



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF A REGULAR MEETING

The **Authority Board of the Michigan Municipal Services Authority** (Authority) will hold a regular meeting on the following date, at the following time, and at the following location:

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, December 10, 2015	1:30 PM	Cadillac Place 3044 West Grand Blvd. Concourse Floor, Conference Room C-100 Detroit, MI 48202

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.

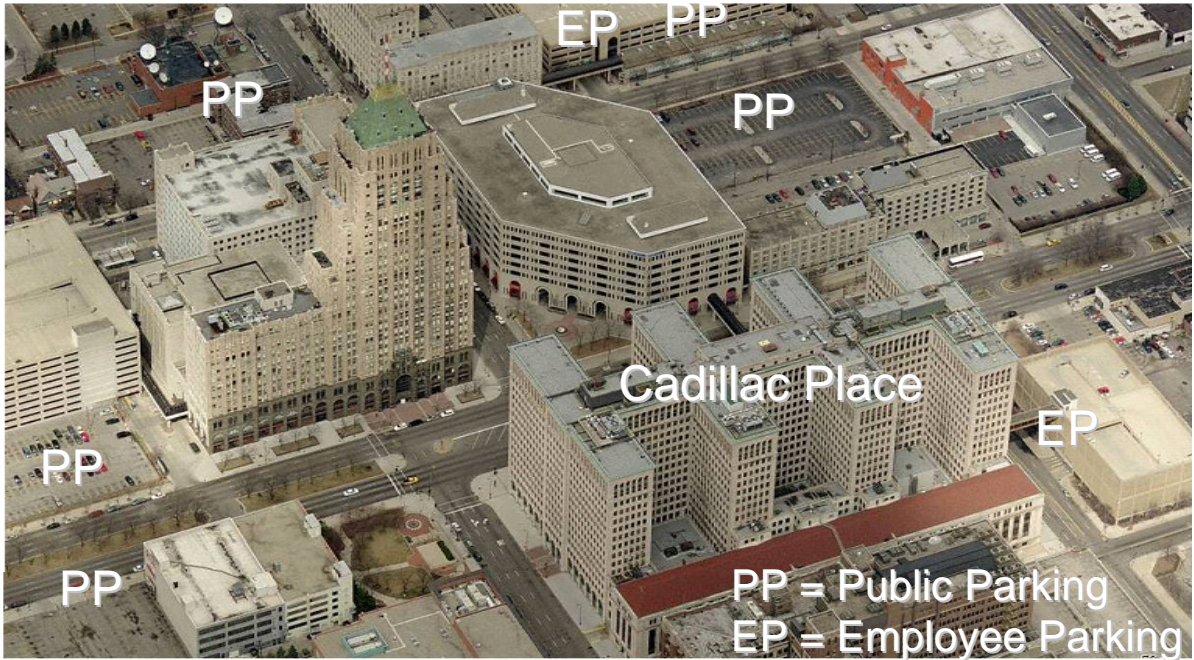
The meeting location is barrier-free and accessible to individuals with special needs. Individuals needing special accommodations or assistance to attend or address the meeting should contact the Authority at (248) 925-9295 prior to the meeting to assure compliance with Subtitle A of Title II of the 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.



Detroit Cadillac Place Parking & Accessibility

3044 W. Grand Blvd, Detroit MI 48202



Handicap accessible parking is available at nearby public lots, with underground tunnels or skywalks available during inclement weather.

Distance to Cadillac Place from Parking Decks

Lothrop Deck (public parking)	800 ft.
Cass Deck (reserved employee parking)	113 ft.
Fisher Deck (public parking)	644 ft.
Baltimore Deck (public parking)	660 ft.

Driving Directions

From the West – Take E I-94 to N M-10 (Lodge Fwy) exit at Clairmount turn left across M-10 re-enter M-10 South and exit at West Grand Blvd and turn left

From the East – Take W I-94 to N M-10 (Lodge Fwy) exit at West Grand Blvd and turn right

From the North – Take S I-75 to West Grand Blvd and turn right

From the South – Take N I-75 to N M-10 (Lodge Fwy) to West Grand Blvd and turn right

Building Accessibility

Power assist door openers at Cass and Second

Building is accessible 24 – 7

Building hours M-F 6:00 A.M. to 8:00 P.M.

(Access beyond normal hours requires department and DMB approval)

Public transportation bus stops conveniently located

Picture ID necessary for building entrance

**DMB Facilities Administration
Cadillac Place Liaison Office
(313) 456-4002**



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**AUTHORITY BOARD
REGULAR MEETING**

Thursday, December 10, 2015 at 1:30 p.m.

Cadillac Place, Conference Room C-100
3044 W Grand Blvd
Detroit, MI 48202

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the September 24, 2015 regular Authority Board meeting
- V. Administrative Report**
 - a. Financial Report
 - b. FMS Program Update
 - c. VHWM Program Update
 - d. Program Development Update
- VI. Audits**
- VII. New Business**
 - a. Resolution 2015-E Schedule of Regular Meetings for Calendar Year 2016
- VIII. Public Comment**
- IX. Other Business**
- X. 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.

AUTHORITY BOARD

Thursday, September 24, 2015 at 1:30 p.m.

Grid 70 LLC
70 Ionia Avenue Southwest
Grand Rapids, MI 49503

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:42 p.m. by the Chairperson.

II. Roll Call

Authority Board Member Attendance:

Stacie Behler, Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Wiescinski, Vice-Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
James Cambridge, Secretary*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Eric DeLong, Treasurer	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Scott Buhner	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Smith*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Peggy Jury*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Brian Meakin	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Donald Snider	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Al Vanderberg*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Vacant		
Vacant		

*Participated via teleconference.

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Steven Liedel, Dykema
- Robert Moroni, The Segal Group

III. Approval of Agenda

Moved by: Vanderberg

Supported by: Wiescinski

Yes: X No: ___

IV. Approval of Minutes from June 11, 2015 Regular Meeting of the Authority Board.

Moved by: Drury

Supported by: Smith

Yes: X No: ___

V. Administrative Report

The administrative report was delivered by CEO Robert Bruner.

VI. Audit Reports

None.

VII. Committee Reports

None.

VIII. Old Business

None.

IX. New Business

X. Public Comment

None.

XI. Other Business

None.

XII. Adjournment

Moved by: Vanderberg

Supported by: Wiescinski

Yes: X No:

Meeting adjourned at 2:28 PM

Certification of Minutes

Approved by the Authority Board on December 10, 2015.

Authority Secretary

Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared December 8, 2015

Financial Report to be distributed at the meeting

MMSA Administrative Report

FMS Program Update

MMSA Administrative Report

FMS Program Update



Program Management

- No issues identified during December 3 FMS Leadership meeting
- Q4 2015 CGAP grant report is due on January 29, 2016

Program Development

- Meeting with Genesee Intermediate School District on Wed, December 16
- Wayne County update expected in Q4 2015
- Lansing update expected in Q1 2016

FMS Program Update



Receivables

Annual

Grand Rapids: \$570,310 (paid)

Kent County: \$944,810 (paid)

Genesee County: \$973,810 (paid)

Treasury

- Used: \$270,997
- Remaining: \$130,003

Payables

Annual

CGI: \$533,000 (paid)

CGI: \$883,000 (paid)

CGI: \$912,000 (paid)

Munetrix: \$1,047 (paid)

Monthly

Plante Moran: \$4,243 (paid;
October invoice)

VHWM Program Update

MMSA Administrative Report

VHWM Program Update



Invoices

- September 2015: Invoice sent to the City of Detroit for payment on October 1, 2015. Payment was received by MMSA on November 16, 2015. Payment was sent to Benefit Express on November 17, 2015.
- October 2015: Invoice sent to the City of Detroit for payment on November 2, 2015.
- November 2015: Invoice sent to the City of Detroit for payment on December 2, 2015.

VHWM Program Update



Call Center Update

- Call center staffing was ramped up for the open enrollment period, which was originally scheduled to run from November 2 – 20, 2015, but was extended through November 29th. Originally, planned staffing levels were as follows:
 - 6 CSRs for four weeks in November
 - 4 CSRs for five weeks following open enrollment through December
 - 3 CSRs for four weeks through January
- As open enrollment was nearing an end, it was determined that staffing levels could be dropped in December from four CSRs to three CSRs for the first two weeks of the month. Two CSRs will continue for the last two weeks in December and ongoing. Staffing will be revisited in 2016 and other options may be considered, including moving servicing to the general pool of CSRs.
- Average wait times were between five and 12 minutes throughout the open enrollment period. The call center was able to keep taking live calls throughout the entire period. In previous years, the call center had moved to 100% callbacks due to long wait times.
- Following the Thanksgiving holiday, there were 217 messages to return. All calls were returned and enrollments processed by December 4, 2015.

VHWM Program Update



Scope Changes and Other Updates

- Work Order #52 for ACA eligibility tracking and reporting services was signed by the City on September 11, 2015. Currently, the City is not ready to meet the ACA tracking and reporting requirements and has selected Benefit Express to provide the reporting service for 2015 and tracking and reporting services in 2016. The cost for this service is capped at \$50,000 per year excluding mailing costs. BE has agreed to these pricing terms. The implementation has begun. The set-up document is being reviewed and need to be finalized by the City by December 11, 2015. In addition, refresh data files are needed by December 11, 2015.
- The City signed Work Order #56 for Open Enrollment system updates and customer service support.
- The City signed Work Order #61 to extend the Open Enrollment period through November 29th.

VHWM Program Update



Other Potential Changes/Issues

- Annual open enrollment is now complete. Segal will assist the City with post-enrollment audits and clean-up. Open enrollment for pre-2015 retirees is being managed by their respective TPAs.
- Approximately 750 Water and Sewer employees will be transitioning from City of Detroit to the Great Lakes Water Authority (GLWA) effective January 1, 2016. Benefit Express and GLWA have confirmed that GLWA will continue to utilize the Benefit Express platform for benefits administration during the transition period. GLWA provided a census file of DWSD employees who were sent employment offers from GLWA. The final employee list for GLWA will likely not be finalized until after the City's open enrollment, so there may be some clean-up required for those who may have enrolled in both benefit plans. BE has confirmed they will handle this clean up.

VHWM Program Update



Retiree Transition Changes

- Open enrollment for pre-2015 City retirees is being managed by each Trust's TPA. Open enrollment is now closed for both groups.
 - ABS is the TPA for Police and Fire retirees with open enrollment running from October 19, 2015 – November 8, 2015.
 - BeneSys is the TPA for General City retirees with open enrollment running from November 10, 2015 – November 29, 2015.
- Benefit Express has provided updated census and enrollment data files for both the General City and Police and Fire VEBAs. Segal provided support with file auditing and clean-up. These file updates were sent to the General City VEBA on November 25, 2015 and to the Police and Fire VEBA on November 30, 2015.
- Segal continues to provide additional support in reviewing and resolving issues with the FlexPlan (Navia Benefits) files due to data clean up required, allowing retroactive changes and the ability to report all retroactivity correctly. This has continued through the December 2015 files, which should be the last files sent to FlexPlan except for retroactive updates. This function is expected to fully transition to the pre-2015 retiree VEBA administrators in 2016.

VHWM Program Update



Next Steps - City of Detroit

- ACA Compliance and Reporting: Segal will work with BE and the City on ACA reporting and filing for 2015. Measurement and eligibility management will be implemented in 2016.
- Fully implement Ultipro payroll system file interfaces – Effective in 2016, census (new hires, terminations, status changes) and payroll deductions are expected to be automated. Benefit Express will receive census files from Ultipro and provide deduction files to Ultipro. File layouts have been finalized for both files. The transition was originally scheduled to go live January 1st but has been delayed until sometime in April.
- Bob Bruner has scheduled a meeting with John Hill (CFO for the City), John Naglick (Director of Finance), Mike Hall (Director of Labor Relations), and Jeremiah Gross (Benefits Supervisor) to discuss the services provided to the City to date and to discuss any potential services that could be provided. Note that John Hill has requested that the City have a seat on the Authority Board. Bob confirmed that there were currently two vacancies and provided John the online application to request a seat.

VHWM Project Update



Next Steps – VHWM Pooled Health and Welfare Insurance Arrangement

- Bob Bruner met with Segal in May to discuss the feasibility of a pooled health and welfare insurance arrangement for smaller public employers
- Segal completed their initial analysis and recommendations in June.
- Bob Bruner and Steve Liedel met with Segal in July to review and discuss Segal’s analysis and recommendations.
- Segal presented its recommendations to the Executive Committee in September.
- Segal developed a financial model to illustrate how a successful risk pool would operate and will present it at the December Executive Committee meeting.

Program Development Update

MMSA Administrative Report

Program Development Update



November Activities

- Flint & Genesee Chamber of Commerce meeting
- Monroe County meeting
- ASR Health Benefits meeting
- Kent County Code Inspection services conference call
- Michigan Municipal League (MML) conference call
- Oakland County City Managers Association meeting

Program Development Update



November Activities (continued)

- Eight Mile Boulevard Association (8MBA) conference call
- Michigan Public Policy Survey conference call
- Michigan Townships Association meeting
- City of Ferndale meeting
- The State of City and County IT 2015 Survey Results Webinar
- OpenGov conference call

Program Development Update



Equipment and Service Sharing

- I have prepared an RFP for equipment sharing software
- Calhoun County, Kalamazoo, and Comstock Township have all agreed to participate in the evaluation
- We met in October and plan to issue an RFP in December

Fleet Management

- The Authority and Enterprise Fleet Management have met with Genesee County, Grand Rapids, and Kent County
- November meeting with Enterprise Fleet Management has been postponed twice; currently scheduled for December 18

Program Development Update



Assessing and Equalization

- Shortage of certified assessors
- Services are easily contracted-out and/or shared
- Seeking interested cities, counties, and/or townships

Learning Management System (LMS)

- LMS is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology (also called e-learning) courses or training program

Program Development Update



Recruitment and Selection

- Governments are hiring but the process is burdensome for those without dedicated human resources professionals
- Private sector business models may be transferable to the public sector
- Seeking interested municipalities

Kent County Code Inspections

- Shortage of registered Building Officials, Building Inspectors, Electrical Inspectors, Mechanical Inspectors, and Plumbing Inspectors
- Services are easily contracted-out and/or shared
- Seeking interested municipalities

Program Development Update



311

- The telephone number 3-1-1 is used to provide access to non-emergency municipal services
- 311 is evolving from a call center for common complaints into a data generator municipalities can use to proactively tackle problems before they get too big by using analytical software to spot trends
- The traditional 311 business case was only viable for large cities but we are working with the Cities of Ferndale and Grand Rapids to develop a shared service model



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**AUTHORITY BOARD
RESOLUTION 2015-E**

Schedule of Regular Meetings for Calendar Year 2016

The authority board of the Michigan Municipal Services Authority (the “**Authority**”) resolves that the following schedule of regular meetings is approved and adopted as the schedule of regular meetings for the authority board of the Authority for the calendar year ending December 31, 2016:

Date	Time	Location
Thursday, March 10, 2016	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, June 9, 2016	1:30 p.m.	Livonia City Hall 33000 Civic Center Drive, 4 th Floor Livonia, MI 48154
Thursday, September 22, 2016	1:30 p.m.	Grid 70 70 Ionia Ave SW Suite 400 Grand Rapids, MI 49503
Thursday, December 8, 2016	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 authority board of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on December 10, 2015.

By: _____
James Cambridge
Authority Secretary