



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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## **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**

1:30 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

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**AUTHORITY BOARD  
REGULAR MEETING**

Thursday, November 19, 2020 at 1:30 p.m.

**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 March 11, 2020 Special Authority Board meeting
  - b. Minutes of the July 6, 2020 Special Authority Board meeting
  - c. Minutes of the July 9, 2020 Regular Authority Board meeting
- V. Administrative Report**
- VI. Audits**
- VII. New Business**
  - a. Resolution 2020-C Schedule of Regular Meetings for 2021
  - b. Resolution 2020-D Covid-19 Endemic Emergency and Electronic Meeting
  - c. Board Visioning 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

**AUTHORITY BOARD  
SPECIAL MEETING**

Wednesday, March 11, 2020 9:00 am

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 9:10 AM.

**II. Roll Call**

Executive Committee Member Attendance:

	<b>PRESENT</b>	<b>ABSENT</b>
Kelli Scott, Chairperson	X	
James Cambridge, Secretary		X
Eric DeLong, Treasurer	X	
Phil Bertolini, Member	X	
Jessica Moy, Member	X	
Dominick Pallone, Member	X	
Doug Smith, Member	X	

\*Participated via teleconference.

Other attendees:

- Steven Liedel, Dykema
- Shea Charles, MMSA
- Kristen Delaney, MMSA

### **III. Approval of Agenda**

None

### **IV. Approval of Minutes**

None

### **V. Administrative Report**

None

### **VI. New Business**

#### **a. Visioning Session**

CEO Charles delivered his presentation. Charles thanked everyone for their time and contributions. He stated that the overarching question is: do we think the MMSA is viable? The short answer is yes.

Charles stated that the most pressing issue facing the MMSA right now is the future of the agreement with CGI and the revenue that comes from this agreement. He stated that Kent County may likely stop working with CGI and Grand Rapids is in the process of deciding.

Bertolini stated that he works for a company that partners with CGI and, as a result, cannot be involved in any voting decisions in regard to CGI. Liedel confirmed that as a member of Authority Board, Bertolini will not be able to vote on anything related to CGI.

Smith stated that origins of the MMSA was to assist small and mid-sized communities, but ended up helping larger municipalities with programs like the ERP software with CGI.

DeLong noted that he has experience working in smaller community. He stated that these are the communities that MMSA could truly help. He suggested that the MMSA be a personal shopping service, similar to the Amazon of small government. Whether you need an HR policy or to purchase something come to the MMSA for assistance.

Bertolini concurred but asked how the MMSA could monetize this?

Scott stated that small, rural townships do a lot of purchasing but not a lot of it cooperatively. Bertolini stated that they can do that now without assistance from the MMSA. He noted that it was built into Oakland County contracts that other communities could participate. Why use MMSA?

Charles stated that it all goes back to trust and being a trusted resource.

Also there needs to be a realization that initial programs will not be revenue generators.

The board discussed a potential program the MMSA could work on, finding staffing for positions that smaller communities have difficulty filling. Smith noted that there are private companies that are already providing this service, but at a substantial cost. Bertolini if you're going to "build a bench" you're going to have to pay for it and it will be expensive.

Bertolini stated that in his opinion if we pursue a program like this, we will need someone steeped in public finance on our team. The MMSA would have liability to oversee and make sure that work is being done correctly.

DeLong noted that one service the MMSA could provide that would be useful, is helping communities digitize information.

Smith asked what the current administration's view of MMSA was. Liedel stated that, generally, MMSA is not on the current administration's radar. He noted that he visited with the governor's office about a potential program for MMSA. Liedel thinks that there is an opportunity for the MMSA to assist with workers compensation. Currently there are two options: buy insurance or self-insure. Governments can create self-insurance pools and MMSA could play a role.

Charles reviewed the options he had outlined in his report. If the decision is to discontinue the MMSA, the biggest factor to be addressed was devising a plan to adequately cover our responsibilities to the LCSA.

Bertolini stated that he has always loved the concept of the MMSA and noted that there is so much potential if it is done right. He personally believes that the ERP was the wrong project to start on. He stated that we need quick wins, a 30/60/90 day plan with achievable goals. Bertolini went on to state that if we can't achieve those wins within 90 days then why do it?

Smith stated that he thought it was important to build relationships with organizations like MAC and MTA. Do they really want to be part of it, and can we attract the right person to be CEO for a year? There was a discussion about extending Charles' contract. Charles noted that he would be in favor of that.

DeLong stated that the board needs priorities outlined since it sounds like they are all in favor of Option #1 – continuing the MMSA understanding potential negative revenue impacts.

DeLong stated that he thought that they should follow Liedel's lead in regards to programming. He noted that Liedel found them the opportunity with the LCSA, and he thinks that it is worth it for the MMSA to pursue the

workers comp idea. DeLong stated that he thinks there is also an opportunity to partner with Treasury and the early warning system, working with communities before they become distressed. He likes the idea of getting back to the original “city in a box concept”.

Bertolini stated that in his opinion, the cooperative purchasing is an easy project and an instant reputation builder, revenue or not. A quick win that the MMSA needs.

Smith concurred that it makes sense to be partners with Treasury and there may be a partnership opportunity with Redevelopment Ready Communities and Fiscally Ready Communities.

Bertolini said that there were also good ideas in Charles’ presentation and he thinks that many of them are viable.

Moy noted that the MEDC has grant money and that some of these projects may be eligible for a grant?

Charles stated that the next pressing issue is the audit which will be presented at the next meeting.

DeLong asked for a report to summarize what came of these meeting and next steps that will be taken.

Liedel stated that the board may need to all call in for future meetings per Dykema’s coronavirus protocols.

**VII. Public Comment**

None.

**VIII. Other Business**

None

**IX. Adjournment**

Motion to adjourn meeting at 11:20 AM.

Moved by: DeLong

Supported by: Pallone

Yes: X      No: \_\_\_

**Certification of Minutes**

Approved by the Executive Committee on November 19, 2020.

Authority Secretary

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**AUTHORITY BOARD**

Monday, July 6, 2020 at 1:00 p.m.

**LIVE ZOOM WEBINAR**

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

**MINUTES**

Proposed Minutes       Approved Minutes

MEETING TYPE:     Regular     Special

**I. Call to Order**

The meeting was called to order at 1:31 p.m. by the Chairperson.

**II. Roll Call**

	<b>PRESENT</b>	<b>ABSENT</b>
Kelli Scott, Chairperson*	X	
Dominick Pallone, Vice-Chairperson*	X	
Eric DeLong, Treasurer*	X	
James Cambridge, Secretary		X
Phil Bertolini*	X	
Brian Meakin		X
Jessica Moy	X	

Other attendees:

- Shea Charles, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Steven Liedel, Dykema
- Molly Clarin, City of Grand Rapids
- Tony Minghine, Michigan Municipal League



### **III. Approval of Agenda**

Moved by: Pallone  
Supported by: Bertolini

Yes: X      No: \_\_\_

### **IV. Approval of Minutes**

None.

### **V. Administrative Report**

None.

### **VI. Audit Reports**

None.

### **VII. New Business**

#### **a. MMSA Partnership with the State of Michigan**

CEO Charles gave an overview of progress to date in his discussions with Treasury. The MMSA has been tapped to work on a pilot project to provide short term technical services to the City of Flint's administration. Treasury has already identified a candidate for this position. The MMSA will employ the candidate to work in an advisory role.

Bertolini brought up some concerns about liability insurance but stated that he was happy that this is being brought before the board. He thinks this is the kind of project that the MMSA should be working on.

DeLong asked questions about the financial arrangement between Treasury and the MMSA. He noted that he wished it was more lucrative for the MMSA but that overall, this is a good project to start with and he hopes it will lead to more work like this.

Scott asked how involved the City of Flint was with this project. Charles clarified that this is a cooperative effort and the contracted employee will be working in strictly an advisory role.

Pallone stated that he thought this was a good project to work on and seconded the concern about liability insurance.

Moy stated the need for some specific outcomes that Treasury and/or the City of Flint would like to see come from this collaboration so we can gauge that we are on the right tract.

Minghine brought up questions about workers compensation insurance.

Liedel clarified some issues regarding insurance and the employment agreement with the potential candidate.

The Board stated that they would like to vote on this issue. Moy noted that any motion should clarify that it pertains to this short-term, pilot project only.

A motion was made to authorize the CEO to enter into an agreement with the Michigan Department of Treasury on the State of Michigan Technical Services Pilot Project – City of Flint.

Moved by: DeLong  
Supported by: Bertolini

Yes: X      No: \_\_\_

**I. Other Business**

None.

**II. Adjournment**

Moved by: Bertolini  
Supported by: Moy

Yes: X      No: \_\_\_

Meeting adjourned at 1:36 PM

**Certification of Minutes**

Approved by the Authority Board on November 19, 2020.

\_\_\_\_\_  
Authority Secretary

\_\_\_\_\_  
Date



**AUTHORITY BOARD**

Thursday, July 9, 2020 at 9:00 a.m.

**LIVE ZOOM WEBINAR**

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

**MINUTES**

Proposed Minutes       Approved Minutes

MEETING TYPE:     Regular     Special

**I. Call to Order**

The meeting was called to order at 1:31 p.m. by the Chairperson.

**II. Roll Call**

	<b>PRESENT</b>	<b>ABSENT</b>
Kelli Scott, Chairperson*	X	
Dominick Pallone, Vice-Chairperson*	X	
Eric DeLong, Treasurer*	X	
James Cambridge, Secretary		X
Phil Bertolini*	X	
Brian Meakin		X
Jessica Moy*	X	

Other attendees:

- Shea Charles, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Dane Porter, Maner Costerisan
- Steven Liedel, Dykema

### **III. Approval of Agenda**

Moved by: Moy  
Supported by: Pallone

Yes: X      No: \_\_\_

### **IV. Approval of Minutes**

None.

### **V. Administrative Report**

None.

### **VI. Audit Reports**

#### a. Presentation of 2018-2019 Audit

##### i. Resolution 2020-A Approval of Audit for Fiscal Year 2018-2019

Porter presented the audit.

A motion was made to approve Resolution 2020-A Approval of Audit for Fiscal Year 2018-2019.

Moved by: DeLong  
Supported by: Bertolini

Yes: X      No: \_\_\_

#### b. Audit Services Proposal

##### i. Resolution 2020 B Procurement of Audit Services

A motion was made to approve Resolution 2020 B Procurement of Audit Services.

Moved by: Bertolini  
Supported by: Moy

Yes: X      No: \_\_\_

### **VII. New Business**

#### a. MMSA Partnership with the State of Michigan

Charles provided the board with an update on the partnership.

b. Authority Board Appointments

Charles provided the board with an update on his communications with the Governor's Appointments office and several potential board candidates.

**VIII. Other Business**

None.

**I. Adjournment**

Moved by: Moy  
Supported by: Bertolini

Yes:   X        No:   

Meeting adjourned at 9:35 AM

**Certification of Minutes**

Approved by the Authority Board on November 19, 2020.

\_\_\_\_\_  
Authority Secretary

\_\_\_\_\_  
Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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

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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 7<sup>th</sup>. 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>

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	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>

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	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 %

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 COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2019	PERIOD ENDED 09/30/2020	CHANGE	% CHANGE
<b>ASSETS</b>				
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) %
<b>TOTAL ASSETS</b>	<b>300,432</b>	<b>296,031</b>	<b>(4,400)</b>	<b>(1.46) %</b>
<b>LIABILITIES AND EQUITY</b>				
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 %
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>300,432</b>	<b>296,031</b>	<b>(4,400)</b>	<b>(1.46) %</b>

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
<b>Bank: Bill.com Clearing - Bill.com Clearing</b>		<b>Account No:</b>	
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
<b>Total for Bill.com Clearing</b>			<b><u>12,251.58</u></b>
<b>Bank: Fifth Third - 1244 - Firth Third</b>		<b>Account No: 7169301244</b>	
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
<b>Total for Fifth Third - 1244</b>			<b><u>9,944.86</u></b>

# 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	
<b>Total Deposits</b>				<b>37,500.00</b>	<b>0.00</b>

## 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	
<b>Total Checks and Charges</b>				<b>45,507.39</b>	<b>0.00</b>



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>

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 COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2020	PERIOD ENDED 10/31/2020	CHANGE	% CHANGE
<b>ASSETS</b>				
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 %
<b>TOTAL ASSETS</b>	<b>306,886</b>	<b>313,810</b>	<b>6,924</b>	<b>2.25 %</b>
<b>LIABILITIES AND EQUITY</b>				
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 %
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>306,886</b>	<b>313,810</b>	<b>6,924</b>	<b>2.25 %</b>

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

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

## Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
	<b>Bank: Bill.com Clearing - Bill.com Clearing</b>	<b>Account No:</b>	
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
	<b>Total for Bill.com Clearing</b>		<b>3,108.44</b>
	<b>Bank: Fifth Third - 1244 - Firth Third</b>	<b>Account No: 7169301244</b>	
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
	<b>Total for Fifth Third - 1244</b>		<b>7,162.36</b>

# 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				
<b>Total Deposits</b>				<b>44,715.00</b>	<b>0.00</b>

## 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	
<b>Total Checks and Charges</b>				<b>29,220.12</b>	<b>0.00</b>



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

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DATE: November 16, 2020

TO: Shea Charles

FROM: Mark Wollenweber

SUBJECT: November Report

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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

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**AUTHORITY BOARD  
RESOLUTION 2020-C**

Schedule of Regular Meetings for Calendar Year 2021

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

<b>Date</b>	<b>Time</b>	<b>Location</b>
Thursday, March 11, 2021	1:30 p.m.	Capital View Building 201 Townsend St Suite 900 Lansing, MI 48933
Thursday, June 10, 2021	1:30 p.m.	Livonia City Hall 33000 Civic Center Drive, 4 <sup>th</sup> Floor Livonia, MI 48154
Thursday, November 11, 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 authority board 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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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DATE: November 16, 2020

TO: Authority Board

FROM: Shea Charles, CEO

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

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The Michigan Municipal Services Authority is subject to the Michigan Open Meetings Act. Since the beginning of the COVID pandemic the Board 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 Authority Board adopt Resolution 2020-D - COVID-19 Endemic Emergency and Electronic Meeting (attached). The resolution sets forth the Board will hold electronic meetings and what procedures we must follow for posting, participation, etc.



Michigan Municipal Services Authority

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**AUTHORITY BOARD  
RESOLUTION 2020-D**

**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 Authority Board (the Board) of the Michigan Municipal Services Authority (MMSA) hereby resolves as follows:

- that the meeting of the Board scheduled for Thursday, November 12, 2020 at 1:30 p.m. in Lansing, Michigan, and any other meetings of the MMSA Board 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 Board can hear and be heard by other members of the Board, and so that any public participant can hear members of the Board and can be heard by members of the Board and any other public participant during a public comment period;
- that the Board 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 Board and other public participants;
- that the Board acknowledges that the administrator 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 Board 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 Board acknowledges that the notice indicated (1) why the Board 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 Board to provide input or ask questions on any business that will come before the Board at the meeting; and (4) how persons with disabilities may participate in the meeting;

- that the Board acknowledges that the administrator 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 Board 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 Board as necessary to permit the person to participate in a public comment period of the meeting;
- that the Board shall exclude a member of the public otherwise participating in a meeting of the Board from any closed session of the Board 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 Board shall otherwise comply with applicable requirements of the Open Meetings Act.

Secretary's Certification:

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

By: \_\_\_\_\_  
James Cambridge