



Michigan Township Participating Plan

RATIFIED

**Michigan Township Participating Plan
Quarterly Board of Directors Meeting
October 22, 2021 – 9:00 a.m.
Doubletree Hilton,
Port Huron, MI**

- 1. Call to Order: Vice-Chairperson Randall called the meeting to order at 9:02 a.m.**
- 2. Roll Call: Secretary Brandt took roll call.**

Paul Lehto, Zone 1 – present	Gary Brandt, Zone 6 – present
David Blake-Thomas, Zone 2 – present	Michael Boskee, Zone 7 – present
Glen Lile, Zone 3 – present	Linda Preston, Zone 8 – absent (excused)
Diane Randall, Zone 4 – present	William Bamber, Zone 9 – present
Judy Maike, Zone 5 – present	

Others Present: Thomas Harmeyer, Tokio Marine HCC
Jennifer Venema, Tokio Marine HCC
Gregory Zarotney, Tokio Marine HCC
Theresa McNally, Tokio Marine HCC
Pat Gregory, UHY
Stefan Owens, UHY
Troy Meadows, Oliver Wyman
Quintin Meek, Lappan Agency
Kevin Decker, Decker Agency
Dustin Drabek, Decker Agency
Jon Johnson, Burnham & Flower Insurance Group

3. Approval of Meeting Minutes

A. July 15, 2021 Quarterly Meeting Minutes

Motion Stated: Director Bamber made a motion to accept the July 15, 2021 Quarterly Board of Directors meeting minutes.

Motion Supported: Director Lile

Aye: All

Nay: None

Motion Status: The motion carried unanimously.

B. July 15, 2021 Annual Meeting Minutes

Motion Stated: Director Bamber made a motion to accept the July 15, 2021 Annual Board of Directors meeting minutes.

Motion Supported: Director Lile

Aye: All

Nay: None

Motion Status: The motion carried unanimously.

4. Unfinished/Old Business:

A. Bylaws Amendments

Vice Chairperson Randall opened the discussion noting that the Board had been presented with a clean copy and a tracked change copy of the proposed amendments to the Bylaws. Vice Chairperson Randall raised a question regarding item 10 of the bylaws. Ms. Venema provided clarification as to where the additional wording originated from. Ms. Venema also stated that the copies that were presented were the drafts provided by legal counsel and were amended as directed by the Board at the previous meeting. Secretary Brandt recommended tabling the approval of the bylaws until legal counsel could approve. Director Maike asked Ms. Venema if the tracked change copy included legal counsel recommendation. Ms. Venema stated that legal counsel's comments and suggestions were noted on the tracked change version and the amendments were consistent with Ms. Higginson's notes.

Motion Stated: Director Lile made a motion to approve the bylaws contingent on approval from legal counsel.

Motion Supported: none

Motion Status: Motion failed due to lack of support

Motion Stated: Director Boskee made a motion to approve the final draft of the MTPP bylaws as presented by the attorney.

Motion Supported: Director Maike

Aye: All

Nay: None

Motion Status: The motion carried unanimously

B. D&O Coverages

Quintin Meek with the Lappan Agency presented the D&O coverage options to the Board. He discussed what the limits covered and the components of the D&O policy.

Motion Stated: Director Bamber made a motion to remain with the \$1M liability limit

Motion Supported: Director Boskee

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 1st Quarter MTPP financials.

B. MTPP Large Loss Report

Mr. Harmeyer noted that there were 24 open large loss claims. Four claims were closed since the last quarter (3 Auto Liability and 1 Law Enforcement Liability). Five new claims were opened (1 Law Enforcement Liability, 1 Wrongful Termination, 1 Auto Liability, 1 Auto Property Damage and 1 Property Loss due to an electrical fire in a vehicle). There are currently \$12.6 million in incurred losses pending.

C. Program Administrator Update

i. **October Risk Reduction Seminar**

Ms. Venema shared that the October Risk Reduction Seminar on Fire Safety was presented virtually by Pat Nelson. The seminar was well attended.

ii. **Disaster Recovery Plan**

Ms. Venema explained to the Board that with cybersecurity becoming an increasingly important issue in the insurance sector, we wanted to be proactive and update the Disaster Recovery Plan to include a section on Cyber Incident Response. We've added a clause that states the Par Plan's response should a cyber incident occur that affects the Plan.

Motion Stated: Director Brandt made a motion to accept the Disaster Recovery Plan as amended,

Motion Supported: Director Maike

Aye: All

Nay: None

Motion Status: The motion carried unanimously.

iii. **CAFR Filing**

Ms. Venema shared that the information for the submission of the Comprehensive Annual Financial Report has been compiled. The last item that needs to be included is the Annual Financial Statement. The report will be filed well before the October 31 deadline.

D. Resolution Establishing Compensation for 2021-2022

Ms. Venema presented the resolution she drafted that sets the compensation rates for the meeting per diems mileage reimbursements and other travel expenses for the Board of Directors and Committee members in accordance with Rule 13 of the Bylaws. The resolution set the rates to be consistent with the current meeting per diem rates and mileage reimbursements.

Member Bamber inquired as to whether or not the resolution addressed the ability of the chair to declare "how many days" the meeting was. Ms. Venema stated that the bylaws address how members are compensated for their meeting attendance. Director Boskee clarified that the resolution only specified the rates at which the Board members and Committee members are compensated.

Motion Stated: Director Lile made a motion to approve the resolution as presented

Motion Supported: Director Boskee

Aye: Lehto, Blake-Thomas, Lile, Randall, Maike, Brandt, Boskee

Nay: None

Abstain: Bamber

Motion Status: The motion carried.

E. FOIA Policy

Ms. Venema presented the FOIA Policy and supplemental forms to the Board as requested at the previous meeting. The FOIA Policy and forms were presented to Ms. Higginson with Miller Canfield for review. Ms. Higginson suggested a few minor edits which were made by Ms. Venema.

Motion Stated: Director Bamber made a motion to approve the FOIA policy and supplemental forms.

Motion Supported: Director Lile

Aye: All

Nay: None

Motion Status: The motion carried unanimously.

F. 2021 Year-End Actuarial Report

Troy Meadows presented the Oliver Wyman Actuarial report for the fiscal year ending June 30, 2021. Troy also gave a presentation as to how the dividends are determined and provide examples that show how the formula is calculated.

Motion Stated: Director Lile made a motion to accept the 2021 Year End Actuarial Report.

Motion Supported: Director Brandt

Aye: All

Nay: None

Motion Status: The motion carried unanimously.

G. 2021 Year-End Financial Report

Pat Gregory reported on the June 30, 2021 FYE Financial Statements. The packets were distributed to the board and administrative staff. Pat walked the Board through the financial statements and the management letter.

Motion Stated: Director Bamber made a motion to accept the 2021 YE Financial Statements as presented.

Motion Supported: Director Lile

Aye: All

Nay: None

Motion Status: The motion carried unanimously.

6. Committee Reports:

A. Executive

Vice Chairperson Randall noted that the Executive Committee has not met and has nothing to report.

B. Bylaws – Election

Vice Chairperson Randall noted that the Bylaws/Election Committee has not met and has nothing to report.

C. Budget

Director Bamber noted that the Budget Committee had not met and has nothing to report

D. Newsletter

Director Maiké commented on the new format of the newsletter and also mentioned that a few ideas of items to cover in upcoming newsletter came out of the meeting discussions.

E. Law Enforcement

i. Fire/EMS & Law Enforcement Committee Bylaws

Director Lile stated the Fire/EMS & Law Enforcement Committees met in September. The committees reviewed the bylaws and recommended changes to General Provisions; Committee Structure and Responsibilities; 2a and 2c. In 2a they recommended removing “or formerly active” and in 2b they recommended adding the line “for a period not to exceed one year”. Director Lile stated that these amendments may negatively impact the committee by eliminating the availability of key members to continue serving. Director Lile suggested replacing the phrase “for a period not to exceed one year” with “with no more than one retiree serving on each committee”

Motion Stated: Director Lile made a motion to approve the bylaws as amended to remove “or formerly active” and to replace the phrase “for a period not to exceed one year” with “with no more than one retiree serving on each committee”

Motion Supported: Director Bamber

Aye: All

Nay: None

Motion Status: The motion carried unanimously

ii. **September 23 & 24 Meeting Minutes**

Motion Stated: Director Lile made a motion to approve the minutes

Motion Supported: Director Boskee

Aye: All

Nay: None

Motion Status: The motion carried unanimously

iii. **Policies**

Director Lile noted that the Board only approves policies that are new or had substantive changes. Ms. Venema stated that new policies would have numbers assigned to them after they are approved.

Electronic Control Weapons

Motion Stated: Director Lile made a motion to approve the Electronic Control Weapons policy as presented.

Motion Supported: Director Bamber

Aye: All

Nay: None

Motion Status: The motion carried unanimously

Digital Imagery Policy

Motion Stated: Director Lile made a motion to approve the Digital Imagery policy as presented.

Motion Supported: Director Randall

Aye: All

Nay: None

Motion Status: The motion carried unanimously

F. **Fire/EMS**

i. **September 22 & 23 Meeting Minutes**

Motion Stated: Director Randall made a motion to approve the minutes

Motion Supported: Director Lile

Aye: All

Nay: None

Motion Status: The motion carried unanimously

ii. **Policies**

Photovoltaic Emergencies

Digital Imagery

Fair and Impartial Public Safety Service (Fire)

Fair and Impartial Public Safety Service (EMS)

Lock Out Safety Guidelines

Motion Stated: Director Randall made a motion to approve the policies as presented

Motion Supported: Director Bamber

Aye: All

Nay: None

Motion Status: The motion carried unanimously

G. Convention/Annual Meeting

i. July 27, 2021 Meeting Minutes

Motion Stated: Director Randall made a motion to approve the minutes

Motion Supported: Director Brandt

Aye: All

Nay: None

Motion Status: The motion carried unanimously

Director Randall announced that the the Par Plan Fun Night will be held at the Lansing Lugnuts Stadium (Jackson Field). Ms. Venema added that the location is perfect for the 80's Block Party theme.

H. Grant

Director Lile reported that the 21st Grant Cycle opened October 1 and will close on November 30. He also noted that the 50% match requirements have been removed from the grant guidelines. Director Lile encouraged the Directors to promote the grant to the members of their zones.

I. Fund Investment

i. October 15, 2021 Meeting Minutes

Motion Stated: Director Brandt made a motion to approve the minutes

Motion Supported: Director Boskee

Aye: All

Nay: None

Motion Status: The motion carried unanimously

Director Maike stepped out of the meeting

ii. WWK Investments

Director Brandt informed the Board that Morgan Stanley is no longer able to service the MTPP Fund Investment Accounts. He said that Ms. Venema and Ms. McNally researched other firms that may be able to manage the accounts.

Ms. Venema stated that they had received a recommendation from Pat Gregory for a representative from Merrill Lynch, however due to the restrictive nature of the Plan's investments, they also were not able to service the account. Ms. Venema stated that she and Ms. McNally connected with WWK Investments upon a referral and were very impressed. Ms. Venema stated that WWK Investments is an independent financial services firm that has been in business since 1997 and is family owned. She shared that the firm is excited to work with the Par Plan and already has ideas as to how to move forward with the investments.

Motion Stated: Director Brandt made a motion to authorize WWK Investments as the Fund Investment firm to manage the MTPP Investments

Motion Supported: Director Boskee

Aye: All

Nay: None

Motion Status: The motion carried unanimously

Director Maike returned to the meeting

7. General Discussion / Public Comment

Kevin Decker, Decker Agency, stated that Sheridan Township is very thankful for the grants that they have received and had inquired as to how they could give back to the Plan.

8. Adjournment

11:45 a.m.

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


Motion Supported: Director Lehto

Aye: All

Nay: None

Motion Status: The motion carried unanimously

Date Ratified: January 14, 2022

By: 
Gary Brandt, MTPP Secretary