

Par Plan News



January 2022 | Issue 142

Reduce Risk Throughout the Winter Season

Michigan winters bring cold temperatures and snowstorms that can pose significant threat to public buildings, properties, vehicles and to people.

It's important that public entities remain vigilant throughout the season and address winter safety issues to reduce risk.

Driving

Promote safe driving behavior and review winter driving techniques with employees who do any driving for your organization – whether in one of your vehicles, or their own:

- Drive at speeds appropriate for road conditions.
- Brake safely and steer gently into turns. Change lanes carefully.
- Anticipate intersections. Drive defensively.
- Wear a seatbelt.
- Clear snow from all windows, mirrors, headlights and brake lights before driving.



Roof Inspections and Snow Removal

Roofs should be inspected regularly for signs of wear and damage. In winter, they should also be inspected for snow and ice accumulation.

Snow and ice on rooftops and elevated surfaces must be removed when it can lead to structural damage to buildings or impedes construction or repair work.

It should also be removed when there is the potential for it to slide off the roof, risking injury to people and property damage.

Rooftop snow removal can be dangerous, so the most effective way to limit potential liability concerns is to hire qualified, snow removal providers.

If your employees perform snow removal operations, they should be provided with the necessary safety equipment, and be trained on the proper use of equipment and snow and ice removal procedures.

Your workers' compensation insurance carrier can typically provide information on employee training and equipment.

Sidewalk and Parking Lot Safety

A focus on safety and prioritizing the clearing of sidewalks and parking lots is critical to reducing the risk of slip and fall incidences.

Follow weather reports for anticipated snowfall and freezing temperatures. Whenever possible, clear sidewalks and parking lots before employees and visitors arrive.

continued on back page

Inside

2

Reduce Risk With Free Compliance Support From HR MUNI

2

Lexipol Policy Solutions Discount

3

Cybersecurity Risk Reduction Seminar on March 29

Share Your Stories - Send Us Your News

We want to share your stories about township initiatives, developments, milestones and events.

They could be featured in this newsletter and/or shared on our social media pages.

Tell us about:

- Grant projects
- Citizen, elected official or staff accomplishments
- Community events such as festivals, fairs or fundraisers
- Restoration or improvement projects

Share news with your Par Plan community by submitting stories and photos to: theparplan@tmhcc.com.



HR MUNI human resources compliance services are free to Par Plan members. Spend less time on HR compliance while reducing risk.

HR MUNI Helps Par Plan Members with Compliance

All Par Plan members have access to HR MUNI, free human resources support and services for public entities.

Take advantage of HR MUNI to help ensure compliance with national, state and local employment laws and help protect your entity from employment-related lawsuits and claims.

HR MUNI provides you with valuable resources in many areas of HR, including creating and updating employee handbooks and training management and staff.

Employee Handbooks

An employee handbook is an important document that every public entity should have and update regularly.

Since inconsistent treatment or lack of notice of company policies and procedures are often the basis of employment-related lawsuits and claims, not having a handbook or using one that is outdated puts your entity at increased risk of liability.



Help mitigate risk that could lead to costly legal action, by consistently using an up-to-date handbook that clearly:

- Addresses employee expectations
- Communicates policies that are compliant with the latest federal, state and local laws

HR MUNI includes a state-law compliant Employee Handbook Wizard to create or update your handbook.

Training

Training managers and employees is important in developing a compliant HR program and reducing the risk of lawsuits and claims.

Effective training is high quality, consistent and frequent. HR MUNI provides interactive, computer-based

training modules that are state complaint and have a built-in learning management system to track employee training and course completion.

HR MUNI training courses cover:

- Anti-Harassment & Discrimination
- Best Practices for Hiring, Terminations, ADA, Workplace Violence and more
- Discipline and Behavior
- Handling Employee Complaints

Visit theparplan.com/hr-muni for more on HR MUNI's free support services.

HR MUNI

hrmuni.com

800-387-4468

HRadvice-PE@eplaceinc.com

HR MUNI is powered by ePlace Solutions, Inc. All services and resources are provided by ePlace Solutions, Inc. human resource professionals and employment attorneys.

HR MUNI services are a benefit of Par Plan membership and are provided at no charge to members.

New! Lexipol Public Safety Solutions Discount

Having a consistent strategy in policy deployment and training is imperative to protecting your staff and your community.

That's why the Michigan Township Participating Plan has partnered with Lexipol to offer members a 10% discount on new and renewal subscriptions to Lexipol's Law Enforcement, Fire or Corrections Policy Solutions.

Lexipol's Policy Solutions help you mitigate risk with policies that are continuously updated as state and federal laws, and best practices change – and training to ensure your policies are known and understood.

Visit theparplan.com/lexipol for details on Lexipol's Policy Solutions.

To request sample policies or to schedule a demo of the Lexipol Policy Solutions, contact Lexipol directly at

844-312-9500 or info@lexipol.com, and identify yourself as a member of the Michigan Township Participating Plan.



Because public entities are at great risk of cyberattack, they must be vigilant about cybersecurity. Don't miss this in-person Par Plan seminar on how to protect your entity.

Cybersecurity Risk Reduction Seminar on March 29

Public entities of all sizes are especially vulnerable to cyberattacks that can interrupt critical operations and cause serious financial and reputational harm.

Attend our risk reduction seminar, Cybersecurity for Public Entities, on March 29, 2022. Learn about the cyber threats facing public entities and risk management measures that can protect your systems and minimize loss.

Presenters



Patrick Nelson, Risk Control Representative
Tokio Marine HCC – Public Risk Group, administrator of the Michigan Township Participating Plan

Before joining TMHCC – PRG, Pat served 27 years in the fire service. In addition to his fire service background, Pat has extensive experience in information technology and cybersecurity risk mitigation.



Rich Savage, Director of Cyber Incident Response
Tokio Marine HCC – Cyber & Professional Lines Group

Richard worked in IT much of his career, and currently utilizes his technical and customer service skills to assist thousands of TMHCC – CPLG insureds with cyber claims, incident response, breach response and risk management.

Michigan Township
Participating Plan
Risk Reduction Seminar

Cybersecurity for Public Entities

March 29, 2022

Courtyard by Marriott
400 East Campus Dr.
Mt. Pleasant, MI 48858

Watch Your Email for Seminar Details and Registration Information

If you do not receive Par Plan emails, visit theparplan.com and use the Join Our Mailing List feature at the bottom of the page.

The Par Plan on Social

Follow the Michigan Township Participating Plan on LinkedIn, Twitter and/or Facebook today!

You'll see news about the Par Plan including upcoming events and grant opportunities.

We also share a wide range of risk control tips and tools to help your community reduce exposure, including information on cybersecurity.



Board of Directors 2022 Election

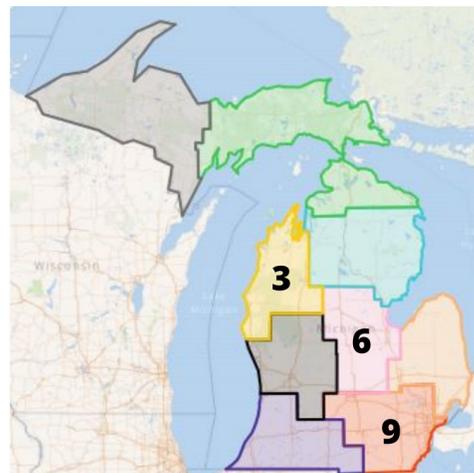
Member participation is key to the Par Plan's success and the future well-being of Michigan public entities.

The Par Plan is unique in that it is governed by Michigan township public officials. Its member-elected Board of Directors serves three-year terms.

The Board meets a minimum of four times a year to review the Plan's operation and is responsible for upholding its bylaws.

Seats for Zones 3, 6, and 9 are up for election in 2022. Members in these zones are encouraged to run.

Nomination and election forms will be mailed to members in these zones in February.



For information about the Par Plan Board of Directors and the election process, visit theparplan.com/board-of-directors and theparplan.com/elections.

The Par Plan offers members scholarships for Michigan State University Extension courses on citizen planning and zoning.



Scholarships Available for MSU Courses

Reimbursement scholarships for the Michigan State University Extension Citizen Planner and Zoning Administrator courses are available to Par Plan members.

The Citizen Planner Online course offers land use education. It is a self-paced course available 24/7 for your convenience.

The Zoning Administrator Certificate Program is also conducted online and teaches zoning administration techniques in ways that reduce legal risks to the zoning administrator and their community.



For information or to register for either course, email cplanner@msu.edu or call 517-353-6472.

For Par Plan scholarship information, visit theparplan.com/scholarships-2.

Board of Directors Meeting

January 14, 2022
9 a.m.

Radisson Plaza Hotel at Kalamazoo Center
Kalamazoo, Michigan
Morning Dish
Private Dining Room

American Rescue Plan Act

If your community has used American Rescue Plan Act (ARPA) funding for new projects and improvements, contact your agent to update values and ensure proper insurance coverage.

Bookmark the Par Plan

Bookmark theparplan.com on your computer for easy access to the benefits and resources of your Michigan Township Participating Plan membership.

Winter Risk Control

continued from front page

Monitor conditions throughout the day and remove snow and/or apply ice melting product as needed.

Keep a shovel and ice melting product near each entrance for ease of use by employees.

Supply chain issues may cause shortages in equipment and ice melt products. Stock up now to ensure having enough to get through the winter.

Slip and falls can occur indoors as well. As snow and ice is tracked indoors and melts, it creates a slipping hazard.

Place an absorbent mat at each door. Check entrances often and replace wet mats and mop up any excess water on the floor. Place a "wet floor" sign at the site until the floor is dry.

Create a winter safety culture and encourage employees to report hazards that need to be addressed.

For more information about reducing winter risks, contact your Par Plan Risk Control Representative (theparplan.com/risk-control-reps).

Stay Connected

Join Our Mailing List

Get all the news about the Par Plan!

Visit theparplan.com and use the **Join Our Mailing List** feature at the bottom of the page to submit your email address.

To ensure you receive all Par Plan newsletters, announcements, and notices of seminars and other educational opportunities, please join our list.

Follow Us on Social Media



Par Plan News Editorial Staff

Linda Preston – Pokagon Township, Cass County
Gary Brandt – Monitor Township, Bay County
Judy Maiké – Everett Township, Newaygo County
Jennifer Venema – MTPP Program Administrator
Catarina DeSchutter – MTPP Assoc. Administrator
Beth Lenz – Communications Specialist

Par Plan News is published by the Michigan Township Participating Plan's Program Administrator:

Tokio Marine HCC – Public Risk Group
1700 Opdyke Ct., Auburn Hills, MI 48326
248-371-3100

theparplan@tmhcc.com
www.theparplan.com

All rights reserved. Although every effort is made to ensure the information contained in this newsletter is accurate, professional counsel should be sought prior to any action or decision made based on material contained herein.