



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF ELECTRONIC MEETING OF THE MICHIGAN MUNICIPAL SERVICES AUTHORITY

PLEASE NOTE: THIS NOTICE IS GIVEN AND PUBLISHED PURSUANT TO
MCL 15.263a.

The Executive Committee of the Michigan Municipal Services Authority (the Authority) is meeting electronically as a result of the COVID-19 virus and to protect the health, safety and welfare of the citizens of Michigan from such virus, as allowed by MCL 15.263a. The Authority will hold a regular meeting on the following date, at the following time, and at the following location:

Date

Thursday, November 19, 2020

Time

2:00 PM

Refer to the MMSA's website to view the complete Agenda and Packet for the meeting.

**Specific instructions for public participation via a webinar
will be posted on the MMSA's**

website: <http://michiganmsa.org/>

WEBINAR LINK: <https://zoom.us/j/94442558123>

WEBINAR ID: 944 4255 8123

The meeting is open to the public and this notice is provided under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

The meeting location is barrier-free and accessible to individuals with special needs. Individuals needing special accommodations or assistance to attend or address the meeting should contact the Authority at (248) 925-9295 prior to the meeting to assure compliance with Subtitle A of Title II of the Americans with Disabilities Act of 1990, Public Law 101-336, and 42 USC 12131 to 12134.

A copy of the proposed meeting minutes will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, September 10, 2020 at 2:00 PM

LIVE ZOOM WEBINAR

Capitol View Building
201 Townsend St Suite 900
Lansing, MI 48933

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the September 10, 2020 Executive Committee meeting
- V. Administrative Report**
 - a. FMS Project Update
 - b. LCSA Update & Legislation
 - c. Mark Wollenweber – City of Flint update
- VI. New Business**
 - a. Resolution 2020-06 Covid-19 Endemic Emergency and Electronic Meeting
 - b. Resolution 2020-07 Schedule of Regular Meetings for Calendar Year 2020 – 2021
- VII. Public Comment**
- VIII. Other Business**
- IX. Adjournment**

A copy of the proposed minutes of the meeting will be available for public inspection at the principal office of the Authority within 8 business days. A copy of the approved minutes of the meeting, including any corrections, will be available for public inspection at the principal office of the Authority within 5 business days after approval.



Michigan Municipal Services Authority
PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, September 10, 2020 at 1:30 p.m.

LIVE ZOOM MEETING

Capital View Building
Constitution Room – 9th Floor
201 Townsend Street
Lansing, MI 48933

MINUTES

Proposed Minutes Approved

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:35 PM.

II. Roll Call

Executive Committee Member Attendance:

	PRESENT	ABSENT
Kelli Scott, Chairperson*	X	
James Cambridge, Secretary		X
Eric DeLong, Treasurer*	X	
Dominick Pallone, Member*	X	

*Participated via teleconference.

Other attendees:

- Shea Charles, MMSA*
- Kristen Delaney, MMSA*
- Phil Bertolini, MMSA Authority Board*

III. Approval of Agenda

Moved by: DeLong
Supported by: Pallone

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the August 13, 2020 Executive Committee meeting.

Moved by: Pallone
Supported by: DeLong

Yes: X No: ___

V. Administrative Report

CEO Charles delivered the administrative report. He noted that Grand Rapids had put out an RFP for a new ERP system. Charles noted that the City of Lansing is looking for an ERP system. There was a discussion about participating organizations serving as a reference for CGI.

Charles gave an update on Mark Wollenweber's work with the City of Flint.

Charles reviewed the Jefferson Health Plan information and took questions from the Committee.

VI. Old Business

None.

VII. New Business

a. Resolution 2020-05 2019-2020 General Appropriations Act Amendment

Moved by: DeLong
Supported by: Pallone

Yes: X No: ___

DeLong
Pallone
Scott
Smith

b. Six Month Check-In Discussion

Charles noted that at the March visioning meeting, he said that he would give the Committee a report in six months. He stated that in light of all of the setbacks and a result of COVID-19, he is proposing to move the six month check in to the November meeting where both the Authority Board and Executive Committees will be present.

Scott noted that she would like to see an update from Wollenweber as part of this check in.

VIII. Public Comment

None.

IX. Other Business

None.

X. Adjournment

Motion to adjourn the meeting at 2:19 PM.

Moved by: DeLong

Supported by: Pallone

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on November 19, 2020.

Authority Secretary

Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: November 16, 2020
TO: Executive Committee
FROM: Shea Charles, CEO
SUBJECT: September & October Report

I am pleased to submit my report of MMSA activities for September & October.

Monthly Financials

Please find the attached monthly financial reports for August, September, and October 2020.

FMS/CGI

Conversations are on-going with CGI about the potential migration. I have had two separate follow-up calls this month with CGI and it appears senior management is aware of the discussions. Grand Rapids is working with CGI on setting up the 4x platform in a non-production environment allowing their staff to test its performance and reliability. Kent County is working with CGI on a updated statement of work.

LCSA Administrative Update

The LCSA legislation was passed by the Legislature in September and bills have been signed by the Governor. Michigan Treasury did process the LCSA annual administration fee of \$303,000 for last fiscal year so they are in a strong financial position.

The October PPT payments were dispersed without any issues and the LCSA will be issuing Health Department Grants in November.

We are preparing for the 2021 METRO Act cycle with true-up forms being issued in January. Unfortunately, we were not able to reach an agreement with our previous technical resource Brian Adams for him to assist with this year's METRO Act cycle. I have asked KSM Consulting (formally Advocate Solutions) for an updated proposal, which will be presented to the LCSA for approval.

The LCSA has chosen not to proceed with the METRO Act Database project due to the high cost of the system, estimated to be \$500,000. The Council looked at the projected payback period, which was over 20 years, and felt it was not worth investment. The database design documentation will continue to serve as an excellent resource for the LCSA going forward.

City of Flint

Mr. Wollenweber will be in attendance and provide an update on his work to date.

Health Care Pool

Mr. Pallone and I met with representatives of Jefferson Health Plan (JHP) on October 7th. The meeting was positive, and the parties have agreed to continue the conversation. Agreed upon next steps include:

- 1) Identify a larger municipal organization (city, county, township) willing to share utilization data so that JHP can provide demonstration pricing.
- 2) MMSA can play a role in putting together small group consortiums. JHP will provide examples they have in Ohio.

JHP feels they can be extremely competitive in large group reinsurance as well as providing retiree health care. I will be reaching out to various municipal organizations in an effort for one to be a demonstration project.

MMSA Appointments

We are awaiting appointments from the Governor's office. The Governor's office reviewed the recommendation of staff from that MAC, MTA, and MML, and they have decided they would prefer members of those organizations be on the Board. Each has submitted recommendations and I am awaiting word on who they will select.

The City of Livonia has appointed Brandon McCollough (City Council Member) and Kathleen Lomako (former SEMCOG Director). Mr. McCollough will be joining us for our meeting.

Next Steps for MMSA

In March, the Board had set a six-month timeline to review progress on the action plan. The last several months have been a challenge between assorted shutdowns and getting new Board members appointed. Looking forward, I propose the Board convene in January to hold the discussions on what is next for the MMSA.

The annual expenses for the MMSA are approximately \$305,000 with currently budgeted revenues of \$250,000. The MMSA has a fund balance of \$300,000 will use roughly \$50,000 of it this fiscal year, assuming there will be a CGI fee reduction for Kent County. In the event Kent

County does pay the full amount the Fund Balance reduction will only be \$15,000. With an annual fund balance reduction of \$50,000 the MMSA has enough projected revenue to exist for at least three years, assuming CGI revenue and LCSA revenue is stable. This allows the MMSA time to recruit a CEO that best meets the organization's needs and gives that person a chance to make MMSA the success we all know it can be!



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

October 9, 2020

To: Shea Charles, CEO
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: September 2020 Monthly Statements

Enclosed are the following Monthly Statements for your review:

1. Revenue & Expenditure Report – General Fund
2. Revenue & Expenditure Report – Financial Management System Fund
3. Revenue & Expenditure Report – All Funds
4. Balance Sheet
5. Check Register
6. Bank Account Reconciliation
7. Bank Statement

Fiscal Year Ending September 30, 2020 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork is scheduled for December 7, 2020.

Please contact Kari Shea (248-223-3287) or Kelly Schimmoeller (734-302-6456) with any questions.

Thank you.

Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.



Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of September 30, 2020

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2019	09/30/2020	09/30/2020	09/30/2020	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	150,000	150,000	172,000	150,000	87.21 %
Total Revenue	<u>150,000</u>	<u>150,000</u>	<u>172,000</u>	<u>150,000</u>	<u>87.21 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	152,089	200,000	199,000	192,922	96.95 %
715000 - Social Security & Medicare	0	0	15,224	14,930	98.06 %
718000 - Insurance - Health	0	0	9,935	10,849	109.20 %
Total Salary and Fringes	<u>152,089</u>	<u>200,000</u>	<u>224,159</u>	<u>218,701</u>	<u>97.57 %</u>
Operating					
752000 - Office Expense	0	0	3,000	2,997	99.89 %
801000 - Professional and Contractual Services	0	0	0	7,195	0.00 %
801500 - Office Rent	0	0	9,700	6,781	69.91 %
802000 - Legal	13,519	18,000	18,000	13,717	76.21 %
803000 - Accounting	14,930	16,000	16,000	11,479	71.75 %
803500 - Audit	10,600	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	2,311	2,500	2,500	784	31.33 %
805000 - HR and Benefits Consulting	12,133	16,000	5,000	616	12.33 %
840000 - Insurance	2,160	2,781	4,200	4,951	117.88 %
861000 - Mileage Reimbursement	0	0	3,500	2,744	78.42 %
910000 - Professional Development	1,170	1,560	4,000	2,615	65.38 %
913000 - Conference Expenses	0	0	1,000	616	61.54 %
955000 - Miscellaneous	10,954	12,000	2,000	881	44.07 %
Total Operating	<u>67,777</u>	<u>79,841</u>	<u>79,900</u>	<u>66,376</u>	<u>83.07 %</u>
Total Expenses	<u>219,866</u>	<u>279,841</u>	<u>304,059</u>	<u>285,077</u>	<u>93.76 %</u>
Revenue in Excess of Expenses	<u>(69,866)</u>	<u>(129,841)</u>	<u>(132,059)</u>	<u>(135,077)</u>	<u>102.29 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	119,637	122,922	135,125	135,125	100.00 %
Total Transfers	<u>119,637</u>	<u>122,922</u>	<u>135,125</u>	<u>135,125</u>	<u>100.00 %</u>
Change in Equity	<u>49,771</u>	<u>(6,919)</u>	<u>3,066</u>	<u>48</u>	<u>1.57 %</u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of September 30, 2020

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2019	09/30/2020	AMENDED BUDGET	09/30/2020	
	END BALANCE	ORIGINAL BUDGET		YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,885,941	1,889,620	1,105,988	1,105,988	100.00 %
Total Revenue	<u>1,885,941</u>	<u>1,889,620</u>	<u>1,105,988</u>	<u>1,105,988</u>	<u>100.00 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	1,766,304	1,766,698	970,863	970,863	100.00 %
Total Operating	<u>1,766,304</u>	<u>1,766,698</u>	<u>970,863</u>	<u>970,863</u>	<u>100.00 %</u>
Total Expenses	<u>1,766,304</u>	<u>1,766,698</u>	<u>970,863</u>	<u>970,863</u>	<u>100.00 %</u>
Revenue in Excess of Expenses	<u>119,637</u>	<u>122,922</u>	<u>135,125</u>	<u>135,125</u>	<u>100.00 %</u>
Transfers					
995101 - Transfer Out - GF	(119,637)	(122,922)	(135,125)	(135,125)	100.00 %
Total Transfers	<u>(119,637)</u>	<u>(122,922)</u>	<u>(135,125)</u>	<u>(135,125)</u>	<u>100.00 %</u>
Change in Equity	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00 %</u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of September 30, 2020

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2019	09/30/2020	09/30/2020	09/30/2020	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	2,035,941	2,039,620	1,277,988	1,255,988	98.28 %
Total Revenue	2,035,941	2,039,620	1,277,988	1,255,988	98.28 %
Expenses					
Salary and Fringes					
701000 - Personal Services	152,089	200,000	199,000	192,922	96.95 %
715000 - Social Security & Medicare	0	0	15,224	14,929	98.06 %
718000 - Insurance - Health	0	0	9,935	10,850	109.20 %
Total Salary and Fringes	152,089	200,000	224,159	218,701	97.57 %
Operating					
752000 - Office Expense	0	0	3,000	2,996	99.89 %
801000 - Professional and Contractual Services	1,766,304	1,766,698	970,863	978,058	100.74 %
801500 - Office Rent	0	0	9,700	6,781	69.91 %
802000 - Legal	13,519	18,000	18,000	13,718	76.21 %
803000 - Accounting	14,930	16,000	16,000	11,479	71.75 %
803500 - Audit	10,600	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	2,311	2,500	2,500	783	31.33 %
805000 - HR and Benefits Consulting	12,133	16,000	5,000	617	12.33 %
840000 - Insurance	2,160	2,781	4,200	4,950	117.88 %
861000 - Mileage Reimbursement	0	0	3,500	2,745	78.42 %
910000 - Professional Development	1,170	1,560	4,000	2,615	65.38 %
913000 - Conference Expenses	0	0	1,000	615	61.54 %
955000 - Miscellaneous	10,954	12,000	2,000	882	44.07 %
Total Operating	1,834,081	1,846,539	1,050,763	1,037,239	98.71 %
Total Expenses	1,986,170	2,046,539	1,274,922	1,255,940	98.51 %
Revenue in Excess of Expenses	49,771	(6,919)	3,066	48	1.57 %
Transfers					
699273 - Interfund Transfer In - FMS	119,637	122,922	135,125	135,125	100.00 %
995101 - Transfer Out - GF	(119,637)	(122,922)	(135,125)	(135,125)	100.00 %
Total Transfers	0	0	0	0	0.00 %
Change in Equity	49,771	(6,919)	3,066	48	1.57 %

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2019	PERIOD ENDED 09/30/2020	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	258,277	294,675	36,398	14.09 %
Other Current Assets				
040000 - Accounts Receivable	40,092	0	(40,092)	(100.00) %
123000 - Prepaid Expenses	2,063	1,356	(706)	(34.25) %
Total Other Assets	42,155	1,356	(40,798)	(96.78) %
Total Current Assets	300,432	296,031	(4,400)	(1.46) %
TOTAL ASSETS	300,432	296,031	(4,400)	(1.46) %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	2,791	0	(2,791)	(100.00) %
Total Accounts Payable	2,791	0	(2,791)	(100.00) %
Other Current Liabilities				
257000 - Accrued Salaries Wages	1,658	0	(1,658)	(100.00) %
Total Other Current Liabilities	1,658	0	(1,658)	(100.00) %
Total Current Liabilities	4,449	0	(4,449)	(100.00) %
Total Liabilities	4,449	0	(4,449)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	246,212	295,983	49,771	20.21 %
Net Revenue	49,771	48	(49,722)	(99.90) %
Total Equity	295,983	296,031	49	0.01 %
TOTAL LIABILITIES AND EQUITY	300,432	296,031	(4,400)	(1.46) %

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Created on: 10/01/2020, 4:17 PM EDT

Michigan Municipal Services Authority Check Register

Date	Vendor	Document No	Amount Cleared
Bank: Bill.com Clearing - Bill.com Clearing		Account No:	
09/10/2020	10019--Grand River Insurance Agency, LLC		721.00 In Transit
09/18/2020	10009--Kristen Delaney		30.00 In Transit
09/18/2020	10026--KMS Consulting		3,430.00 In Transit
09/18/2020	10025--Reid S. Charles II		1,501.89 In Transit
09/18/2020	10002--Plante Moran		501.13 In Transit
09/18/2020	10020--Revize LLC		600.00 In Transit
09/18/2020	10003--Dykema Gossett, PLLC		735.00 In Transit
09/18/2020	10027--Michigan Municipal Risk Management Authority		1,267.00 In Transit
09/21/2020	10028--Ecto HR		50.00 In Transit
09/21/2020	10025--Reid S. Charles II		1,770.60 In Transit
09/21/2020	10009--Kristen Delaney		24.00 In Transit
09/24/2020	10003--Dykema Gossett, PLLC		1,620.96 In Transit
	Total for Bill.com Clearing		<u>12,251.58</u>
Bank: Fifth Third - 1244 - Firth Third		Account No: 7169301244	
09/02/2020	10015--Gusto		57.00 09/30/2020
09/03/2020	10015--Gusto		3,135.12 09/30/2020
09/17/2020	10015--Gusto		3,125.05 09/30/2020
09/29/2020	10005--BCBSM		465.40 09/30/2020
09/29/2020	10015--Gusto		3,162.29 09/30/2020
	Total for Fifth Third - 1244		<u>9,944.86</u>

Michigan Municipal Services Authority Reconciliation Report

As Of 09/30/2020
Account: 5/3 Checking

Statement Ending Balance	294,674.99
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	294,674.99
Book Balance	294,674.99
Adjustments*	0.00
Adjusted Book Balance	294,674.99

Total Checks and Charges Cleared	45,507.39	Total Deposits Cleared	37,500.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Local Community Stabi- lization Authority	LCSA 4th Qtr Pmt FY20	09/18/2020		37,500.00	
Total Deposits				37,500.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	August 2020 Invoice	09/02/2020		57.00	
Gusto	09.03.2020 Payroll	09/03/2020		3,135.12	
General Ledger Entry	09.03.20 Payroll	09/03/2020		7,683.68	
General Ledger Entry		09/10/2020		721.00	
Gusto	09.17.2020 Payroll	09/17/2020		3,125.05	
General Ledger Entry	09.17.20 Payroll	09/17/2020		7,683.68	
General Ledger Entry		09/18/2020		8,065.02	
General Ledger Entry		09/21/2020		1,844.60	
General Ledger Entry		09/24/2020		1,620.96	
Gusto	10.01.2020 Payroll	09/29/2020		3,162.29	
BCBSM	Health Care Premium	09/29/2020		465.40	
General Ledger Entry	10.01.20 Payroll	09/29/2020		7,851.12	
	September 2020 Bank Fee	09/30/2020		92.47	
Total Checks and Charges				45,507.39	0.00



Statement Period Date: 9/1/2020 - 9/30/2020
 Account Type: COMM'L 53 ANALYZED
 Account Number: [REDACTED]



MICHIGAN MUNICIPAL SERVICE
 200 TOWNSEND ST STE 900
 LANSING MI 48933



0

Banking Center: Grand Rapids
 Banking Center Phone: 616-653-5440
 Commercial Client Services: 866-475-0729

5279

Account Summary - [REDACTED]

09/01	Beginning Balance	\$302,682.38	Number of Days in Period	30
	Checks			
13	Withdrawals / Debits	\$(45,507.39)		
1	Deposits / Credits	\$37,500.00		
09/30	Ending Balance	\$294,674.99		

Withdrawals / Debits

13 items totaling \$45,507.39

Date	Amount	Description
09/02	57.00	GUSTO 6semjm69o9d FEE 479405 6semjor7h4p MICHIGAN MUNICIPAL SER 090220
09/02	3,135.12	GUSTO 6semjm69rht TAX 482749 6semjorbeno MICHIGAN MUNICIPAL SER 090220
09/02	7,683.68	GUSTO 6semjm69rhp NET 482745 6semjorben6 MICHIGAN MUNICIPAL SER 090220
09/10	721.00	Bill.com Payables 016KLCYRX1IZ0F1 Michigan Municipal Ser Grand River Insurance Agency, LLC Bill.com 016KLCYRX1IZ0F1 Inv #GRB 29588 8/ 0
09/11	92.47	SERVICE CHARGE
09/16	3,125.05	GUSTO 6semjm6cvt9 TAX 585513 6semjosmdss MICHIGAN MUNICIPAL SER 091620
09/16	7,683.68	GUSTO 6semjm6cvt5 NET 585509 6semjosmds6 MICHIGAN MUNICIPAL SER 091620
09/18	8,065.02	Bill.com Payables 016NWVDAB1JB6CS Michigan Municipal Ser Multiple Payments Bill.com Payables 016NWVDAB1JB6CS 091820
09/21	1,844.60	Bill.com Payables 016LYPIRB1JD5OM Michigan Municipal Ser Multiple Payments Bill.com Payables 016LYPIRB1JD5OM 092120
09/24	1,620.96	Bill.com Payables 016CIVLJS1JIQF5 Michigan Municipal Ser Dykema Gossett PLLC Bill.com 016CIVLJS1JIQF5 Multiple invoices 092420
09/29	465.40	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 092920
09/30	3,162.29	GUSTO 6semjm6g4fq TAX 688506 6semjou1cj2 MICHIGAN MUNICIPAL SER 093020
09/30	7,851.12	GUSTO 6semjm6g4fm NET 688502 6semjou1ch9 MICHIGAN MUNICIPAL SER 093020

Deposits / Credits

1 item totaling \$37,500.00

Date	Amount	Description
09/18	37,500.00	Bill.com Withdrawal 016IXNMTA1JCFCGP Michigan Municipal Ser 016IXNMTA1JCFCGP Local Community Bill.com Inv #FYE 2020-04 091820

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
09/02	291,806.58	09/16	280,184.38	09/24	306,153.80
09/10	291,085.58	09/18	309,619.36	09/29	305,688.40
09/11	290,993.11	09/21	307,774.76	09/30	294,674.99

[REDACTED]



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

November 13, 2020

To: Shea Charles, CEO
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: October 2020 Monthly Statements

Enclosed are the following Monthly Statements for your review:

1. Revenue & Expenditure Report – General Fund
2. Revenue & Expenditure Report – Financial Management System Fund
3. Revenue & Expenditure Report – All Funds
4. Balance Sheet
5. Check Register
6. Bank Account Reconciliation
7. Bank Statement

Fiscal Year Ending September 30, 2020 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork is scheduled for December 7, 2020.

Please contact Kari Shea (248-223-3287) or Kelly Schimmoeller (734-302-6456) with any questions.

Thank you.

Disclaimer: These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.



Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of October 31, 2020

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	10/31/2020	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	160,855	150,000	150,000	37,500	25.00 %
Total Revenue	<u>160,855</u>	<u>150,000</u>	<u>150,000</u>	<u>37,500</u>	<u>25.00 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	192,922	181,000	181,000	21,509	11.88 %
715000 - Social Security & Medicare	14,930	13,847	13,847	1,641	11.85 %
718000 - Insurance - Health	12,293	24,798	24,798	465	1.88 %
Total Salary and Fringes	<u>220,145</u>	<u>219,645</u>	<u>219,645</u>	<u>23,615</u>	<u>10.75 %</u>
Operating					
752000 - Office Expense	3,084	2,000	2,000	0	0.00 %
801000 - Professional and Contractual Services	7,195	0	0	0	0.00 %
801500 - Office Rent	7,516	10,740	10,740	735	6.84 %
802000 - Legal	13,718	18,000	18,000	0	0.00 %
803000 - Accounting	12,180	16,000	16,000	0	0.00 %
803500 - Audit	11,000	11,000	11,000	0	0.00 %
804000 - Bank Service Charges	783	2,500	2,500	89	3.55 %
805000 - HR and Benefits Consulting	617	5,000	5,000	0	0.00 %
840000 - Insurance	4,950	2,810	2,810	907	32.30 %
861000 - Mileage Reimbursement	2,745	2,500	2,500	0	0.00 %
910000 - Professional Development	2,615	5,000	5,000	0	0.00 %
913000 - Conference Expenses	615	4,000	4,000	0	0.00 %
955000 - Miscellaneous	882	2,000	2,000	0	0.00 %
Total Operating	<u>67,900</u>	<u>81,550</u>	<u>81,550</u>	<u>1,731</u>	<u>2.12 %</u>
Total Expenses	<u>288,045</u>	<u>301,195</u>	<u>301,195</u>	<u>25,346</u>	<u>8.42 %</u>
Revenue in Excess of Expenses	<u>(127,190)</u>	<u>(151,195)</u>	<u>(151,195)</u>	<u>12,154</u>	<u>(8.04) %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	101,169	101,169	0	0.00 %
Total Transfers	<u>135,125</u>	<u>101,169</u>	<u>101,169</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>7,935</u>	<u>(50,026)</u>	<u>(50,026)</u>	<u>12,154</u>	<u>(24.29) %</u>

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
 As of October 31, 2020

There is no activity
 in this fund as of
 10/31/20

	Year Ending 09/30/2020 END BALANCE	Year Ending 09/30/2021 ORIGINAL BUDGET	AMENDED BUDGET
Revenue			
671000 - Contract Revenue	1,105,988	1,557,114	1,557,114
Total Revenue	1,105,988	1,557,114	1,557,114
Expenses			
Operating			
801000 - Professional and Contractual Services	970,863	1,455,946	1,455,946
Total Operating	970,863	1,455,946	1,455,946
Total Expenses	970,863	1,455,946	1,455,946
Revenue in Excess of Expenses	135,125	101,168	101,168
Transfers			
995101 - Transfer Out - GF	(135,125)	101,169	101,169
Total Transfers	(135,125)	101,169	101,169
Change in Equity	0	202,337	202,337

These financial statements have not been subjected to an audit, review or compilation engagement, and no assurance is provided on them.

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of October 31, 2020

	Year Ending 09/30/2020	Year Ending 09/30/2021		Year To Date 10/31/2020	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	1,266,843	1,707,114	1,707,114	37,500	2.20 %
Total Revenue	<u>1,266,843</u>	<u>1,707,114</u>	<u>1,707,114</u>	<u>37,500</u>	<u>2.20 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	192,922	181,000	181,000	21,509	11.88 %
715000 - Social Security & Medicare	14,929	13,847	13,847	1,641	11.85 %
718000 - Insurance - Health	12,293	24,798	24,798	465	1.88 %
Total Salary and Fringes	<u>220,144</u>	<u>219,645</u>	<u>219,645</u>	<u>23,615</u>	<u>10.75 %</u>
Operating					
752000 - Office Expense	3,085	2,000	2,000	0	0.00 %
801000 - Professional and Contractual Services	978,058	1,455,946	1,455,946	0	0.00 %
801500 - Office Rent	7,516	10,740	10,740	735	6.84 %
802000 - Legal	13,717	18,000	18,000	0	0.00 %
803000 - Accounting	12,181	16,000	16,000	0	0.00 %
803500 - Audit	11,000	11,000	11,000	0	0.00 %
804000 - Bank Service Charges	783	2,500	2,500	89	3.55 %
805000 - HR and Benefits Consulting	617	5,000	5,000	0	0.00 %
840000 - Insurance	4,950	2,810	2,810	907	32.30 %
861000 - Mileage Reimbursement	2,745	2,500	2,500	0	0.00 %
910000 - Professional Development	2,615	5,000	5,000	0	0.00 %
913000 - Conference Expenses	615	4,000	4,000	0	0.00 %
955000 - Miscellaneous	882	2,000	2,000	0	0.00 %
Total Operating	<u>1,038,764</u>	<u>1,537,496</u>	<u>1,537,496</u>	<u>1,731</u>	<u>0.11 %</u>
Total Expenses	<u>1,258,908</u>	<u>1,757,141</u>	<u>1,757,141</u>	<u>25,346</u>	<u>1.44 %</u>
Revenue in Excess of Expenses	<u>7,935</u>	<u>(50,027)</u>	<u>(50,027)</u>	<u>12,154</u>	<u>(24.29) %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,126	101,169	101,169	0	0.00 %
995101 - Transfer Out - GF	(135,126)	101,169	101,169	0	0.00 %
Total Transfers	<u>0</u>	<u>202,338</u>	<u>202,338</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>7,935</u>	<u>152,311</u>	<u>152,311</u>	<u>12,154</u>	<u>7.98 %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2020	PERIOD ENDED 10/31/2020	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	294,675	310,170	15,495	5.25 %
Other Current Assets				
040000 - Accounts Receivable	10,855	3,640	(7,215)	(66.46) %
123000 - Prepaid Expenses	1,356	0	(1,356)	(100.00) %
Total Other Assets	12,211	3,640	(8,571)	(70.19) %
Total Current Assets	306,886	313,810	6,924	2.25 %
TOTAL ASSETS	306,886	313,810	6,924	2.25 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	3,874	0	(3,874)	(100.00) %
Total Accounts Payable	3,874	0	(3,874)	(100.00) %
Other Current Liabilities				
257000 - Accrued Salaries Wages	(1,102)	0	1,102	(100.00) %
Total Other Current Liabilities	(1,102)	0	1,102	(100.00) %
Total Current Liabilities	2,772	0	(2,772)	(100.00) %
Total Liabilities	2,772	0	(2,772)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	295,983	304,114	8,130	2.74 %
Net Revenue	8,131	9,696	1,566	19.25 %
Total Equity	304,114	313,810	9,696	3.18 %
TOTAL LIABILITIES AND EQUITY	306,886	313,810	6,924	2.25 %

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Created on: 11/09/2020, 1:48 PM EDT

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
	Bank: Bill.com Clearing - Bill.com Clearing	Account No:	
10/08/2020	10009--Kristen Delaney		30.00 In Transit
10/08/2020	10002--Plante Moran		700.94 In Transit
10/08/2020	10019--Grand River Insurance Agency, LLC		274.00 In Transit
10/15/2020	10003--Dykema Gossett, PLLC		1,470.00 In Transit
10/16/2020	10027--Michigan Municipal Risk Management Authority		633.50 In Transit
	Total for Bill.com Clearing		3,108.44
	Bank: Fifth Third - 1244 - Firth Third	Account No: 7169301244	
10/02/2020	10015--Gusto		57.00 10/31/2020
10/15/2020	10015--Gusto		3,231.74 10/31/2020
10/28/2020	10005--BCBSM		465.40 10/31/2020
10/30/2020	10015--Gusto		3,408.22 10/31/2020
	Total for Fifth Third - 1244		7,162.36

Michigan Municipal Services Authority Reconciliation Report

As Of 10/31/2020
Account: 5/3 Checking

Statement Ending Balance	310,169.87
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	310,169.87
Book Balance	310,169.87
Adjustments*	0.00
Adjusted Book Balance	310,169.87

Total Checks and Charges Cleared	29,220.12	Total Deposits Cleared	44,715.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	Record Receipt of SOM	10/22/2020		7,215.00	
	Pmt				
General Ledger Entry	Record Receipt of LCSA	10/29/2020		37,500.00	
	Pmt				
Total Deposits				44,715.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	September 2020 Invoice	10/02/2020		57.00	
General Ledger Entry		10/08/2020		1,004.94	
	October 2020 Bank Fee	10/13/2020		88.80	
Gusto	10.15.2020 Payroll	10/15/2020		3,231.74	
General Ledger Entry	10.15.20 Payroll	10/15/2020		8,018.52	
General Ledger Entry		10/15/2020		3,877.89	
General Ledger Entry		10/16/2020		633.50	
BCBSM	Health Care Premium	10/28/2020		465.40	
General Ledger Entry	10.29.20 Payroll	10/29/2020		8,434.11	
Gusto	10.30.2020 Payroll	10/30/2020		3,408.22	
Total Checks and Charges				29,220.12	0.00



Statement Period Date: 10/1/2020 - 10/31/2020
 Account Type: COMM'L 53 ANALYZED
 Account Number: [REDACTED]

MICHIGAN MUNICIPAL SERVICE
 200 TOWNSEND ST STE 900
 LANSING MI 48933



0

Banking Center: Grand Rapids
 Banking Center Phone: 616-653-5440
 Commercial Client Services: 866-475-0729

5341

Account Summary - [REDACTED]

10/01	Beginning Balance	\$294,674.99	Number of Days in Period	31
	Checks			
10	Withdrawals / Debits	\$(29,220.12)		
2	Deposits / Credits	\$44,715.00		
10/31	Ending Balance	\$310,169.87		

Withdrawals / Debits

10 items totaling \$29,220.12

Date	Amount	Description
10/02	57.00	GUSTO 6semjm6gdea FEE 697674 6semjou7r6f MICHIGAN MUNICIPAL SER 100220
10/08	1,004.94	Bill.com Payables 016IZDPCW1K35IR Michigan Municipal Ser Multiple Payments Bill.com Payables 016IZDPCW1K35IR 100820
10/13	88.80	SERVICE CHARGE
10/15	3,877.89	Bill.com Payables 016JDPIIH1KD7ES Michigan Municipal Ser Multiple Payments Bill.com Payables 016JDPIIH1KD7ES 101520
10/16	633.50	Bill.com Payables 016KBEUEF1KEB4J Michigan Municipal Ser Michigan Municipal Risk Management Authority Bill.com 016KBEUEF1KEB4J Multip 1
10/16	3,231.74	GUSTO 6semjm6kiub TAX 834379 6semjp00q65 MICHIGAN MUNICIPAL SER 101620
10/16	8,018.52	GUSTO 6semjm6kiu8 NET 834376 6semjp00q5j MICHIGAN MUNICIPAL SER 101620
10/28	465.40	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 102820
10/28	3,408.22	GUSTO 6semjm6mkam TAX 901334 6semjp0s70t MICHIGAN MUNICIPAL SER 102820
10/28	8,434.11	GUSTO 6semjm6mkaf NET 901327 6semjp0s70p MICHIGAN MUNICIPAL SER 102820

Deposits / Credits

2 items totaling \$44,715.00

Date	Amount	Description
10/22	7,215.00	STATEOFMICHIGAN PMT/REFUND 202010190977716 MICHIGAN MUNICI NTE*210000066530 *CV0053980 *MICHIGAN MUNICIPAL SERVICES AU 102220
10/29	37,500.00	Bill.com Withdrawal 016JCJQIE1KWYY3 Michigan Municipal Ser 016JCJQIE1KWYY3 Local Community Bill.com Inv #FYE 2021-01 102920

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
10/02	294,617.99	10/15	289,646.36	10/28	272,669.87
10/08	293,613.05	10/16	277,762.60	10/29	310,169.87
10/13	293,524.25	10/22	284,977.60		



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: November 16, 2020

TO: Shea Charles

FROM: Mark Wollenweber

SUBJECT: November Report

I am pleased to submit my report on my work in the City of Flint to date.

Dates Worked

Monday, 10-5-20, Monday 10-12-20, Tuesday 10-20-20, Monday 10-26-20 and various other times using email or phone as well as follow up on my laptop or iPad on projects assigned. Met w/ Acting CFO, Amanda T, each day I was in Flint along w/ Deputy CFO, Tim S and other members of the Finance staff including Joyce M and AuLisa M in purchasing. I also met w/ Rick J from accounting in the Police Department and Glenda D from Planning. I also met 2 times w/ Eric S to update him on the projects I was working on.

Work Completed

I continued working on a purchasing seminar and arranged a date which will now be held as a virtual seminar. I prepared a draft job description for the 1/2 time purchasing intern and provided it to the Purchasing Director for her review and for her to arrange w/ the HR Director prior to follow up w/ U of M Flint. I assisted Amanda T and two of her staff in conference calls w/ the Treasury from Southfield and provided contact information for the Grand Rapids Treasurer so the staff here could get sample procedures on collecting delinquent property and water. Continued to follow up on the lockup agreement and state reimbursement. I assisted CDBG staff w/ obtaining quotes for asbestos and lead based paint so they could develop a plan to bid out reactivating of the sprinkler system in a former auto dealership now used by the city as a business incubator.

Firmed up a date for the purchasing seminar which includes a MiDeal participant. Arranged for Treasury staff to follow up w/ Southfield and Grand Rapids on best collection practices for delinquent bills. Followed up on Council approval of the 2019-2020 lockup agreement, payment to the county and request to the state for reimbursement. Also assisted staff w/ development of 2020-2021 agreement. Arranged for staff to sign up for ACH payments

for the personal property reimbursement following the receipt of a check this time. I participated in a couple of Finance staff luncheons w/ other members of existing staff.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: November 16, 2020

TO: Executive Committee

FROM: Shea Charles, CEO

SUBJECT: Resolution 2020-06 - COVID-19 Endemic Emergency and Electronic Meeting

The Michigan Municipal Services Authority is subject to the Michigan Open Meetings Act. Since the beginning of the COVID pandemic the Committee has been meeting in accordance with Governor Whitmer's Executive Orders. The Michigan Supreme Court ruling invalidating the state statute the Governor was using to issue these orders, and its subsequent ruling that it had immediate effect has many governmental units scrambling on what's next.

I am pleased to report the Legislature adopted SB 1108, with immediate effect, allowing for electronic meetings. MMSA Legal Counsel Steve Liedel recommends the Executive Committee consider Resolution 2020-06 - COVID-19 Endemic Emergency and Electronic Meeting (attached). The resolution sets forth that the Committee will hold electronic meetings and what procedures we must follow for posting, participation, etc.



Michigan Municipal Services Authority

**EXECUTIVE COMMITTEE
RESOLUTION 2020-06**

Covid-19 Endemic Emergency and Electronic Meeting

Due to COVID-19 endemic emergency orders issued by the Michigan Department of Public Health and the Ingham County Health Officer pursuant to the Public Health Code, the Executive Committee (the Committee) of the Michigan Municipal Services Authority (MMSA) hereby resolves as follows:

- that the meeting of the Committee scheduled for Thursday, November 19, 2020 at 2:00 p.m. in Lansing, Michigan, and any other meetings of the MMSA Committee in calendar year 2020, may be held electronically using video conferencing;
- that a meeting held electronically must be conducted in a manner that permits two-way communication so that members of the Committee can hear and be heard by other members of the Committee, and so that any public participant can hear members of the Committee and can be heard by members of the executive Committee and any other public participant during a public comment period;
- that the Committee may use technology to facilitate typed public comments during the meeting submitted by a member of the public participating in the meeting that may be read to or shared with members of the Committee and other public participants;
- that the Committee acknowledges that the CEO of the MMSA in addition to any other notices that are required under the Open Meetings Act, posted advance notice indicating that the November 19, 2020 meeting of the Committee would be held electronically on a portion of the MMSA's website that is fully accessible to the public, either on the homepage or on a separate webpage that is dedicated to public notices for non-regularly scheduled or electronic public meetings accessible through a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of non-regularly scheduled or electronic public meetings, or both;
- that the Committee acknowledges that the notice indicated (1) why the Committee is meeting electronically; (2) how members of the public may participate in the meeting, including an internet address or a telephone number, or both; (3) how members of the public may contact members of the Committee to provide input or ask questions on any business that will come before the

Committee at the meeting; and (4) how persons with disabilities may participate in the meeting;

- that the Committee acknowledges that the CEO of the MMSA made the agenda available for the meeting available to the public on a portion of the MMSA's website that is fully accessible to the public at least 2 hours before the beginning of the meeting;
- that the Committee shall not, as a condition of participating in an electronic meeting require a person to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attend the meeting other than mechanisms established and required by the Committee as necessary to permit the person to participate in a public comment period of the meeting;
- that the Committee shall exclude a member of the public otherwise participating in a meeting of the Committee from any closed session of the Committee held during that meeting if the closed session is convened and held in compliance with the requirements of the Open Meetings Act applicable to a closed session; and
- that the meeting of the Committee shall otherwise comply with applicable requirements of the Open Meetings Act.

Secretary's Certification:

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on November 19, 2020.

By: _____
James Cambridge



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
RESOLUTION 2020-07**

Schedule of Regular Meetings for Calendar Year 2020 - 2021

The executive committee of the Michigan Municipal Services Authority (the “**Authority**”) resolves that the following notice and schedule of regular meetings is adopted and approved as the schedule of regular meetings for the executive committee of the Authority for the calendar year ending December 31, 2021:

Date	Time	Location
Thursday, January 14, 2021	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, February 11, 2021	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, March 11, 2021	2:00 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, April 8, 2021	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, May 13, 2021	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, June 10, 2021	2:00 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, July 8, 2021	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, August 12, 2021	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, September 9, 2021	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, October 14, 2021	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933

Thursday, November 11, 2021	2:00 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, December 9, 2021	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933

Secretary's Certification:

I certify that this resolution was adopted by the executive committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on November 19, 2020.

By: _____
James Cambridge
Authority Secretary