



Michigan Township Participating Plan

RATIFIED

**Michigan Township Participating Plan
Quarterly Board of Directors Meeting
January 14, 2022 – 9:00 a.m.
Radisson Plaza Hotel,
Kalamazoo, MI**

- 1. Call to Order: Chairperson Preston called the meeting to order at 9:07 a.m.**
- 2. Roll Call: Secretary Brandt took roll call.**

Paul Lehto, Zone 1 – present virtually
David Blake-Thomas, Zone 2 – present
Glen Lile, Zone 3 – present
Diane Randall, Zone 4 – present virtually
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
Theresa McNally, Tokio Marine HCC
Pat Gregory, UHY
Stefan Owens, UHY
Chris Arendshorst, BHS
Shari Miranda, BHS
Kevin Decker, Decker Agency
Ryan Brown, Decker Agency
Megan West, Burnham & Flower

- 3. Approval of Meeting Minutes**

- A. October 22, 2021 Quarterly Meeting Minutes**

Motion Stated: Director Lile made a motion to accept the October 22, 2021 Quarterly Board of Directors meeting minutes.

Motion Supported: Director Bamber

Aye: All

Nay: None

Motion Status: The motion carried unanimously.

- 4. Unfinished/Old Business:**

There was no old business to discuss.

5. New Business:

A. MTPP Quarterly Financial Update

Ms. McNally noted that the IRS standard mileage rate was increased. The change is reflected in current expense reports. Thirty-five grants submitted for reimbursement for cycle twenty. Twenty-three grants outstanding including those that were granted extensions.

B. MTPP Large Loss Report

Mr. Zarotney stated that since October there have been no large loss claims closed. Six new claims have been opened which brings the total to 30.

C. Program Administrator Update

i. March Risk Reduction Seminar

Ms. Venema gave the board a brief run through of the plans for the March 2022 Risk Mitigation Seminar. It will be an in-person event on cyber protection held in Mt. Pleasant on March 29.

ii. General Business

A semi-annual written report was presented to the board members on the current activities of the Par Plan. Ms. Venema reviewed the semiannual written report with the board. Ms. Venema went through each page and gave a brief explanation on each item.

Ms. Venema noted that the DIFS audit started on January 10. Some of the board members as well as Ms. Venema will be interviewed in the near future as part of the standard process.

Mr. Harmeyer announced to the board that TMHCC has ended their relationship with Stevenson Group. He noted that the owner admitted that he forged the signature of public officials which is not something MTPP or TMHCC wants to be affiliated with. There is current litigation underway.

Mr. Harmeyer indicated that the Executive committee met January 13 to discuss the expiring contingency policy. He then gave a brief synopsis of the discussion and recommended that the MTPP board continue a policy for 5 years. The current offer from TMHCC is a 5-year policy, up to \$5 Million per occurrence for \$165,000.

Motion Stated: Director Lile made a motion to allow the Executive committee to move forward with securing a contingency policy from TMHCC.

Motion Supported: Director Boskee

Roll Call:

Paul Lehto, Zone 1 – (No Response)

David Blake-Thomas, Zone 2 – Aye

Glen Lile, Zone 3 – Aye

Diane Randall, Zone 4 – Aye

Judy Maike, Zone 5 – Aye

Gary Brandt, Zone 6 – Aye

Michael Boskee, Zone 7 – Aye

Linda Preston, Zone 8 – Aye

William Bamber, Zone 9 – Aye

Motion Status: The motion carried.

iii. Investment Policy

Ms. Venema presented the Investment Policy included in the packet. She gave a brief explanation on the amendments made to the policy.

Motion Stated: Director Bamber made a motion to implement the Investment Policy as presented.

Motion Supported: Director Boskee

Roll Call:

Paul Lehto, Zone 1 – (No Response)
David Blake-Thomas, Zone 2 – Aye
Glen Lile, Zone 3 – Aye
Diane Randall, Zone 4 – Aye
Judy Maike, Zone 5 – Aye

Gary Brandt, Zone 6 – Aye
Michael Boskee, Zone 7 – Aye
Linda Preston, Zone 8 – Aye
William Bamber, Zone 9 – Aye

Motion Status: The motion carried.

iv. Liquidity Policy

In preparation for the DIFS examination, Ms. Venema prepared a Liquidity Policy as it was a policy that was requested in the last audit cycle. She also explained the need for such a policy.

Motion Stated: Director Randall made a motion to adopt the Liquidity Policy as presented.

Motion Supported: Director Maike

Roll Call:

Paul Lehto, Zone 1 – (No Response)
David Blake-Thomas, Zone 2 – Aye
Glen Lile, Zone 3 – Aye
Diane Randall, Zone 4 – Aye
Judy Maike, Zone 5 – Aye

Gary Brandt, Zone 6 – Aye
Michael Boskee, Zone 7 – Aye
Linda Preston, Zone 8 – Aye
William Bamber, Zone 9 – Aye

Motion Status: The motion carried.

6. Committee Reports:

A. Executive

Chairperson Preston noted that the committee met the day prior to discuss the contingency policy. All items were handled under New Business.

B. Bylaws – Election

Vice Chairperson Randall reported that the committee hasn't met and there is nothing to report at this time.

C. Budget

Director Bamber reported that the committee hadn't met in quarter 2 and there is nothing to report at this time.

D. Newsletter

Director Maike reported that the committee did not meet in quarter 2. The January newsletter was well received by all members. Director Maike thanked Ms. Venema and Ms. DeSchutter for their continued work on the Par Plan News.

Vice Chairperson Randall suggested that some of the RRGP recipients be interviewed about their experience with the grant program and these stories be included in the next edition.

E. Law Enforcement

Director Lile reported that the committee had not met and there is nothing to report at this time.

F. Fire/EMS

Director Randall reported that the committee had not met and there is nothing to report at this time.

G. Convention/Annual Meeting

Chairperson Preston noted that the committee had not met. Ms. Venema mentioned that the location of the Fun Night has been reserved and that the convention space had also been confirmed.

H. Grant

i. December 15-16 Meeting Minutes

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

Motion Supported: Secretary Brandt

Aye: All

Nay: None

Motion Status: The motion carried.

ii. Cycle 21 Proposed Awardees

Motion Stated: Chairperson Preston made a motion to approve the awards as presented.

Motion Supported: Secretary Brandt

Aye: All

Nay: None

Motion Status: The motion carried.

iii. Grant Guideline Updates

Director Lile presented the proposed changes to the RRGP Guidelines to the board. He noted there were minor changes including a cap on all ADA type projects.

Motion Stated: Vice Chairperson Randall made a motion to approve the guidelines as presented.

Motion Supported: Director Boskee

Aye: All

Nay: None

Motion Status: The motion carried.

iv. Risk Reduction Grant Application

Director Lile presented the updated RRGP application to the board. Ms. Venema walked the board through the proposed changes.

Motion Stated: Director Lile made a motion to approve the new RRGP application with the exception of adding "current" to resolution in the acknowledgement statement at the bottom and adjust to spacing to make the statement font larger.

Motion Supported: Secretary Brandt

Aye: All

Nay: None

Motion Status: The motion carried.

v. Training, Certification, and Accreditation Program

Ms. Venema noted that there is a great need to revamp the MTPP Scholarship program to better suit the needs of the members. She stated that there is a missed opportunity that members face when dealing with the timeline of the grant program. Mr. Zarotney gave an overview of the options for the accreditation program as well and the different options that the members could take part of.

Vice Chairperson Randall recommended having the Policy Review committees also discuss the needs of the newly proposed program.

The board consensus would be to move forward with the program revamp. Ms. Venema will have something drafted for the next grant meeting and come to the board in July 2022.

I. Fund Investment

Director Brandt reported that the funds had been transferred from Morgan Stanley to WKK Investments. Ms. Venema stated that the Fund Investment committee will be meeting in April to review the initial investments.

7. General Discussion / Public Comment

Chairperson Preston welcomed all guests and requested that they introduce themselves. All attendee names can be found on page 1 of the minutes.

Director Bamber requested information on the lost accounts. Ms. Venema noted that two of the accounts did not make their agents aware that they were shopping, and the other account had significant claims activity.

8. Adjournment

Having no further business to discuss, Chairperson Preston adjourned the meeting at 10:54 a.m.

Date Ratified: April 28, 2022

By: Gary Brandt
Gary Brandt, MTPP Secretary