



**RATIFIED**

**Michigan Township Participating Plan  
Special Board of Directors Meeting  
June 25, 2021 – 9:00 a.m.  
DoubleTree by Hilton Hotel  
Bay City, MI**

- 1. Call to Order: Chairperson Lile called the meeting to order at 09:08 a.m.**
- 2. Roll Call: Secretary Randall took roll call.**

Paul Lehto, Zone 1 – present via conference line  
Glen Lile, Zone 3 – present  
Diane Randall, Zone 4 – present  
Judy Maike, Zone 5 – present

Gary Brandt, Zone 6 – present  
Linda Preston, Zone 8 – present  
William Bamber, Zone 9 – present

Zones 2 & 7 are vacant

Others Present: Thomas Harmeyer, TMHCC  
Jennifer Venema, TMHCC Public Risk Group  
Catarina DeSchutter, TMHCC Public Risk Group  
Ashley Higginson, Miller Canfield  
Jennifer Greico, Altior Law  
Robert Bucko, Stevenson Company  
Norm Bamberger, My Member Insurance  
Marc McGill, Township Manager, representing Tittabawassee Township

**3. Unfinished / Old Business:**

**A. Review of the MTPP Bylaws**

**Glen Lile, Chairman**

The Board reviewed the changes proposed to the bylaws as presented section by section. All changes as discussed during the meeting are noted in Exhibit A.

- Definitions – The Board discussed the definitions listed in the Bylaws
  - Program Administrator - Discussion ensued regarding the definitions of the Program Administrator as well as the history of the individual with the title of MTPP Program Administrator and to insert “company” to designate that the Program Administrator is the company selected by the Board on behalf of the Par Plan.
  - MTPP Administrator - The board agreed to create a definition designating the individual who holds the administrator role as MTPP Administrator.

- Associate Administrator - The Board Directors collectively agreed to redact the proposed Associate Administrator definition and the section clarifying the role later in the proposed changes.
- Claims - Thomas Harmeyer addressed the board to give a history on why the claims definition was separated out. When the bylaws were first created, the claims services were through a separate company.
  - Mr. Bamberger with my Member Insurance addressed the board and noted that it was difficult in the past when there were two entities, one for claims and one for the administrator. He said that now since the claims are handled in house it is for the benefit of the plan members.
  - Mr. Mark McGill, representing Tittabawasee Township, also addressed the board and explained the history of the township and their happiness with the current situation.
  - Vice Chairperson Preston suggested eliminating the claims section entirely as the responsibility relies on the Program Administrator to provide that service. The Board collectively agreed to take out the definition entirely.
- Chairman - The Board agreed that the change of chairman to chairperson shall take effect throughout the document.
- Rule 4 - Discussion ensued regarding Rule 4 Member of The Board of Directors.
  - The discussion focused on the issue of some members of The Par Plan not having elected officials which eliminates them from the current definition of being able to run for a position of the MTPP Board Director.
  - To allow for members to be able to serve on the board the wording was updated and is reflected in the attached.
- Rule 6 – minor terminology changes
- Rule 8 – minor terminology changes
- Rule 9 – minor terminology changes
- Rule 10 - The Board focused on Rule 10 and agreed to keep all of the duties currently included in this rule rather than adopting the presented changes. The wording was updated to reflect that the Program Administrator will attend all meetings unless otherwise explicitly excluded in a closed meeting by the board. There were also minor terminology and clarification changes.
- Rule 12 – minor terminology changes

**Director Lehto left the meeting at 10:45a.m.**

- Rule 13 - The Board discussed Rule 13 at length, focusing on the “stipend per meeting” wording.

- Ms. DeSchutter asked for clarification as the bylaws state “per meeting” and there are some meetings that break and reconvene the next day.
  - The Board agreed to leave the per diem language rather than a stipend per meeting.
  - Ms. DeSchutter again asked for clarification on the issue of the meetings being declared a one two- or three-day meeting. The board discussed this issue at length and requested Ms. Higginson propose options for them to vote on at the July 2021 Quarterly Board of Directors Meeting.
- Rule 15 – minor terminology changes
  - Rule 16 – minor terminology changes
  - Rule 17 – minor terminology changes
  - Rule 18 – struck language related to duties that were performed by the Program Administrator.
  - Rules 23-26 - The Board agreed to redact Rules 23 through 26 as it is not necessary to have these in the Bylaws as these duties are handled by the Program Administrator.

#### 4. General Discussion / Public Comment

- Agent Bamberger addressed the board and stated that the underlying spirit of the Par Plan has been “for the members”. He noted that since the Par Plan was established, it has been by the members, for the members. He stated that he has noticed that other companies try to emulate what the Par Plan does. The programs strength comes from the Board and the Administrative staff working together. By working as a team, the Plan is only going to get better.
- Secretary Randall requested an update on getting the policies on our website for the members to access. Ms. Venema noted that the Risk Control Department is currently working on the client portal.
- Vice Chairperson Preston stated that she is happy and pleased with the level of communication between the Board and the Program Administrator.

#### Adjournment:

**Motion Stated:** Director Bamber made a motion to adjourn the meeting.

**Motion Supported:** Secretary Randall

**Ayes:** All in favor

**Nays:** None opposed

**Motion Status:** The motion carried unanimously.

- Chairperson Lile stated that this meeting is a 2-Day meeting as declared by the Chairperson.

- Ms. Higginson requested the meeting to be re-adjourned as business had been stated after the first declared adjournment.

**Motion Stated:** Vice Chairperson Preston made a motion to adjourn the meeting.

**Motion Supported:** Secretary Randall

**Ayes:** All in favor

**Nays:** None opposed

**Motion Status:** The motion carried unanimously.

**Meeting adjourned at 11:53 a.m.**

Date Ratified: July 15, 2021

By: Gary Brandt  
Gary Brandt, MTPP Secretary