. He expressed enthusiasm at the opportunities the Michigan Township Participating Plan and the MTA will have working together.

Election Results-Welcome New Directors: William Walters, Chairman Election Committee

Bill Walters announced that the committee met on May 10th, 2019 and proceeded to read the minutes to the board.

Bill also reported that the election committee met on June 26th, 2019 to count the ballots. Diane Randall was elected Zone 4 Director. Glen Lile was elected as the Zone 3 Director; Gary Brandt for Zone 6; and William Bamber as Zone 9. One correction to the minutes was made as Diane Randall, Zone 4 Director Supervisor of Roscommon Township's, term will end 2020, and will be up for election again.

Bill Walters made a motion to accept Diane Randall as Zone 4 Director for the term length. Paul Lehto supported. All in favor. Motion carried.

Acceptance of New Program Members: Glen Lile, Chairman

Bill Bamber motioned to accept the new program members as presented. Bill Walters supported. All in favor. Motion carried.

Program Service Provider Reports:

Program Administration: Thomas Harmeyer, Chris Skarinka and Jeff McCray - Tokio Marine HCC

Thomas Harmeyer opened the discussion to present the status of the Michigan Township Participating Plan (MTPP). He provided a brief historical record of the program and some of the trends that were seen in the past. He explained the roles of the different departments within TMHCC and how the teams work cohesively to service the MTPP members in the most effective way possible.

Chris Skarinka discussed the plans going forward for the MTPP. He touched upon the Risk Reduction Grant Program's positive impact on the membership. He provided information pertaining to fluctuation in membership retention rate. Currently having 80% of the available entities in Michigan, the MTPP is looking at ways to enhance as well as increase the current membership.

Jeff McCray discussed the increase in claims costs and the decline of earned premium. The current motto for underwriting is "stable premiums" so this decline in membership is really starting to take effect especially with claims costs increasing.

Larry Miller further elaborated on the increase that has been seen with property reconstruction costs. Larry then explained the ways the claims department is looking to reduce these costs. Many of the employees have been going above and beyond what is typically expected by an adjuster including personally visiting the loss sites.

Michael Gombos discussed the Risk Control services that are offered to the membership. During site visits the member receives different resource materials to help guide them in establishing policies that reduce

risk. Risk Control Representatives also educate the members on the different opportunities the program has to offer such as the Citizen Planner Scholarship Program and the Risk Reduction Grant Program.

Chris Skarinka then addressed the board to go over the newly enacted cyber coverages the program will be offering.

Accounting: Pat Gregory, UHY

Pat Gregory thanked the board for the opportunity to be the auditor and elaborated on the specific work that he does for the board.

Fund Investment: Michael Cho, Morgan Stanley

Michael Cho of Morgan Stanley the Investment Broker gave a brief synopsis of the status of investment report distributed to the Board members.

Committee Reports:

Executive: Glen Lile

Glen reported that the Executive Committee has met several times since the close of the April Meeting. They have been working on the Master Policy and Management Agreement and hopes these will both be resolved by the conclusion of the meeting.

Bylaws-Election: William Walters

Nothing to report.

Budget: William Bamber

William Bamber reported that the Budget committee met on May 23rd. Presented the proposed budget to the board for review. The budget would be presented at the Quarterly meeting for July 26th, 2019.

Newsletter: Gary Brandt

Gary Brandt reported that all four newsletters published for the 2018-2019 year were well received.

Law Enforcement: Chief Bryan Ergang

Chief Ergang reported that the Law Enforcement Committee meets twice a year to review policies and procedures which are then in turn provided to Par Plan members. The positive impact these resources have on members law enforcement departments are invaluable.

Fire/EMS: Chief Patrick Parker

Chief Parker reported that the Fire/EMS Committee also meets twice a year to review policies and procedures in the same manner. Parker also elaborated on what usually occurs at these meetings.

Convention/Annual Meeting: William Bamber

Bill Bamber reported the committee is meeting at the conclusion of the 4th Quarter meeting on the 26th to decide a theme for the MTA Fun Night.

Grant: William Walters

Bill Walters reported that Cycle 16 was very successful. The number of applicants in cycle 16 were doubled, through consolidated efforts in marketing the program through various avenues including the MTPP booth during the Annual MTA Convention.

Fund Investment: William Bamber

Nothing to report.

Legal Counsel: Alan Wallace, Miller, Canfield

Alan Wallace stated that the board has elected to engage TMHCC to resolve the Master Policy renewal process. He explained the compliance issue with the state, and that MTPP will receive a notice of compliance once the cyber policy is bound with two Par Plan members. Thomas Harmeyer summarized the earlier presentation including the many positive trends that the plan is currently experiencing.

Closed Session with Legal Counsel:

Chairman Glen Lile motioned to host a closed session with the board and legal counsel only in the next room. Bill Walters supported. Roll Call Vote:

Zone 1 Paul Lehto - yea
Zone 2 Kathleen English - yea
Zone 3 Glen Lile - yea
Zone 4 Diane Randall - yea
Zone 5 Jennifer Venema - yea
Zone 6 Gary Brandt - yea
Zone 7 William Walters - yea
Zone 8 Linda Preston - yea
Zone 9 William Bamber - yea

All in favor. Motion to move to closed session with board members and legal counsel only, carried. Closed session began at 1:53p.m. All Board Members, with Attorney Alan Wallace stepped out to discuss the Master Policy as presented.

Linda Preston motioned to call the MTPP Annual Meeting to order as the closed session was concluded.

Bill Walters supported. Roll Call Vote:

Zone 1 Paul Lehto - yea
Zone 2 Kathleen English - yea
Zone 3 Glen Lile - yea
Zone 4 Diane Randall - yea
Zone 5 Jennifer Venema - yea
Zone 6 Gary Brandt - yea
Zone 7 William Walters - yea
Zone 8 Linda Preston - yea
Zone 9 William Bamber - yea

All in favor. Motion to call the MTPP Annual Meeting to order as the closed session was complete carried. Meeting resumed at 2:52p.m.

Renewal of Master Policy:

Bill Walters motioned to approve and adopt the proposed MTPP Master Policy for a second ten (10) year term and to authorize the MTPP board chair or his designee to execute any, and all attendant documents and/or agreements needed to effectuate approval of the proposed new Master Policy.

Bill Bamber supported. Roll call vote:

Zone 1 Paul Lehto - yea
Zone 2 Kathleen English - yea
Zone 3 Glen Lile - yea
Zone 4 Diane Randall - yea
Zone 5 Jennifer Venema – abstain
Zone 6 Gary Brandt - yea

Zone 7 William Walters - yea
Zone 8 Linda Preston - yea
Zone 9 William Bamber – yea
All in favor. Motion carried.

Adoption of the Cyber Policy:

Linda Preston motioned to approve and adopt the proposed MTPP Cyber Policy and to authorize the MTPP board chair or his designee to execute any, and all attendant documents and/or agreements needed to effectuate approval of the proposed new Cyber Policy, including but not limited to, execution of the reinsurance agreement with TMHCC at a future time.

Diane Randall supported. Roll call vote:

Zone 1 Paul Lehto - yea
Zone 2 Kathleen English - yea
Zone 3 Glen Lile - yea
Zone 4 Diane Randall - yea
Zone 5 Jennifer Venema – yea
Zone 6 Gary Brandt - yea
Zone 7 William Walters - yea
Zone 8 Linda Preston - yea
Zone 9 William Bamber - yea
All in favor. Motion carried.

Approval of amended Management Agreement:

Bill Bamber motioned to approve the proposed amended Management Agreement between MTPP and TMHCC Public Risk Group and to authorize the MTPP board chair or his designee to execute any, and all documents and/or agreements needed to effectuate and bind the Amended Management Agreement.

Bill Walters supported. Roll call vote:

Zone 1 Paul Lehto - yea
Zone 2 Kathleen English - yea
Zone 3 Glen Lile - yea
Zone 4 Diane Randall - yea
Zone 5 Jennifer Venema – yea
Zone 6 Gary Brandt - yea
Zone 7 William Walters - yea
Zone 8 Linda Preston - yea
Zone 9 William Bamber - yea
All in favor. Motion carried.

New Business:

Executive Slate Recommendations: William Walters, Chairman Election Committee

Bill Walters addressed the board to nominate Linda Preston as MTPP Secretary for a two-year term. He opened the floor for any other nominations. No other nominations were given. Bill Walters motioned to close the floor and cast a vote for Linda Preston as the MTPP Secretary. Gary Brandt supported. All in favor. Motion carried.

Bill Walters addressed the board to nominate Glen Lile as MTPP Vice Chair for a two-year term. He opened the floor for any other nominations. No other nominations were given. Bill Walters motioned to

close the floor and cast a vote for Glen Lile as the MTPP Vice Chairman. Diane Randall supported. All in favor. Motion carried.

Jennifer Venema addressed the board to nominate Bill Walters as MTPP Chairman for a two-year term. She opened the floor for any other nominations. No other nominations were given. Jennifer Venema motioned to close the floor and cast a vote for Bill Walters as the MTPP Chairman. Kathleen English supported. All in favor. Motion carried.

Board Committees: William Walters, Chairman Election Committee

The Committees were assigned as follows:

Executive-Dividend-Public Relations Committee

- William Walters, Chairperson
- Glen Lile, Vice Chairperson
- Linda Preston, Secretary

Election Policy & By-laws Committee

- Glen Lile, Chairperson
- Kathleen English
- William Bamber
- Jennifer Venema (alternate)

Grant Committee

- Glen Lile, Chairperson
- William Walters
- Gary Brandt

Advertising & Newsletter Committee

- Gary Brandt, Chairperson
- Linda Preston
- Kathleen English
- Diane Randall

Convention & Annual Meeting Committee

- Linda Preston, Chairperson
- Kathleen English
- Diane Randall
- Jennifer Venema (alternate)

Budget & Finance Committee

- William Bamber, Chairperson
- Paul Lehto
- Diane Randall

Fund Investment Committee

- William Bamber, Chairperson
- Gary Brandt
- Linda Preston
- Jennifer Venema (alternate)

Fire/EMS Committee

- William Walters Board Liaison
- Glen Lile Alternate Board Liaison

Law Enforcement Committee

- Glen Lile Board Liaison
- William Walters Alternate Board Liaison

General Discussion / Public Comment

Bill Walters thanked the MTPP for the donation to hospice in the memory of his wife.

Neil Sheridan thanked the board for inviting him to the meeting. The knowledge he gained about MTPP from the meeting was very informative. He also offered to write a column for the next newsletter. He extended many thanks to the MTPP for the relationship thus far.

Chris Skarinka addressed the board to touch on the heavy marketing plan that is in the works. The idea is to be able to touch on the members who have recently left the plan. He requested board support with this plan in conjunction with the agents to bring the members back to the program. He wants to improve the relationships with our members. Linda Preston added to the discussion in explaining her own case in regard to a particular agent.

Thomas Harmeyer expressed thanks for the vote of confidence from the board.

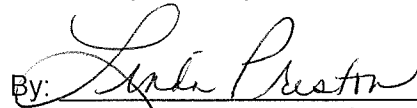
Diane Randall thanked the board and expressed her appreciation for being a new member of the board.

Glen Lile expressed thanks to the Executive board as well as the members of TMHCC during the negotiation phase of the Master Agreement.

Bill Bamber made a motion to adjourn. Linda Preston supported. All in favor. Meeting adjourned. Adjournment: Chairman, Glen Lile called adjournment at 3:08pm

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

Date Ratified: 10/18/19

By: 
Linda Preston, MTPP Secretary