



Michigan Township Participating Plan

**Michigan Township Participating Plan
Quarterly Board of Directors Meeting
July 14, 2022 – 9:00 a.m.
Boyne Mountain Resort,
Boyne Falls, MI**

1. Call to Order: Chairperson Preston called the meeting to order at 9:05 a.m.

A. Welcome New Directors

Chairperson Preston welcomed Director Boehler to the zone 6 director position.

2. 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

Joanne Boehler, Zone 6 – present

Michael Boskee, Zone 7 – present

Linda Preston, Zone 8 – present

William Bamber, Zone 9 – present

Others Present: Jennifer Venema, Tokio Marine HCC
Catarina DeSchutter, Tokio Marine HCC
Gregory Zarotney, Tokio Marine HCC
Theresa McNally, Tokio Marine HCC
Pat Gregory, UHY
Stefan Owens, UHY
Kevin Decker, Decker Agency
Melissa Decker, Decker Agency
Ryan Brown, Decker Agency
Dustin Drabek, Decker Agency
Chris Arendshorst, BHS Insurance

3. Approval of Meeting Minutes:

A. April 25, 2022 Quarterly Meeting Minutes

Motion Stated: Vice Chairperson Randall made a motion to accept the April 2022 Quarterly Board of Directors meeting minutes as presented.

Motion Supported: Director Lile

Aye: All

Nay: None

Motion Status: The motion carried unanimously

4. Unfinished Business:

A. RRGP and Scholarship Program Updates

Ms. Venema elaborated on the updates for the Risk Reduction Grant Program as well as the addition of the Training, Certification and Accreditation Program.

Motion Stated: Director Boskee made a motion to approve the updates for the RRGP and Training Certification and Accreditation Program as presented with the addition of the MTA Governance Academy as an approved training.

Motion Supported: Director Bamber

Paul Lehto, Zone 1 – Aye

David Blake-Thomas, Zone 2 – Aye

Glen Lile, Zone 3 – Aye

Diane Randall, Zone 4 – Aye

Judy Maike, Zone 5 – Aye

Joanne Boehler, Zone 6 – Aye

Michael Boskee, Zone 7 – Aye

Linda Preston, Zone 8 – Aye

William Bamber, Zone 9 – Aye

Motion Status: The motion carried unanimously

Motion Stated: Director Lile made a motion to approve the start of the RRGP and Training, Certification and Accreditation Program with a start date on January 1, 2023.

Motion Supported: Director Bamber

Paul Lehto, Zone 1 – Aye

David Blake-Thomas, Zone 2 – Aye

Glen Lile, Zone 3 – Aye

Diane Randall, Zone 4 – Aye

Judy Maike, Zone 5 – Aye

Joanne Boehler, Zone 6 – Aye

Michael Boskee, Zone 7 – Aye

Linda Preston, Zone 8 – Aye

William Bamber, Zone 9 – Aye

Motion Status: The motion carried unanimously

Motion Stated: Director Boskee made a motion to approve the application for the Training, Certification and Accreditation Program with the correction in spelling of the title.

Motion Supported: Director Bamber

Aye: All

Nay: None

Motion Status: The motion carried unanimously

B. DIFS Examination

i. Examination Report

Ms. Venema explained the findings of the examination report and the management letter to the board members.

ii. TPA and Financial Institution review

Ms. Venema reviewed the Third-party Administrator internal controls report as well as the FDIC report on Huntington Bank with the Board.

Motion Stated: Director Boskee made a motion to affirm that the board member of the Michigan Township Participating Plan have reviewed the third-party administrator (TMHCC) internal controls.

Motion Supported: Director Maike

Paul Lehto, Zone 1 – Aye

David Blake-Thomas, Zone 2 – Aye

Glen Lile, Zone 3 – Aye

Diane Randall, Zone 4 – Aye

Judy Maike, Zone 5 – Aye

Joanne Boehler, Zone 6 – Aye

Michael Boskee, Zone 7 – Aye

Linda Preston, Zone 8 – Aye

William Bamber, Zone 9 – Aye

Motion Status: The motion carried unanimously

Motion Stated: Vice-Chairperson Randall made a motion to affirm that the board members of the Michigan Township Participating Plan have reviewed the financial institution's health and strength.

Motion Supported: Director Lehto

Paul Lehto, Zone 1 – Aye

David Blake-Thomas, Zone 2 – Aye

Glen Lile, Zone 3 – Aye

Diane Randall, Zone 4 – Aye

Judy Maike, Zone 5 – Aye

Joanne Boehler, Zone 6 – Aye

Michael Boskee, Zone 7 – Aye

Linda Preston, Zone 8 – Aye

William Bamber, Zone 9 – Aye

Motion Status: The motion carried unanimously

iii. Plan of Compliance Approval

Motion Stated: Director Bamber made a motion approving the plan of compliance.

Motion Supported: Director Boehler

Paul Lehto, Zone 1 – Aye

David Blake-Thomas, Zone 2 – Aye

Glen Lile, Zone 3 – Aye

Diane Randall, Zone 4 – Aye

Judy Maike, Zone 5 – Aye

Joanne Boehler, Zone 6 – Aye

Michael Boskee, Zone 7 – Aye

Linda Preston, Zone 8 – Aye

William Bamber, Zone 9 – Aye

Motion Status: The motion carried unanimously

iv. Resolution – Acknowledging the Review of the Examination Report and Plan of Compliance

Motion Stated: Vice Chairperson Randall made a motion to approve Resolution 2022-001 acknowledging the review of the examination report, management letter and plan of compliance.

Motion Supported: Director Lile

Paul Lehto, Zone 1 – Aye

David Blake-Thomas, Zone 2 – Aye

Glen Lile, Zone 3 – Aye

Diane Randall, Zone 4 – Aye

Judy Maike, Zone 5 – Aye

Joanne Boehler, Zone 6 – Aye

Michael Boskee, Zone 7 – Aye

Linda Preston, Zone 8 – Aye

William Bamber, Zone 9 – Aye

Motion Status: The motion carried unanimously

5. New Business:

A. MTPP Quarterly Financial Update

Ms. McNally explained to the board that at the end of Q4 the Plan was under budget overall. She shared that the dividend checks were mailed noting that there were six policies that were calculated to have a negative dividend. Those have been accrued as a dividend receivable which will be considered in the next dividend cycle. There was one entity that did not renew their policy and therefore forfeited their dividend. That amount will be accrued. The audit materials should be provided to UHY before the end of July.

B. MTPP Large Loss Report

Mr. Zarotney went over the current large loss claims with the board directors. There have been three claims closed since the third quarter. Six new claims, including one law enforcement liability and two employment practice claims.

C. Program Administrator Update

Ms. Venema gave a brief update on the MTA Fun Night. It was a well-attended popular event.

There is a risk mitigation seminar planned for August 23, 2022 covering winter weather preparations.

The Michigan Association of Municipal Clerks conference was held in June 2022. The Par Plan had representation at this conference which was well attended. There were over 200 clerks in attendance.

D. Executive Slate Recommendations

Vice Chairperson Randall reported that the Election and Bylaws committee members met in June to certify the election results. Mr. Lile was re-elected as Zone 3 director, Joanne Boehler was elected as the director for Zone 6 and William Bamber was re-elected as Zone 9 director.

Ms. Randall also stated that the July 2021 Annual meeting minutes state, "Linda Preston has been elected chairperson for the MTPP Board of Directors for a one-year term starting July 1, 2021 and ending June 30, 2022, and Diane Randall as Vice-Chair for the same term limit." Ms. Randall reported that the Executive Slate recommendations for 2022-2023 were Linda Preston as Chairperson and Diane Randall as Vice-Chairperson.

Motion Stated: Director Lile made a motion to approve Linda Preston as Chairperson and Diane Randall as Vice Chairperson of the Michigan Township Participating Plan for the 2022-2023 fiscal year to serve a one-year term.

Motion Supported: Director Boehler

Aye: All

Nay: None

Motion Status: The motion carried unanimously

Vice Chairperson Randall stated that the Bylaws and Election committee's recommendation to fill the Secretary position for the 2022-2023 term is David Blake-Thomas. Chairperson Preston opened the floor for any other nominations to fill the position.

Motion Stated: Director Bamber made a motion to close the floor for nominations for Secretary of the Michigan Township Participating Plan and for David Blake-Thomas to fill the position for the 2022-2023 fiscal year to serve a one-year term.

Motion Supported: Director Boskee

Aye: All

Nay: None

Motion Status: The motion carried unanimously

6. Committee Reports:

A. Executive

i. June 8, 2022 Minutes

Chairperson Preston explained that this meeting took place for approval and implementation of the contingency policy.

Motion Stated: Director Boskee made a motion to accept the June 2022 Executive Committee meeting minutes as presented.

Motion Supported: Director Lile

Aye: All

Nay: None

Motion Status: The motion carried unanimously

B. Bylaws – Election

i. May 12, 2022 Minutes

Motion Stated: Director Lile made a motion to approve the May 2022 and June 2022 Bylaws and Election Committee meeting minutes as presented.

Motion Supported: Director Boehler

Aye: All

Nay: None

Motion Status: The motion carried unanimously

ii. June 29, 2022 Minutes

See the above motion.

C. Budget

i. June 9, 2022 Meeting Minutes

Motion Stated: Director Lehto made a motion to accept the June 2022 Budget Committee meeting minutes as presented.

Motion Supported: Director Bamber

Aye: All

Nay: None

Motion Status: The motion carried unanimously

D. Newsletter

Director Maike recommended that the newsletter highlight the programs the Par Plan has to offer its members and elaborate on how they can take advantage of them.

E. Law Enforcement

i. Retired Committee Member

Director Lile explained that the committee has a retiring committee member. He requested the board to consider allowing Mr. Baum to stay on the committee.

Motion Stated: Director Lile made a motion to accept Mr Baum onto the Law Enforcement Policy Review Committee for the foreseeable future.

Motion Supported: Director Randall

Aye: All

Nay: None

Motion Status: The motion carried unanimously

F. Fire/EMS

Vice Chairperson Randall stated that the committee has not met and there is nothing to report at this time.

G. Convention

Vice Chairperson Randall stated that the committee has not met and there is nothing to report at this time.

H. Grant

i. June 15-16, 2022 Meeting Minutes

Motion Stated: Director Lile made a motion to accept the June 2022 Grant Committee meeting minutes as presented.

Motion Supported: Director Randall

Aye: All

Nay: None

Motion Status: The motion carried unanimously

ii. Cycle 22 Awardees as Recommended

Motion Stated: Director Lile made a motion to approve the awardees for the Cycle 22 Risk Reduction Grant Program as recommended.

Motion Supported: Director Bamber

Aye: All

Nay: None

Motion Status: The motion carried unanimously

I. Fund Investment

Director Bamber noted that the statements were emailed to each board member.

7. General Discussion / Public Comment

All guests present in the room introduced themselves.

Director Bamber noted that there have been several new accounts added to the Par Plan by Decker Agency.

8. Adjournment

Motion Stated: Director Lile made a motion to adjourn.

Motion Supported: Director Randall

Aye: All

Nay: None

Motion Status: The motion carried unanimously

The meeting adjourned at 10:55 a.m.

Ratified: October 14, 2022

By: 
MTPP Secretary