



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**AUTHORITY BOARD
REGULAR MEETING**

Thursday, July 11, 2019 at 1:30 p.m.

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 March 14, 2019 regular Authority Board meeting
- V. Administrative Report**
- VI. Audits**
- VII. New Business**
 - a. Strategic Planning Discussion
- 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.



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, July 11, 2019	1:30 PM	Capitol View Building Constitution Room – 9th Floor 201 Townsend Street Lansing, MI 48933

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.



AUTHORITY BOARD

Thursday, March 14, 2019 at 1:30 p.m.

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

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:32 p.m. by the Chairperson.

II. Roll Call

	PRESENT	ABSENT
Kelli Scott, Chairperson		X
Dominick Pallone, Vice-Chairperson*	X	
Eric DeLong, Treasurer*	X	
James Cambridge, Secretary		X
Doug Smith, Member		X
Phil Bertolini		X
Jeff Dood*	X	
Brian Meakin	X	
Jessica Moy		X

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority*
- Kristen Delaney, Michigan Municipal Services Authority*
- Steven Liedel, Dykema
- Bill Tucker, Maner Costerisan

III. Approval of Agenda

Moved by: DeLong
Supported by: Smith

Yes: X No: ___

IV. Approval of Minutes from November 8, 2018 Regular Meeting of the Authority Board.

Moved by: DeLong
Supported by: Smith

Yes: X No: ___

V. Administrative Report

CEO Robert Bruner delivered the administrative report.

VI. Audit Reports

Bill Tucker of Maner Costerisan delivered the audit.

a. Resolution 2019-A Approval of Audit for Fiscal Year 2017-2018

Moved by: Smith
Supported by: DeLong

Yes: X No: ___

VII. New Business

None.

VIII. Public Comment

None.

IX. Other Business

None.

X. Adjournment

Moved by: Meakin
Supported by: Smith

Yes: X No:

Meeting adjourned at 2:02 PM

Certification of Minutes

Approved by the Authority Board on July 11, 2019.

Authority Secretary

Date



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

June 14, 2019

To: Kristen Delaney
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: May 2019 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

MMSA recently discovered an attempted fraud on the Fifth Third checking account. A total of \$37,499.06 was fraudulently removed from the account. The Bank was notified and the account has been temporarily frozen. MMSA will be reimbursed this amount. Presently, this can be seen on the balance sheet as a receivable.

Please contact Kari Shea or Kelly Schimmoeller 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 May 31, 2019

	Year Ending 09/30/2018	Year Ending 09/30/2019		Year To Date 05/31/2019	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	150,000	150,000	150,000	75,000	50.00 %
Total Revenue	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>75,000</u>	<u>50.00 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,947	200,000	200,000	130,977	65.49 %
Total Salary and Fringes	<u>197,947</u>	<u>200,000</u>	<u>200,000</u>	<u>130,977</u>	<u>65.49 %</u>
Operating					
752000 - Office Expense	0	8,000	0	0	0.00 %
800000 - Other Services and Charges	10,997	2,000	0	0	0.00 %
801000 - Professional and Contractual Services	30	0	0	0	0.00 %
802000 - Legal	30,198	18,000	18,000	5,935	32.97 %
803000 - Accounting	16,472	16,000	16,000	9,294	58.09 %
803500 - Audit	10,500	11,000	11,000	10,600	96.36 %
804000 - Bank Service Charges	2,108	2,000	2,500	1,404	56.18 %
805000 - HR and Benefits Consulting	0	0	16,000	12,133	75.83 %
840000 - Insurance	3,298	0	2,781	2,086	75.00 %
910000 - Professional Development	0	0	1,560	1,170	75.00 %
955000 - Miscellaneous	0	0	12,000	7,231	60.26 %
Total Operating	<u>73,603</u>	<u>57,000</u>	<u>79,841</u>	<u>49,853</u>	<u>62.44 %</u>
Total Expenses	<u>271,550</u>	<u>257,000</u>	<u>279,841</u>	<u>180,830</u>	<u>64.62 %</u>
Revenue in Excess of Expenses	<u>(121,550)</u>	<u>(107,000)</u>	<u>(129,841)</u>	<u>(105,830)</u>	<u>81.51 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	140,157	122,922	122,922	0	0.00 %
995272 - Transfer Out - VHWM	(143,910)	0	0	0	0.00 %
Total Transfers	<u>(3,753)</u>	<u>122,922</u>	<u>122,922</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>(125,303)</u>	<u>15,922</u>	<u>(6,919)</u>	<u>(105,830)</u>	<u>1,529.56 %</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 May 31, 2019

	Year Ending 09/30/2018	Year Ending 09/30/2019		Year To Date 05/31/2019	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,362,025	1,889,620	1,889,620	1,885,941	99.81 %
Total Revenue	<u>2,362,025</u>	<u>1,889,620</u>	<u>1,889,620</u>	<u>1,885,941</u>	<u>99.81 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	2,221,868	1,766,698	1,766,698	1,765,304	99.92 %
Total Operating	<u>2,221,868</u>	<u>1,766,698</u>	<u>1,766,698</u>	<u>1,765,304</u>	<u>99.92 %</u>
Total Expenses	<u>2,221,868</u>	<u>1,766,698</u>	<u>1,766,698</u>	<u>1,765,304</u>	<u>99.92 %</u>
Revenue in Excess of Expenses	<u>140,157</u>	<u>122,922</u>	<u>122,922</u>	<u>120,637</u>	<u>98.14 %</u>
Transfers					
995101 - Transfer Out - GF	(140,157)	(122,922)	(122,922)	0	0.00 %
Total Transfers	<u>(140,157)</u>	<u>(122,922)</u>	<u>(122,922)</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>0</u>	<u>0</u>	<u>0</u>	<u>120,637</u>	<u>0.00 %</u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of May 31, 2019

	Year Ending 09/30/2018	Year Ending 09/30/2019		Year To Date 05/31/2019	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,569,250	2,039,620	2,039,620	1,960,941	96.14 %
Total Revenue	<u>2,569,250</u>	<u>2,039,620</u>	<u>2,039,620</u>	<u>1,960,941</u>	<u>96.14 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,947	200,000	200,000	130,977	65.49 %
Total Salary and Fringes	<u>197,947</u>	<u>200,000</u>	<u>200,000</u>	<u>130,977</u>	<u>65.49 %</u>
Operating					
752000 - Office Expense	0	8,000	0	0	0.00 %
800000 - Other Services and Charges	10,996	2,000	0	0	0.00 %
801000 - Professional and Contractual Services	2,423,034	1,766,698	1,766,698	1,765,304	99.92 %
802000 - Legal	30,198	18,000	18,000	5,935	32.97 %
803000 - Accounting	16,472	16,000	16,000	9,294	58.09 %
803500 - Audit	10,500	11,000	11,000	10,600	96.36 %
804000 - Bank Service Charges	2,108	2,000	2,500	1,404	56.18 %
805000 - HR and Benefits Consulting	0	0	16,000	12,133	75.83 %
840000 - Insurance	3,298	0	2,781	2,086	75.00 %
910000 - Professional Development	0	0	1,560	1,170	75.00 %
955000 - Miscellaneous	0	0	12,000	7,231	60.26 %
Total Operating	<u>2,496,606</u>	<u>1,823,698</u>	<u>1,846,539</u>	<u>1,815,157</u>	<u>98.30 %</u>
Total Expenses	<u>2,694,553</u>	<u>2,023,698</u>	<u>2,046,539</u>	<u>1,946,134</u>	<u>95.09 %</u>
Revenue in Excess of Expenses	<u>(125,303)</u>	<u>15,922</u>	<u>(6,919)</u>	<u>14,807</u>	<u>(214.01) %</u>
Transfers					
699273 - Interfund Transfer In - FMS	140,157	122,922	122,922	0	0.00 %
699101 - Interfund Transfer In - GF	143,910	0	0	0	0.00 %
995101 - Transfer Out - GF	(140,157)	(122,922)	(122,922)	0	0.00 %
995272 - Transfer Out - VHWM	(143,910)	0	0	0	0.00 %
Total Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>(125,303)</u>	<u>15,922</u>	<u>(6,919)</u>	<u>14,807</u>	<u>(214.01) %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2018	PERIOD ENDED 05/31/2019	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts				
001000 - Cash	220,773	222,825	2,052	0.92 %
Total Bank Accounts	220,773	222,825	2,052	0.92 %
Other Current Assets				
040000 - Accounts Receivable	37,500	37,499	(1)	0.00 %
123000 - Prepaid Expenses	0	695	695	0.00 %
Total Other Assets	37,500	38,194	694	1.85 %
Total Current Assets	258,273	261,019	2,746	1.06 %
TOTAL ASSETS	258,273	261,019	2,746	1.06 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	7,908	0	(7,908)	(100.00) %
Total Accounts Payable	7,908	0	(7,908)	(100.00) %
Other Current Liabilities				
257000 - Accrued Salaries Wages	4,153	0	(4,153)	(100.00) %
Total Other Current Liabilities	4,153	0	(4,153)	(100.00) %
Total Current Liabilities	12,061	0	(12,061)	(100.00) %
Total Liabilities	12,061	0	(12,061)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	371,515	246,212	(125,303)	(33.72) %
Net Revenue	(125,303)	14,807	140,110	(111.81) %
Total Equity	246,212	261,019	14,807	6.01 %
TOTAL LIABILITIES AND EQUITY	258,273	261,019	2,746	1.06 %

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Created on: 06/13/2019, 08:19 PM

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
	Bank: Fifth Third-5711 - Firth Third	Account No: 7166385711	
05/01/2019	10015--Gusto		51.00 05/31/2019
05/14/2019	10015--Gusto		942.76 05/31/2019
05/14/2019	10015--Gusto		2,220.20 05/31/2019
05/28/2019	10015--Gusto		942.76 05/31/2019
05/28/2019	10015--Gusto		2,220.18 05/31/2019
	Total for Fifth Third-5711		<u>6,376.90</u>
	Bank: Bill.com Clearing - Bill.com Clearing	Account No:	
05/13/2019	10006--Robert J. Bruner Jr.		464.62 In Transit
05/13/2019	10009--Kristen Delaney		40.60 In Transit
05/13/2019	10000--Segal Consulting		96.56 In Transit
05/13/2019	10003--Dykema Gossett, PLLC		231.75 In Transit
	Total for Bill.com Clearing		<u>833.53</u>

Michigan Municipal Services Authority Reconciliation Report

As Of 05/31/2019

Account: Cash

Statement Ending Balance	222,824.85
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	222,824.85
Book Balance	222,824.85
Adjustments*	0.00
Adjusted Book Balance	222,824.85

Total Checks and Charges Cleared	60,090.19	Total Deposits Cleared	0.00
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Total Deposits				0.00	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	05.02.19 Payroll	04/30/2019		2,220.20	
Gusto	05.02.19 Payroll	04/30/2019		942.76	
Gusto	April 2019 Invoice	05/01/2019		51.00	
General Ledger Entry	05.0219 Payroll	05/02/2019		4,016.91	
	May 2019 Service Charge	05/13/2019		167.00	
General Ledger Entry		05/13/2019		833.53	
Gusto	05.16.19 Payroll	05/14/2019		2,220.20	
General Ledger Entry	05.16.19 Payroll	05/14/2019		4,016.91	
Gusto	05.16.19 Payroll	05/14/2019		942.76	
Gusto	05.30.19 Payroll	05/28/2019		942.76	
Gusto	05.30.19 Payroll	05/28/2019		2,220.18	
General Ledger Entry	05.30.19 Payroll	05/30/2019		4,016.92	
General Ledger Entry	Fraudulent Bank Charges	05/31/2019		37,499.06	
Total Checks and Charges				60,090.19	0.00

— MICHIGAN MUNICIPAL SERVICES
— AUTHORITY
— PO BOX 12012
— LANSING MI 48901-2012
—



0
4162

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

Account Summary -

05/01	Beginning Balance	\$282,915.04	Number of Days in Period	31
	Checks			
28	Withdrawals / Debits	\$(63,094.47)		
13	Deposits / Credits	\$3,004.28		
05/31	Ending Balance	\$222,824.85		

Withdrawals / Debits

28 items totaling \$63,094.47

Date	Amount	Description
05/01	942.76	GUSTO 6semj3fpmq CSD 531738 6semjnj8kcg MICHIGAN MUNICIPAL SER 050119
05/01	2,220.20	GUSTO 6semj3fpm1 TAX 531745 6semjnj8kft MICHIGAN MUNICIPAL SER 050119
05/01	2,299.98	CAPITAL ONE ONLINE PMT 912039910363683 THOMASLISA 050119
05/01	4,016.91	GUSTO 6semj3fpmv NET 531743 6semjnj8kfp MICHIGAN MUNICIPAL SER 050119
05/02	0.27	CIT BANK, N.A. TRANSFER VE0000002149113 050219
05/02	0.72	CIT BANK, N.A. TRANSFER VE0000002149113 050219
05/02	51.00	GUSTO 6semj3frhb FEE 533611 6semjnjakk1 MICHIGAN MUNICIPAL SER 050219
05/03	6,000.00	WEB INITIATED PAYMENT AT PEREZ JULIA M TRANSFER 050319
05/09	0.11	WEB INITIATED PAYMENT AT Todays Bank Todays Ban Kala Tidyman 050919
05/09	0.52	WEB INITIATED PAYMENT AT Todays Bank Todays Ban Kala Tidyman 050919
05/10	5,000.00	WEB INITIATED PAYMENT AT Todays Bank FUNDS XFER Kala Tidyman 051019
05/13	833.53	Bill.com Payables 016BSFDUH11Z0XO Michigan Municipal Ser Multiple Payments Bill.com Payables 016BSFDUH11Z0XO 051319
05/13	167.00	SERVICE CHARGE
05/14	5,000.00	WEB INITIATED PAYMENT AT Todays Bank FUNDS XFER Kala Tidyman 051419
05/15	942.76	GUSTO 6semj3ifa2 CSD 619394 6semjnk8gm4 MICHIGAN MUNICIPAL SER 051519
05/15	2,220.20	GUSTO 6semj3ifab TAX 619403 6semjnk8glh MICHIGAN MUNICIPAL SER 051519
05/15	4,016.91	GUSTO 6semj3ifa7 NET 619399 6semjnk8gld MICHIGAN MUNICIPAL SER 051519
05/16	0.54	WEB INITIATED PAYMENT AT SOUTH STATE BANK TRIALDEBIT 1626817355 051619
05/17	3,000.00	WEB INITIATED PAYMENT AT SOSTBK CK WEBXFR TRANSFER 1628194613 051719
05/23	0.98	WEB INITIATED PAYMENT AT JOHN REIDY VCU TR DEP 052319
05/24	0.23	Samantha Lawrenc PAYMENTS 1570363277PPD 052419
05/29	0.44	BREMER BANK NATI TEST TRAN VE0000002169913 052919
05/29	0.47	BREMER BANK NATI TEST TRAN VE0000002169913 052919
05/29	942.76	GUSTO 6semj3k3de CSD 672750 6semjnk8kf8 MICHIGAN MUNICIPAL SER 052919
05/29	2,220.18	GUSTO 6semj3k3do TAX 672760 6semjnk8kfd MICHIGAN MUNICIPAL SER 052919
05/29	4,016.92	GUSTO 6semj3k3dj NET 672755 6semjnk8kfd MICHIGAN MUNICIPAL SER 052919
05/30	4,320.00	WEB INITIATED PAYMENT AT SEXTON DONNA M TRANSFER 053019
05/30	14,879.08	WEB INITIATED PAYMENT AT CARDMEMBER SERV WEB PYMT *****8771 053019

Deposits / Credits

13 items totaling \$3,004.28

Date	Amount	Description
05/02	0.27	CIT BANK, N.A. TRANSFER VE0000002149113 050219
05/02	0.72	CIT BANK, N.A. TRANSFER VE0000002149113 050219
05/09	0.11	WEB INITIATED PAYMENT AT Todays Bank Todays Ban Kala Tidyman 050919
05/09	0.52	WEB INITIATED PAYMENT AT Todays Bank Todays Ban Kala Tidyman 050919
05/16	0.27	SOUTH STATE BANK TRIALCREDIT 1626817351 051619
05/16	0.27	SOUTH STATE BANK TRIALCREDIT 1626817353 051619
05/22	3,000.00	SOSTBK CK WEBXFR TRANSFER 1634145243 052219
05/23	0.03	WEB INITIATED PAYMENT AT JOHN REIDY VCU TR DEP 052319



Deposits / Credits - continued

Date	Amount	Description
05/23	0.95	WEB INITIATED PAYMENT AT JOHN REIDY VCU TR DEP 052319
05/24	0.04	Samantha Lawrenc PAYMENTS 1570363277PPD 052419
05/24	0.19	Samantha Lawrenc PAYMENTS 1570363277PPD 052419
05/29	0.44	BREMER BANK NATI TEST TRAN VE0000002169913 052919
05/29	0.47	BREMER BANK NATI TEST TRAN VE0000002169913 052919

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
05/01	273,435.19	05/13	261,383.66	05/22	249,203.79
05/02	273,384.19	05/14	256,383.66	05/23	249,203.79
05/03	267,384.19	05/15	249,203.79	05/24	249,203.79
05/09	267,384.19	05/16	249,203.79	05/29	242,023.93
05/10	262,384.19	05/17	246,203.79	05/30	222,824.85

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MICHIGAN MUNICIPAL SERVICES AUTHORITY

OUR MISSION

To deliver high quality shared services and functions to participating cities, villages, townships, counties, and districts, providing them with innovative solutions to collaborate, lower costs and enhance services to their citizens.

OUR VISION

To revolutionize the delivery of services and functions by local governments across the state through access to best practices and shared services in order to contain costs, manage resources and enhance the quality of life in their communities.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: April 22, 2019

TO: Executive Committee

FROM: Robert Bruner, CEO

SUBJECT: General Fund Expenses

Salary and Fringes

Employee	Budgeted	Year to Date 03/31/2019	Average Month
Bruner	\$114,449	\$56,220	\$9,370
Delaney	\$57,200	\$27,280	\$4,547
Fringes	\$28,351	\$10,780	\$1,796
Total	\$200,000	\$94,280	\$15,713

Operating Expenses

Description	Provider	Budgeted	Year to Date 03/31/2019	Average Month	Frequency
Legal	Dykema Gossett PLLC	\$18,000	\$4,683	\$1,561	Monthly
Accounting	Plante & Moran, PLLC	\$16,000	\$7,526	\$1,254	Monthly
Audit	Maner Costerisan PC	\$11,000	\$10,100	N/A	Annually
Bank Service Charges	Fifth Third Bank	\$2,500	\$1,129	\$188	Monthly
HR and Benefits Consulting	The Segal Company (Midwest), Inc.	\$16,000	\$11,344	N/A	Variable
Insurance	The Cincinnati Insurance Company	\$2,781	\$2,085	N/A	Annually
Professional Development	PTD Technology	\$1,560	\$1,170	N/A	Variable
Miscellaneous	Google, conferences, memberships, mileage, USPS, etc.	\$12,000	\$5,997	\$1,000	Monthly
Total Operating		\$79,841	\$44,034		
Total Expenses		\$279,841	\$138,314		

Program Development Report

Service	Description	Potential Service Provider(s)	Contact	Status
Analytics, Benchmarking, and Transparency (ABT) Program	A cloud-based business intelligence and transparency solution Delivers an automated platform for local government benchmarking Reduces the cost of complying with legislative transparency requirements	OPENGOV	Brad Snider bsnider@opengov.com • Work (650) 265-6003 • Work (734) 649-3512 • Mobile	No RFP issued Seeking interested agencies
Benefits Administration System	See attached	Segal Consulting	Kim Wixson kwixson@segalco.com • Work (248) 606-1435 • Mobile	Not started
CISO (Chief Information Security Officer) as a Service	The program will provide a shared chief information security office (CISO) to provide consulting and advisory services to multiple local governments.	Counter-Measure Inc.	Matthew LoCricchio matthew.locricchio@counter-measure.com • Work (586) 996-9935 • Mobile	RFP issued Thursday, August 9, 2018 Counter-Measure Inc. selected No contract awarded pending state funding
Compensation Benchmarking	See attached	Segal Consulting	Kim Wixson kwixson@segalco.com • Work (248) 606-1435 • Mobile	Not started
Dental and Vision Purchasing Coalition	See attached	Segal Consulting	Kim Wixson kwixson@segalco.com • Work (248) 606-1435 • Mobile	Not started
Equipment and Service Sharing	This program will provide an online marketplace that makes it easy for public agencies to share heavy equipment (backhoes, bulldozers, excavators, etc.) internally and with other agencies.	MuniRent	Alan Mond, CEO alan@munirent.co • Work (248) 953-3496 • Mobile	No RFP issued Seeking interested agencies
Fleet Management	This program will provide a range of functions, such as vehicle selection, financing, maintenance, fuel management, telematics (tracking and diagnostics), risk and safety management, and disposal.	Enterprise Fleet Management	Adam Beattie adam.s.beattie@efleets.com • Work (248) 426-1634 • Work (734) 845-1564 • Mobile	RFP issued Monday, January 9, 2017 Enterprise Fleet Management selected No contract awarded pending interested agencies
Friend of the Court (FOC) Independent Security Audits	This program will provide shared services agreements for implementation of the Independent Security Audit Requirement Contained in Section 4.33(b) of the Current (Fiscal Year [FY] 2017) Cooperative Reimbursement Program (CRP) Agreement	TBD	TBD	No RFP issued Seeking interested agencies
Health Care Benchmarking	See attached	Segal Consulting	Kim Wixson kwixson@segalco.com • Work (248) 606-1435 • Mobile	Not started
Life and Disability Insurance Pool	See attached	Segal Consulting	Kim Wixson kwixson@segalco.com • Work (248) 606-1435 • Mobile	Not started
Medicare Coordination	This program saves participants health care dollars by maximizing the utilization and coordination of Social Security Disability Insurance and Medicare benefits within the pre-65, inactive, health care covered segment.	SSDC Services	Jodi Maxwell Jodi.Maxwell@ssdcservices.com • Work (248) 277-9243 • Work	RFP issued Monday, May 22, 2017 Agreement approved October 12, 2017 City of Livonia agreement approved March 26, 2018 Seeking interested agencies
Medicare Retiree Carve-Out Pool	See attached	Segal Consulting	Kim Wixson kwixson@segalco.com • Work (248) 606-1435 • Mobile	Not started

Program Development Report

Service	Description	Potential Service Provider(s)	Contact	Status
Municipal Talent Pipeline	A one-stop shop allowing public employers to share talent acquisition, development, and retention services Provides strategic human resource planning services to help organizations anticipate their human capital needs and deliver the services required to meet those needs	Orion Solutions Group	Dave Flynn, President and Co-Founder dflynn@orionsolutionsgroup.net • Work (248) 763-9637 • Mobile	No RFP issued Seeking interested agencies
Real-Time Performance and Advisory Platforms for Water & Wastewater Utilities	Patent pending digital platform to mine real-time data from sensors, scada, process equipment, distribution, collection systems and water meters. Real-time intelligence provided across the entire life cycle of municipal water from raw water sourcing, treatment, pumping, storage, consumption, storm water, collection, wastewater treatment and recycling.	Aquasight	Mahesh Lunani, CEO mahesh@aquasight.io • Work (248) 219-6538 • Mobile (248) 590-2190 • Work	No RFP issued Seeking interested agencies
Transparent Solutions for Pension & OPEB Information	This program will provide actuarial software, actuarial valuations, and benefit consulting	GovInvest	Jason Huk, Director of Sales jason@govinvest.com • Work (925) 989-6598 • Mobile	No RFP issued Seeking interested agencies
Treasury Asset Management Collaboration (TAMC)	TAMC is a shared service provide by the Center for Local Government (CLG) to member governments in Ohio The goal is to offer a collaborative approach to professional portfolio management for local governments The Authority is researching the business case for a similar collaboration in Michigan	TBD	TBD	No RFP issued Seeking interested agencies



PROPOSED STRATEGIES FOR 2020 AND BEYOND

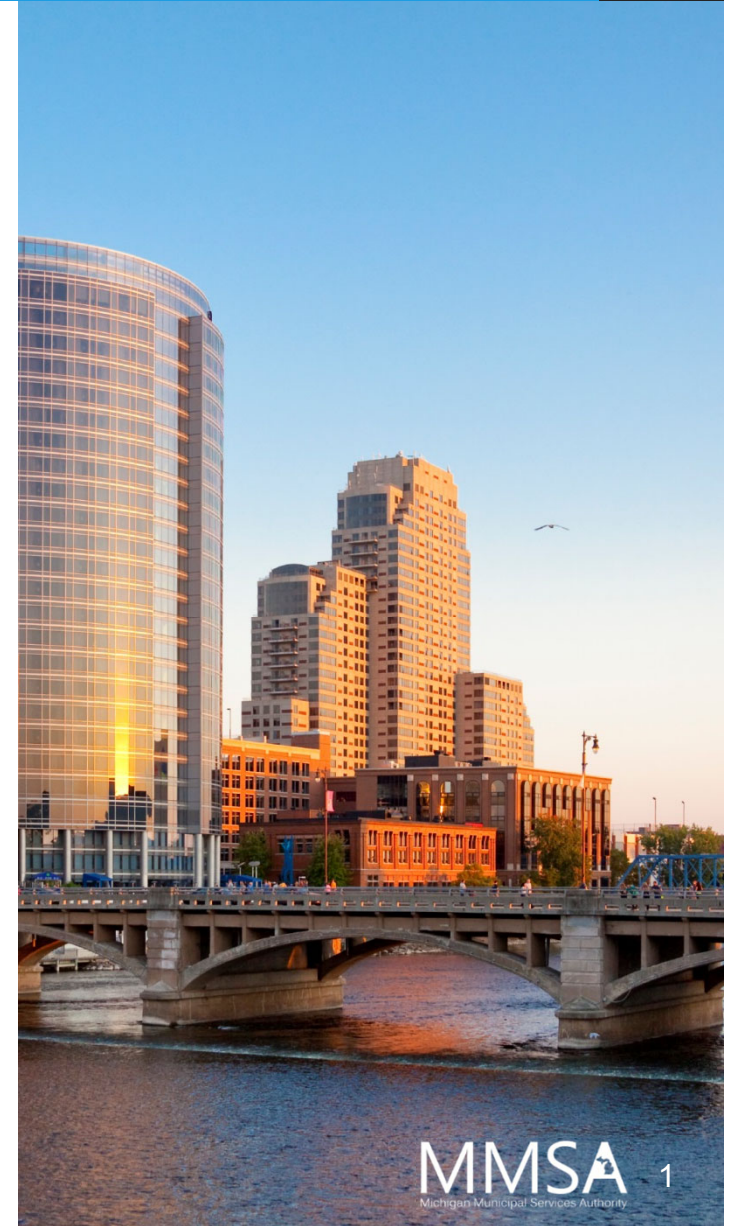
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March 15, 2019

ABOUT THE MMSA

- The Michigan Municipal Services Authority: A “Michigan public body corporate” created in 2012 through an Interlocal Agreement between Grand Rapids and Livonia
- The Authority: A “virtual” municipality authorized to exercise the common powers, privileges, and authority of the founding cities but without geographic boundaries
- The Authority’s main purpose: Help local governments and other public agencies **collaborate, share services, and save money**

DRAFT



MMSA Initiatives

- Health Care Benchmarking
- Dental and Vision Purchasing Coalition
- Life and Disability Insurance Pool
- Benefits Administration System
- Compensation Benchmarking
- Medicare Retiree Carve-Out Pool

HEALTH CARE BENCHMARKING

- Segal would gather benefit data from various public sector employers and create a benefits benchmarking report
 - Significant amounts of this data would be available via web search, but having a compiled resource would be valuable to employers
 - As a starting point, data gathered would be from a designated geographic area like Oakland County and/or Kent County
- MMSA could then “sell” report via a subscription or other model with annual updates
 - Would need to gauge level of interest
 - Would need to set an appropriate fee – initially and then ongoing
- MMSA could possibly leverage relationship with the Michigan Municipal League (MML)
 - MML could help finance the initial research
 - MML could assist with education and marketing

DENTAL AND VISION PURCHASING COALITION

- Dental and vision purchasing coalitions would allow public employers to pool together for discounts on administrative fees
- Coverage would be offered on a self-funded basis
- Benefits offered would not be impacted at all
- Administrative fees and contract terms would be negotiated for the pool
 - As the number of enrolled lives increases, administrative fees would decrease
 - Thresholds like 5,000 employees, 10,000 employees, etc. would be established and once those are hit, the fees for the entire pool would decrease
 - Preferred contract terms would be negotiated including items such as
 - Customized indemnification language that meets requirements for public employers
 - Renewal notification
 - Termination provisions
- MMSA would retain a portion of the fee for negotiating administrative fees and contract terms and marketing the pool to employers
- There are similar coalitions currently set up in Ohio

LIFE AND DISABILITY INSURANCE POOL

- Life and Disability insurance pool would allow public employers to pool together to get more favorable rates on insured coverage
 - Larger pool of members allows carriers to “spread” the risk across the pool to hopefully provide more competitive and stable rates
 - Long term benefits could include dividends paid back to participating public employers
- Preferred contract terms would be negotiated for the pool including items such as
 - Higher guaranteed issue on optional life
 - Waiver of premium provisions
 - Offsets on LTD
 - Portability
 - Renewal notification
 - Termination provisions
- MMSA would receive commissions built into the rates for negotiating administrative fees and contract terms and marketing the pool to employers

BENEFITS ADMINISTRATION SYSTEM

- Offer a benefits administration solution to public employers
 - May be a solution for Intermediate School Districts, as they provide shared services for multiple school districts
- This was previously explored with Wayne RESA as a potential solution
- Note that Oakland Schools provides a shared payroll/benefits administration or for its school districts
- MMSA could potentially receive commissions through offering voluntary benefits
 - Many of the benefit administration systems have agreements with various voluntary benefit carriers to offer them and receive commissions to offset costs

COMPENSATION CONSULTING

- Segal to request compensation data to create a benchmarking report for public sector employers
- Some of this data is available publicly through Collective Bargaining Agreements, but queries of employers will be necessary to refine it
- Many public employers have similar employee composition so a few key positions could be evaluated (police, fire, HR, finance, etc.)
- MMSA could then “sell” report via a subscription or other model with annual updates
 - Would need to gauge level of interest – we believe that there is great interest in doing these analyses as most public employers have not done them in many years
 - Would need to set an appropriate fee – initially and then ongoing
- MMSA could possibly leverage relationship with the Michigan Municipal League (MML)
 - MML could help finance the initial research
 - MML could assist with education and marketing
 - Note that the MML does offer a compensation survey today but it is not high quality

MEDICARE RETIREE CARVE-OUT POOL

- MMSA to offer a Medicare retiree carve-out pool to self-funded public employers that offer Medicare supplemental coverage to their retirees
- Many public employers use the same carrier to administer their active, pre-Medicare retiree and Medicare retiree benefits
 - Therefore, they are being charged the same administrative fee and stop loss fee for their Medicare retirees, which should cost substantially lower
 - Medicare retirees use the Medicare network of providers maintained by CMS not the individual carrier, so the carrier can charge a lower administrative fee
 - Since Medicare covers 80% of the health costs, there is no need for stop loss coverage for these retirees
- MMSA would need to go to bid to find an administrator to process the Medicare retiree supplemental claims
- MMSA could charge a “surcharge” to the administrative fee for access to the pool

STOP LOSS PURCHASING COALITION

- MMSA moved forward with this initiative in 2018
- Preliminary results showed that there was a potential to offer this stop loss coverage to several public employers at competitive rates
- Unfortunately, two things happened that made the stop loss rates uncompetitive when evaluating this for a 2019 implementation
 - BCBSM increased the penalty to move stop loss coverage (increased to \$8.00 PEPM)
 - BCBSM provided very competitive increases to employers with positive stop loss experience (well under trend)
- Although this did not get implemented in 2019, it may be a viable initiative at some point in the future

PAST SUPPORTING COMMUNITIES

The following entities have been supportive of past MMSA strategic initiatives:

- City of Troy (Stop Loss)
- City of Grand Rapids (Stop Loss)
- Oakland County (Stop Loss)
- Calhoun County (Stop Loss)
- City of Livonia (Stop Loss)
- Wayne County (Stop Loss)

OTHER PROSPECTS

- Ypsilanti
- Royal Oak
- Port Huron
- Grand Rapids
- Farmington Hills
- Southfield
- Midland
- Ottawa County
- Roseville
- Birmingham
- Oak Park
- Kalamazoo
- Macomb County
- Sterling Heights
- Battle Creek
- East Lansing
- Wayne
- Ferndale
- Livonia
- Bay City
- Rochester Hills
- Novi
- Muskegon
- Eastpointe
- Bloomfield Township
- Jackson
- Portage
- Madison Heights
- Monroe
- Auburn Hills
- Mount Pleasant
- Emmet County
- Hazel Park
- Brighton Township
- Mount Clemens
- Jackson County
- Kent County
- Genesee County
- Redford Township



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: November 1, 2018

TO: Executive Committee

FROM: Robert Bruner, CEO

SUBJECT: Schedule of Regular Meetings for Calendar Year 2019

MMSA Authority Board

Date	New Business
Thursday, March 14, 2019	Receive audit
Thursday, June 13, 2019	As needed
Thursday, November 14, 2019	Adopt schedule of regular meetings

MMSA Executive Committee

Date	New Business
Thursday, January 10, 2019	As needed
Thursday, March 14, 2019	As needed
Thursday, April 11, 2019	As needed
Thursday, June 13, 2019	Receive budget recommendation Schedule budget hearing
Thursday, August 8, 2019	Hold budget hearing Adopt budget
Thursday, November 14, 2019	Adopt schedule of regular meetings

LCSA Council (information only)

Date	New Business
Friday, February 15, 2019	February 20 LCSA Payments
Friday, May 17, 2019	May 20 LCSA Payments
Friday, May 24, 2019	METRO Act Fee-sharing payments Receive budget recommendation Schedule budget hearing
Friday, September 13, 2019	Hold budget hearing Adopt budget
Friday, October 11, 2019	October 20 LCSA Payments
Friday, November 15, 2019	Fire protection services payments Adopt schedule of regular meetings

Combined Calendar

Date	Meeting
Thursday, January 10, 2019	MMSA Executive Committee
Friday, February 15, 2019	LCSA Council
Thursday, March 14, 2019	MMSA Authority Board MMSA Executive Committee
Thursday, April 11, 2019	MMSA Executive Committee
Friday, May 17, 2019	LCSA Council
Friday, May 24, 2019	LCSA Council
Thursday, June 13, 2019	MMSA Authority Board MMSA Executive Committee
July 2019	No meetings
Thursday, August 8, 2019	MMSA Executive Committee
Friday, September 13, 2019	LCSA Council
Friday, October 11, 2019	LCSA Council
Thursday, November 14, 2019	MMSA Authority Board MMSA Executive Committee
Friday, November 15, 2019	LCSA Council
December 2019	No meetings