



# Michigan Township Participating Plan

## RATIFIED

Michigan Township Participating Plan  
Quarterly Board of Directors Meeting  
July 15, 2021 – 9:00 a.m.  
Amway Grand Plaza,  
Grand Rapids, MI

### 1. Call to Order: Chairperson Lile called the meeting to order at 09:05 a.m.

Chairperson Lile extended a welcome to the newly and re-elected directors.

All Directors gave a brief synopsis of their involvement with the plan. All guests and service providers present also introduced themselves.

### 2. Roll Call: Secretary Randall took roll call.

Paul Lehto, Zone 1 – present

David Blake-Thomas, Zone 2 – present

Glen Lile, Zone 3 – present

Diane Randall, Zone 4 – present

Judy Maike, Zone 5 – present

Gary Brandt, Zone 6 – present

Michael Boskee, Zone 7 – present

Linda Preston, Zone 8 – present

William Bamber, Zone 9 – present

Others Present: Thomas Harmeyer, Tokio Marine HCC  
Jennifer Venema, Tokio Marine HCC  
Gregory Zarotney, Tokio Marine HCC  
Jeffery McCray, Tokio Marine HCC  
Theresa McNally, Tokio Marine HCC  
Catarina DeSchutter, Tokio Marine HCC  
Ashley Higginson, Miller Canfield  
Pat Gregory, UHY  
Stefan Owens, UHY  
Kevin Decker, Decker Agency  
Ryan Brown, Decker Agency  
Shari Miranda, BHS Insurance  
Chris Arendshorst, BHS Insurance  
Melissa Skiendziel, MRM Agency  
Jeff Gowan, MRM Agency  
Jon Johnson, Burnham & Flower Insurance Group  
Megan Roschek, Burnham & Flower Insurance Group  
Linda Lile, Guest  
Marc McGill, Township Manager, representing Tittabawassee Township

### 3. Approval of Meeting Minutes

#### A. April 23, 2021 Quarterly Meeting Minutes

Secretary Randall requested a correction be made to the minutes as presented. She noted that under B where it notes "redacting conversation" for it to read "redacting conversation by non-Board members in accordance with the MTPP Bylaws as well as following Robert's Rules of Order."

**Motion Stated:** Secretary Randall made a motion to accept the April 2021 Quarterly Board of Directors meeting minutes as amended.

**Motion Supported:** Vice Chairperson Preston

**Aye:** All

**Nay:** None

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

## **B. June 2021 Special Meeting Minutes**

**Motion Stated:** Director Bamber made a motion to accept the June 2021 Special Board of Directors meeting minutes as presented.

**Motion Supported:** Director Maike

**Aye:** All

**Nay:** None

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

## **4. Approval Unfinished/Old Business:**

### **A. Bylaws Amendments**

Chairperson Lile stated that there is a possibility for a closed session when discussing the bylaws as there was a memo given to the Board from legal counsel.

Ms. Higginson, Miller Canfield, went through the Bylaws and noted recommendations to update grammar, capitalization, and some phrasing to better explain the concepts within the bylaws. The suggested changes can be found in Attachment A.

The Board collectively requested for a clean copy to be provided so the Board may vote on adopting the changes at the October 2021 meeting. Ms. Higginson will work with Ms. Venema on providing this copy as well as providing drafts for a FOIA and general administrative policy.

**Motion Stated:** Secretary Randall made a motion to proceed with the creation of the FOIA and general administrative policy.

**Motion Supported:** Vice Chairperson Preston

**Aye:** All

**Nay:** None

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

## **5. New Business:**

### **A. MTPP Quarterly Financial Update**

Ms. McNally addressed the Board members with regard to the MTPP financials. She noted the increase in spending in the 4<sup>th</sup> quarter when compared to the 3<sup>rd</sup>. Resuming of in person meetings, travel, lodging, and meals had a significant effect on this. Legal fees were also invoiced and updated to reflect actual charges.

### **B. MTPP Large Loss Report**

Mr. McCray noted that there were 25 open large loss claims for the Par Plan at the end of the 3<sup>rd</sup> quarter. At the close of the 4<sup>th</sup>, three of these were closed. One additional claim was added bringing the total as of June 30 to 23.

### **C. Program Administrator Update**

#### **i. Board Director Resource Manuals**

Ms. Venema noted that the printed copies of the Board Resource Manuals were provided to each director and that the items in the manuals were identical to the electronic versions that were provided previously. Ms. Venema also stated that the Board will be provided with updated materials as needed.

## ii. July Risk Reduction Seminar

Ms. Venema shared that the July 2021 MTPP Risk Reduction Seminar will take place on July 20 at 11:00 a.m. The topic "How to Make Your Community Summer Safe" will be presented by Tom McGraw and Charles Lovell of McGraw Morris P.C.

## D. D&O Coverages

Ms. Venema shared that per Vice Chairperson Preston's request, information was provided on increasing the D&O coverage limits of the Board.

Vice Chairperson Preston noted that she raised the question on coverage amount when learning that they were only covered up to \$1,000,000.

The Board collectively agreed to address this issue at the October 2021 meeting, and it was recommended that the agent attend to better explain the options and coverages.

## 6. Committee Reports:

### A. Executive

Chairperson Lile noted that the Executive Committee has not met and has nothing to report at this time.

### B. Bylaws – Election

#### a. April 27, 2021 Minutes & June 24, 2021 Minutes

**Motion Stated:** Director Bamber made a motion to approve the April 2021 and June 2021 Bylaws/Election Committee Meeting Minutes as presented.

**Motion Supported:** Vice Chairperson Preston

**Aye:** All

**Nay:** None

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

#### b. Election Policy & Procedure Proposed Amendments

**Motion Stated:** Secretary Randall made a motion to approve the proposed amendments to the Election Policy & Procedures as presented.

**Motion Supported:** Director Bamber

**Aye:** All

**Nay:** None

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

### C. Budget

#### a. June 4, 2021 Meeting Minutes

**Motion Stated:** Director Bamber made a motion to approve the June 2021 Budget Committee Meeting Minutes as presented.

**Motion Supported:** Director Boskee

**Aye:** All

**Nay:** None

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

### D. Newsletter

Vice Chairperson Preston noted that the March 2021 newsletter was well received by our members. It contained articles on the Cycle 19 RRGF recipients and HR MUNI.

## **E. Law Enforcement**

Chairperson Lile noted that the Law Enforcement Committee has not met and has nothing to report at this time.

## **F. Fire/EMS**

Secretary Randall noted that the Fire/EMS Committee has not met and has nothing to report at this time.

## **G. Convention/Annual Meeting**

Secretary Randall stated that the Convention/Annual Meeting Committee has a meeting scheduled for July 27 to go over the plan for the upcoming 2022 MTA Fun Night as well as the MTA Convention in general. An update will be provided at the October 2021 Board Meeting.

## **H. Grant**

Chairperson Lile stated that there was an application that was received for the Village of Hubbardston. It was post marked before the close of the 20<sup>th</sup> RRGF cycle but not received until after the committee reviewed applications due to a mail issue. All documents were submitted properly, and the project was in line with the Risk Reduction Grant Guidelines.

**Motion Stated:** Chairperson Lile made a motion to add the Village of Hubbardston to the approved list for the 20<sup>th</sup> cycle of the Risk Reduction Grant Program.

**Motion Supported:** Vice Chairperson Preston

**Aye:** All

**Nay:** None

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

### **a. June 16-17, 2021 Meeting Minutes**

**Motion Stated:** Chairperson Lile made a motion to approve the June 2021 Grant Committee Meeting Minutes as presented.

**Motion Supported:** Director Brandt

**Aye:** All

**Nay:** None

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

### **b. Cycle 20 Awardees as Recommended**

**Motion Stated:** Vice Chairperson Preston made a motion to approve the Cycle 20 Risk Reduction Grant Awardees as recommended by the Grant Committee.

**Motion Supported:** Secretary Randall

**Aye:** All

**Nay:** None

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

### **c. Grant Guidelines - Proposed Amendments**

Chairperson Lile stated that the matching requirements for all projects were recommended to be removed as well as the maximum award restriction for taser projects.

**Motion Stated:** Chairperson Lile made a motion to remove the matching requirements for all grant projects as presented.

**Motion Supported:** Director Brandt

**Aye:** All

**Nay:** None

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

Chairperson Lile then went through the meeting minutes to update the Board on the different updates they made during the meeting in June.

Director Maike requested that the Grant Committee discuss the allowance of drones being an approvable project for the Risk Reduction Grant Program.

**Motion Stated:** Director Brandt made a motion to accept the changes to the Risk Reduction Grant Program Guidelines as presented.

**Motion Supported:** Vice Chairperson Preston

**Aye:** All

**Nay:** None

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

#### d. TMHCC Member Grant Discussion

Chairperson Lile explained that the member grants provided by Tokio Marine HCC are available to the members of the Par Plan. Ms. Venema then elaborated on the process that is recommended to award these grants. In grant Cycle 21, there will be 6 grants available for award. It was clarified that the committee would follow the same guidelines to award the member grants that are used for all other Risk Reduction Grants.

It was collectively decided by the Board that the member grants will have no separate application and applications will be reviewed by the grant committee utilizing the current process.

The next edition of the Par Plan News will also do a feature on things to apply for including cyber security measures.

#### I. Fund Investment

Director Bamber welcomed the directors to review the monthly reports that are emailed to them regarding the funds invested.

#### 7. General Discussion / Public Comment

Kevin Decker, Decker Agency, addressed the Board to discuss the Village of Homer's grant for Cycle 17. Ms. Venema explained the repayment situation to the Board.

**Motion Stated:** Secretary Randall made a motion to approve the reimbursement for Village of Homer's Cycle 17 Risk Reduction Grant.

**Motion Supported:** Director Blake-Thomas

**Aye:** All

**Nay:** None

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

Director Blake-Thomas requested that the Board be notified when the MTPP Associate Administrator emails members regarding the submission deadline for reimbursement for approved Risk Reduction Grant projects so that the respective Director may also reach out to the members.

#### 8. Adjournment:

Chairperson Lile declared the meeting adjourned at 11:13 a.m.

Date Ratified: October 22, 2021

By: Gary L. Brandt  
Gary Brandt, MTPP Secretary