



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

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## **PUBLIC NOTICE OF ELECTRONIC REGULAR MEETING OF THE MICHIGAN MUNICIPAL SERVICES AUTHORITY EXECUTIVE COMMITTEE**

**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, February 17, 2022

**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://www.michiganmsa.org>**

**WEBINAR LINK: <https://zoom.us/>**

**WEBINAR ID: 827 4071 7316**

**PASSCODE: 356305**

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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**EXECUTIVE COMMITTEE REGULAR  
MEETING**

Thursday, February 17, 2022 at 1:30 PM  
Dykema, Capitol View Building  
201 Townsend St, Suite 900  
Lansing, MI 48933

[Live Meeting via Zoom](#)

**WEBINAR ID: 827 4071 7316**

**PASSCODE: 356305**

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
  - a. Minutes of the January 20, 2022 Executive Committee regular meeting
- V. Administrative Report**
- VI. Old Business**
- VII. New Business**
  - a. MME Presentation
- 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

**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, January 20, 2022 at 2:00 p.m.

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

**MINUTES**

Proposed Minutes       Approved

MEETING TYPE:     Regular                       Special

**I. Call to Order**

The meeting was called to order at 1:34 p.m.

**II. Roll Call**

Executive Committee Member Attendance:

	LOCATION	PRESENT	ABSENT
Angela Rogensues, Chair*	Warren, Macomb County	X	
Eric DeLong, Treasurer	Grand Rapids, Kent County		X
Kathleen Lomako, Secretary*	Livonia, Oakland County	X	
Donna Cangemi*		X	
Scott Erbisch*	Marquette, Marquette County	X	
Aaron Wagner*	Grosse Pointe, Wayne County	X	

\*Participated via teleconference.

Other attendees:

- Samantha Harkins, MMSA\*
- Kristen Delaney, MMSA\*
- Nate Geinzer, Hundred Place\*
- Kari Shea, Plante Moran\*

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

Moved by: Erbisch  
Supported by: Lomako

Yes:   X        No:     

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

- a. Approval of the minutes from the regular November 18, 2021 Executive Committee meeting.

Moved by: Rogensues  
Supported by: Cangemi

Yes:   X        No:     

### **V. Administrative Report & New Business**

CEO Harkins delivered the administrative report. The board discussed the current law regarding virtual meetings. Lomako noted that Ingham County is still under a state of emergency.

Harkins gave the board an update on CGI, noting that Grand Rapids is still very unhappy with their level of service.

### **VI. Old Business**

None.

### **VII. New Business**

- a. Presentation/Approval of Local Government Response Team Development

Harkins and Geinzer delivered their presentation, outlining their ideas for a rapid response team that could deliver expert advice to local governments. Harkins noted that she still is in favor of developing a talent pipeline, but that is a project that could be created in the future. Geinzer stated that many local municipalities need treasurer/finance director preparation and training and this could be an area where the MMSA/response team could provide a valuable service.

Motion to support the Local Government Response Team Development presentation as presented.

Moved by: Wagner  
Supported by: Erbisch

Yes:  X       No:    

**VIII. Public Comment**

None.

**IX. Other Business**

None.

**X. Adjournment**

Motion to adjourn the meeting 2:40 p.m.

Moved by: Erbisch  
Supported by: Wagner

Yes:  X       No:    

**Certification of Minutes**

Approved by the Executive Committee on February 17, 2022.

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

\_\_\_\_\_  
Date



February 9, 2022

TO: MMSA Executive Committee Members

RE: Executive Committee meeting report – February 17, 2022

1. Program update: rapid response teams/GovTEC
  - a. MME presentation
  - b. Cities requesting assistance
  - c. Funding (Treasury/foundation support)
  - d. Legal requirements
2. Open Meetings Act update
3. Monthly Financial Statements

Please find attached monthly financial statements for January 2022

Sincerely,

A handwritten signature in black ink, appearing to read "Samantha Harkins". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Samantha Harkins  
CEO, Michigan Municipal Services Authority



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

February 11, 2022

To: Samantha Harkins, CEO  
Michigan Municipal Services Authority (MMSA) Board of Directors

**Re: January 2022 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, 2021 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork began November 23, 2021.**

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 January 31, 2022

	Year Ending 09/30/2021 END BALANCE	Year Ending 09/30/2022 ORIGINAL BUDGET	Year Ending 09/30/2022 AMENDED BUDGET	Year To Date 01/31/2022 YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	208,078	150,000	150,000	75,000	50.00 %
Total Revenue	<u>208,078</u>	<u>150,000</u>	<u>150,000</u>	<u>75,000</u>	<u>50.00 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	17,741	31.02 %
710000 - FUTA Taxes	365	375	375	0	0.00 %
715000 - Social Security & Medicare	11,073	4,376	4,376	1,397	31.93 %
718000 - Insurance - Health	10,246	9,180	9,180	1,982	21.59 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>21,120</u>	<u>29.69 %</u>
Operating					
752000 - Office Expense	2,871	2,000	2,000	400	20.01 %
801000 - Professional and Contractual Services	57,543	80,028	80,028	27,317	34.13 %
801500 - Office Rent	8,996	8,820	8,820	0	0.00 %
802000 - Legal	16,303	18,000	18,000	0	0.00 %
803000 - Accounting	17,359	16,500	16,500	3,438	20.84 %
803500 - Audit	11,000	11,400	11,400	0	0.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	348	28.98 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	6,353	7,500	7,500	1,561	20.82 %
861000 - Mileage Reimbursement	45	500	500	0	0.00 %
910000 - Professional Development	985	1,500	1,500	0	0.00 %
913000 - Conference Expenses	195	750	750	0	0.00 %
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %
Total Operating	<u>122,668</u>	<u>155,448</u>	<u>155,448</u>	<u>33,064</u>	<u>21.27 %</u>
Total Expenses	<u>289,750</u>	<u>226,579</u>	<u>226,579</u>	<u>54,184</u>	<u>23.91 %</u>
Revenue in Excess of Expenses	<u>(81,672)</u>	<u>(76,579)</u>	<u>(76,579)</u>	<u>20,816</u>	<u>(27.18) %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	0	0.00 %
Total Transfers	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>20,816</u>	<u>35.09 %</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 January 31, 2022

There is no activity in  
 this fund as of 1/31/22

	Year Ending 09/30/2021	Year Ending 09/30/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET
Revenue			
671000 - Contract Revenue	2,076,154	2,077,223	2,077,223
Total Revenue	<u>2,076,154</u>	<u>2,077,223</u>	<u>2,077,223</u>
Expenses			
Operating			
801000 - Professional and Contractual Services	1,941,029	1,941,330	1,941,330
Total Operating	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>
Total Expenses	<u>1,941,029</u>	<u>1,941,330</u>	<u>1,941,330</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>135,893</u>	<u>135,893</u>
Transfers			
995101 - Transfer Out - GF	(135,125)	135,893	135,893
Total Transfers	<u>(135,125)</u>	<u>135,893</u>	<u>135,893</u>
Change in Equity	<u><u>0</u></u>	<u><u>271,786</u></u>	<u><u>271,786</u></u>

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**Michigan Municipal Services Authority**  
**REVENUE AND EXPENDITURE REPORT**  
As of January 31, 2022

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2021	09/30/2022	09/30/2022	01/31/2022	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	2,284,231	2,227,223	2,227,223	75,000	3.37 %
Total Revenue	<u>2,284,231</u>	<u>2,227,223</u>	<u>2,227,223</u>	<u>75,000</u>	<u>3.37 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	145,398	57,200	57,200	17,741	31.02 %
710000 - FUTA Taxes	365	375	375	0	0.00 %
715000 - Social Security & Medicare	11,072	4,376	4,376	1,397	31.93 %
718000 - Insurance - Health	10,247	9,180	9,180	1,982	21.59 %
Total Salary and Fringes	<u>167,082</u>	<u>71,131</u>	<u>71,131</u>	<u>21,120</u>	<u>29.69 %</u>
Operating					
752000 - Office Expense	2,870	2,000	2,000	400	20.01 %
801000 - Professional and Contractual Services	1,998,572	2,021,358	2,021,358	27,317	1.35 %
801500 - Office Rent	8,996	8,820	8,820	0	0.00 %
802000 - Legal	16,303	18,000	18,000	0	0.00 %
803000 - Accounting	17,359	16,500	16,500	3,438	20.84 %
803500 - Audit	11,000	11,400	11,400	0	0.00 %
804000 - Bank Service Charges	1,018	1,200	1,200	348	28.98 %
805000 - HR and Benefits Consulting	0	250	250	0	0.00 %
806000 - Program Development	0	5,000	5,000	0	0.00 %
840000 - Insurance	6,353	7,500	7,500	1,561	20.82 %
861000 - Mileage Reimbursement	45	500	500	0	0.00 %
910000 - Professional Development	985	1,500	1,500	0	0.00 %
913000 - Conference Expenses	195	750	750	0	0.00 %
955000 - Miscellaneous	0	2,000	2,000	0	0.00 %
Total Operating	<u>2,063,696</u>	<u>2,096,778</u>	<u>2,096,778</u>	<u>33,064</u>	<u>1.58 %</u>
Total Expenses	<u>2,230,778</u>	<u>2,167,909</u>	<u>2,167,909</u>	<u>54,184</u>	<u>2.50 %</u>
Revenue in Excess of Expenses	<u>53,453</u>	<u>59,314</u>	<u>59,314</u>	<u>20,816</u>	<u>35.09 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	135,893	135,893	0	0.00 %
995101 - Transfer Out - GF	(135,125)	135,893	135,893	0	0.00 %
Total Transfers	<u>0</u>	<u>271,786</u>	<u>271,786</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>53,453</u>	<u>331,100</u>	<u>331,100</u>	<u>20,816</u>	<u>6.29 %</u>

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## Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2021	PERIOD ENDED 01/31/2022	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts	371,469	340,387	(31,083)	(8.36) %
Other Current Assets				
040000 - Accounts Receivable	0	37,500	37,500	100.00 %
123000 - Prepaid Expenses	1,562	0	(1,561)	(100.00) %
Total Other Assets	1,562	37,500	35,939	2,301.53 %
Total Current Assets	373,031	377,887	4,856	1.30 %
<b>TOTAL ASSETS</b>	<b>373,031</b>	<b>377,887</b>	<b>4,856</b>	<b>1.30 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	18,988	3,028	(15,960)	(84.05) %
Total Accounts Payable	18,988	3,028	(15,960)	(84.05) %
Total Current Liabilities	18,988	3,028	(15,960)	(84.05) %
Total Liabilities	18,988	3,028	(15,960)	(84.05) %
Equity				
390000 - Fund Balance - Unassigned	300,589	354,043	53,453	17.78 %
Net Revenue	53,454	20,816	(32,637)	(61.05) %
Total Equity	354,043	374,859	20,816	5.87 %
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>373,031</b>	<b>377,887</b>	<b>4,856</b>	<b>1.30 %</b>

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Created on: 02/01/2022, 6:51 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>	
01/04/2022	10032--Hundred Place Consulting, LLC		4,680.00 In Transit
01/10/2022	10029--Vettraino Consulting, LLC		3,120.00 In Transit
	<b>Total for Bill.com Clearing</b>		<u><u>7,800.00</u></u>
	<b>Bank: Fifth Third - 1244 - Firth Third</b>	<b>Account No: 7169301244</b>	
01/03/2022	10015--Gusto		45.00 01/31/2022
01/06/2022	10015--Gusto		739.47 01/31/2022
01/20/2022	10015--Gusto		739.47 01/31/2022
01/28/2022	10005--BCBSM		520.95 01/31/2022
	<b>Total for Fifth Third - 1244</b>		<u><u>2,044.89</u></u>

# Michigan Municipal Services Authority Reconciliation Report

As Of 01/31/2022  
Account: 5/3 Checking

Statement Ending Balance	340,386.50
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	340,386.50
Book Balance	340,386.50
Adjustments*	0.00
Adjusted Book Balance	340,386.50

Total Checks and Charges Cleared	13,240.60	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	December 2021 Invoice	01/03/2022		45.00	
General Ledger Entry	Bill.com 01/04/22	01/04/2022		4,680.00	
	Payables Funding				
Gusto	01.06.2022 Payroll	01/06/2022		739.47	
General Ledger Entry	01.06.22 Payroll	01/06/2022		1,654.35	
General Ledger Entry	Bill.com 01/10/22	01/10/2022		3,120.00	
	Payables Funding				
	January 2022 Bank Fees	01/12/2022		87.01	
Gusto	01.20.2022 Payroll	01/20/2022		739.47	
General Ledger Entry	01.20.22 Payroll	01/20/2022		1,654.35	
BCBSM	Health Care Premium	01/28/2022		520.95	
	February 2022				
<b>Total Checks and Charges</b>				<b>13,240.60</b>	<b>0.00</b>



**FIFTH THIRD BANK**  
(WESTERN MICHIGAN)  
P.O. BOX 630900 CINCINNATI OH 45263-0900

MICHIGAN MUNICIPAL SERVICE  
200 TOWNSEND ST STE 900  
LANSING MI 48933



0

4869

Statement Period Date: 1/1/2022 - 1/31/2022

Account Type: COMM'L 53 ANALYZED

Account Number: [REDACTED]

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

**Account Summary -** [REDACTED]

<b>01/01</b>	<b>Beginning Balance</b>	<b>\$353,627.10</b>	Number of Days in Period	31
	Checks			
9	Withdrawals / Debits	\$(13,240.60)		
	Deposits / Credits			
<b>01/31</b>	<b>Ending Balance</b>	<b>\$340,386.50</b>		

**Withdrawals / Debits**

**9 items totaling \$13,240.60**

<b>Date</b>	<b>Amount</b>	<b>Description</b>
01/04	45.00	GUSTO 6semjmd38me FEE 606862 6semjqvvl83 MICHIGAN MUNICIPAL SER 010422
01/04	4,680.00	Bill.com Payables 016JGINAY22LSF3 Michigan Municipal Ser Hundred Place Consulting, LLC Bill.com 016JGINAY22LSF3 Inv #1030 010422
01/05	739.47	GUSTO 6SEMJMD4DEK TAX 644500 6semjqvfsit MICHIGAN MUNICIPAL SER 010522
01/05	1,654.35	GUSTO 6SEMJMD4DEG NET 644496 6semjqvfsij MICHIGAN MUNICIPAL SER 010522
01/10	3,120.00	Bill.com Payables 016JADQKV22TMJ8 Michigan Municipal Ser Jaymes Vettraino Bill.com 016JADQKV22TMJ8 Inv #2265 011022
01/12	87.01	SERVICE CHARGE
01/19	739.47	GUSTO 6SEMJMDH3BE TAX 060142 6semjr1vsio MICHIGAN MUNICIPAL SER 011922
01/19	1,654.35	GUSTO 6SEMJMDH3B7 NET 060135 6semjr1vsh8 MICHIGAN MUNICIPAL SER 011922
01/28	520.95	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 012822

**Daily Balance Summary**

<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>
01/04	348,902.10	01/10	343,388.28	01/19	340,907.45
01/05	346,508.28	01/12	343,301.27	01/28	340,386.50

PLEASE NOTE THAT WE HAVE UPDATED OUR ACCOUNT RULES AND TERMS & CONDITIONS. DISCLOSURES CAN BE VIEWED ONLINE AT: COMMERCIAL ACCOUNT RULES: 53.COM/TM-CA-RULES TREASURY MANAGEMENT TERMS & CONDITIONS: 53.COM/TM-TC