



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, January 9, 2020 at 1:30 PM

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 December 12, 2019 Executive Committee meeting
- V. Administrative Report**
 - a. FMS Project Update
 - b. LCSA Update & Legislation
 - c. Visioning Process Update
- VI. New Business**
 - a. Special Meeting – Visioning Session
- VII. Public Comment**
- VIII. Other Business**
- IX. Adjournment**

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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, December 12, 2019 at 1:30
p.m.

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 PM.

II. Roll Call

Executive Committee Member Attendance:

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

*Participated via teleconference.

Other attendees:

- Steven Liedel, Dykema
- Shea Charles
- Kristen Delaney, Michigan Municipal Services Authority

III. Approval of Agenda

Moved by: Pallone
Supported by: DeLong

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the November 20, 2019 regular Executive Committee meeting

Moved by: Pallone
Supported by: Smith

Yes: X No: ___

V. Administrative Report

CEO Charles delivered the administrative report. He noted that financial reports would be distributed when they are completed by Plante Moran. Charles gave an update on his progress with the visioning process. He noted that he has one more board member to meet with. Smith requested that we set a date for the visioning meeting as soon as possible.

VI. New Business

a. 2020 Meeting Dates (Revised)

Motion to approve the Resolution 2019-13 Schedule of Regular Meetings for Calendar Year 2020.

Moved by: Pallone
Supported by: Smith

Yes: X No: ___

b. Financial Report Update – Miscellaneous Expenses

Charles reviewed the break down of miscellaneous expenses. He stated that he will present a budget amendment in the future

c. Office Space Discussion

Charles reviewed potential office space at Dykema and Regus. After discussion, the Executive Committee preferred to lease space from Dykema.

Motion to authorize Charles to execute an agreement with Dykema to lease office space effective January 1, 2020.

Moved by: Smith
Supported by: Pallone

Yes: X No: ___

VII. Public Comment

None.

VIII. Other Business

DeLong noted that MMSA needs to send CGI a notice of change since Jeff Dood has left the City of Grand Rapids. He noted that Molly Clarin needs to officially be appointed to the MMSA board, something that Grand Rapids will initiate.

IX. Adjournment

Motion to adjourn the meeting at 2:08 PM.

Moved by: DeLong
Supported by: Pallone

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on January 9, 2020.

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

December 13, 2019

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

Re: November 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

The bank account containing the fraudulent activity was closed as of 11/27/2019.

Fiscal Year Ending September 30, 2019 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork is scheduled to begin on February 17, 2020.

Please contact Kari Shea (248-223-3287) or Misty Abbott (248-223-3358) 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 November 30, 2019

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2019	09/30/2020	09/30/2020	11/30/2019	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	150,000	150,000	150,000	37,500	25.00 %
Total Revenue	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>37,500</u>	<u>25.00 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	(2,495)	200,000	200,000	(1,658)	(0.83) %
Total Salary and Fringes	<u>(2,495)</u>	<u>200,000</u>	<u>200,000</u>	<u>(1,658)</u>	<u>(0.83) %</u>
Operating					
802000 - Legal	0	18,000	18,000	0	0.00 %
803000 - Accounting	6,496	16,000	16,000	758	4.74 %
803500 - Audit	10,600	11,000	11,000	0	0.00 %
804000 - Bank Service Charges	2,310	2,500	2,500	65	2.60 %
805000 - HR and Benefits Consulting	12,133	16,000	16,000	0	0.00 %
840000 - Insurance	2,160	2,781	2,781	1,513	54.40 %
910000 - Professional Development	1,170	1,560	1,560	0	0.00 %
955000 - Miscellaneous	10,954	12,000	12,000	1,985	16.54 %
Total Operating	<u>45,823</u>	<u>79,841</u>	<u>79,841</u>	<u>4,321</u>	<u>5.41 %</u>
Total Expenses	<u>43,328</u>	<u>279,841</u>	<u>279,841</u>	<u>2,663</u>	<u>0.95 %</u>
Revenue in Excess of Expenses	<u>106,672</u>	<u>(129,841)</u>	<u>(129,841)</u>	<u>34,837</u>	<u>(26.83) %</u>
Transfers					
699273 - Interfund Transfer In - FMS	119,637	122,922	122,922	0	0.00 %
Total Transfers	<u>119,637</u>	<u>122,922</u>	<u>122,922</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>226,309</u>	<u>(6,919)</u>	<u>(6,919)</u>	<u>34,837</u>	<u>(503.50) %</u>

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Michigan Municipal Services Authority
 REVENUE AND EXPENDITURE REPORT
 As of November 30, 2019

There is no activity
 in this fund as of
 11/30/2019

	Year Ending 09/30/2019	Year Ending 09/30/2020	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET
Revenue			
671000 - Contract Revenue	1,885,941	1,889,620	1,889,620
Total Revenue	<u>1,885,941</u>	<u>1,889,620</u>	<u>1,889,620</u>
Expenses			
Operating			
801000 - Professional and Contractual Services	1,765,171	1,766,698	1,766,698
Total Operating	<u>1,765,171</u>	<u>1,766,698</u>	<u>1,766,698</u>
Total Expenses	<u>1,765,171</u>	<u>1,766,698</u>	<u>1,766,698</u>
Revenue in Excess of Expenses	<u>120,770</u>	<u>122,922</u>	<u>122,922</u>
Transfers			
995101 - Transfer Out - GF	(119,637)	122,922	122,922
Total Transfers	<u>(119,637)</u>	<u>122,922</u>	<u>122,922</u>
Change in Equity	<u><u>1,133</u></u>	<u><u>245,844</u></u>	<u><u>245,844</u></u>

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Michigan Municipal Services Authority REVENUE AND EXPENDITURE REPORT As of November 30, 2019

	Year Ending 09/30/2019	Year Ending 09/30/2020		Year To Date 11/30/2019	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,035,941	2,039,620	2,039,620	37,500	1.84 %
Total Revenue	<u>2,035,941</u>	<u>2,039,620</u>	<u>2,039,620</u>	<u>37,500</u>	<u>1.84 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	(2,495)	200,000	200,000	(1,658)	(0.83) %
Total Salary and Fringes	<u>(2,495)</u>	<u>200,000</u>	<u>200,000</u>	<u>(1,658)</u>	<u>(0.83) %</u>
Operating					
801000 - Professional and Contractual Services	1,765,171	1,766,698	1,766,698	0	0.00 %
802000 - Legal	0	18,000	18,000	0	0.00 %
803000 - Accounting	6,496	16,000	16,000	758	4.74 %
803500 - Audit	10,600	11,000	11,000	0	0.00 %
804000 - Bank Service Charges	2,310	2,500	2,500	65	2.60 %
805000 - HR and Benefits Consulting	12,133	16,000	16,000	0	0.00 %
840000 - Insurance	2,160	2,781	2,781	1,513	54.40 %
910000 - Professional Development	1,170	1,560	1,560	0	0.00 %
955000 - Miscellaneous	10,954	12,000	12,000	1,985	16.54 %
Total Operating	<u>1,810,994</u>	<u>1,846,539</u>	<u>1,846,539</u>	<u>4,321</u>	<u>0.23 %</u>
Total Expenses	<u>1,808,499</u>	<u>2,046,539</u>	<u>2,046,539</u>	<u>2,663</u>	<u>0.13 %</u>
Revenue in Excess of Expenses	<u>227,442</u>	<u>(6,919)</u>	<u>(6,919)</u>	<u>34,837</u>	<u>(503.50) %</u>
Transfers					
699273 - Interfund Transfer In - FMS	119,637	122,922	122,922	0	0.00 %
995101 - Transfer Out - GF	(119,637)	122,922	122,922	0	0.00 %
Total Transfers	<u>0</u>	<u>245,844</u>	<u>245,844</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>227,442</u>	<u>238,925</u>	<u>238,925</u>	<u>34,837</u>	<u>14.58 %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2019	PERIOD ENDED 11/30/2019	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	623,539	697,172	73,634	11.80 %
Other Current Assets				
040000 - Accounts Receivable	34,917	(5,174)	(40,092)	(114.81) %
123000 - Prepaid Expenses	2,063	0	(2,063)	(100.00) %
Total Other Assets	36,980	(5,174)	(42,155)	(113.99) %
Total Current Assets	660,519	691,998	31,479	4.76 %
TOTAL ASSETS	660,519	691,998	31,479	4.76 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	1,851	150	(1,701)	(91.89) %
Total Accounts Payable	1,851	150	(1,701)	(91.89) %
Other Current Liabilities				
253000 - Accrued FICA	0	0	0	0.00 %
257000 - Accrued Salaries Wages	1,657	0	(1,657)	(100.00) %
259000 - Accrued State WH	473	473	0	0.00 %
Total Other Current Liabilities	2,130	473	(1,657)	(77.80) %
Total Current Liabilities	3,981	623	(3,358)	(84.35) %
Total Liabilities	3,981	623	(3,358)	(84.35) %
Equity				
390000 - Fund Balance - Unassigned	511,775	739,217	227,441	44.44 %
Net Revenue	227,442	34,837	(192,604)	(84.68) %
Total Equity	739,217	774,054	34,837	4.71 %
TOTAL LIABILITIES AND EQUITY	743,198	774,677	31,479	4.23 %

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Created on: 12/04/2019, 10:04 PM EDT

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
Bank: Bill.com Clearing - Bill.com Clearing		Account No:	
11/06/2019	10024--Frontal Lobe		300.00 In Transit
11/26/2019	10009--Kristen Delaney		405.86 In Transit
11/26/2019	10002--Plante Moran		757.98 In Transit
11/26/2019	10003--Dykema Gossett, PLLC		2,046.40 In Transit
11/29/2019	10025--Reid S. Charles II		489.54 In Transit
	Total for Bill.com Clearing		<u>3,999.78</u>
Bank: Fifth Third - 1244 - Firth Third		Account No: 7169301244	
11/14/2019	10015--Gusto		2,206.58 11/30/2019
11/27/2019	10015--Gusto		2,171.95 11/30/2019
	Total for Fifth Third - 1244		<u>4,378.53</u>

Michigan Municipal Services Authority Reconciliation Report

As Of 11/30/2019
Account: 5/3 Checking

Statement Ending Balance	298,479.90
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	<u>298,479.90</u>
Book Balance	298,479.90
Adjustments*	0.00
Adjusted Book Balance	<u>298,479.90</u>

Michigan Municipal Services Authority
Reconciliation Report
 As Of 11/30/2019
 Account: 5/3 Checking

Total Checks and Charges Cleared **19,040.87** **Total Deposits Cleared** **40,053.49**

Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	Transfer Cash from closed 5711 account to account 1244.	11/07/2019		39,833.34	
General Ledger Entry	Transfer Cash from closed 5711 account to account 1244.	11/20/2019		220.15	
Total Deposits				40,053.49	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	October 2019 Invoice	10/31/2019		51.00	
General Ledger Entry		11/06/2019		300.00	
Gusto	11.14.19 Payroll	11/14/2019		2,206.58	
General Ledger Entry		11/14/2019		5,289.03	
General Ledger Entry		11/26/2019		3,210.24	
General Ledger Entry	11.27.19 Payroll	11/27/2019		5,289.03	
Gusto	11.27.19 Payroll	11/27/2019		2,171.95	
General Ledger Entry		11/29/2019		489.54	
	1244 November 2019 Service Charge	11/30/2019		33.50	
Total Checks and Charges				19,040.87	0.00



Statement Period Date: 11/1/2019 - 11/30/2019
 Account Type: COMM'L 53 ANALYZED
 Account Number: [REDACTED]

— MICHIGAN MUNICIPAL SERVICE
 — 200 TOWNSEND ST STE 900
 — LANSING MI 48933
 —



0
5210

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

Account Summary - [REDACTED]

11/01	Beginning Balance	\$277,467.28	Number of Days in Period	30
	Checks			
9	Withdrawals / Debits	\$(19,040.87)		
2	Deposits / Credits	\$40,053.49		
11/30	Ending Balance	\$298,479.90		

Withdrawals / Debits 9 items totaling \$19,040.87

Date	Amount	Description
11/04	51.00	GUSTO 6semjm4kcje FEE 730734 6semjo0s2g8 MICHIGAN MUNICIPAL SER 110419
11/06	300.00	Bill.com Payables 016SZRADD17Z1TM Michigan Municipal Ser Frontal Lobe Bill.com 016SZRADD17Z1TM Inv #1707 110619
11/13	2,206.58	GUSTO 6semjm4l8kf TAX 759439 6semjo1e7re MICHIGAN MUNICIPAL SER 111319
11/13	5,289.03	GUSTO 6semjm4l8k8 NET 759432 6semjo1e7q7 MICHIGAN MUNICIPAL SER 111319
11/13	33.50	SERVICE CHARGE
11/26	2,171.95	GUSTO 6semjm4oiu1 TAX 868289 6semjo2fmj7 MICHIGAN MUNICIPAL SER 112619
11/26	3,210.24	Bill.com Payables 016XSKIPS1801EB Michigan Municipal Ser Multiple Payments Bill.com Payables 016XSKIPS1801EB 112619
11/26	5,289.03	GUSTO 6semjm4oitv NET 868287 6semjo2fmip MICHIGAN MUNICIPAL SER 112619
11/29	489.54	Bill.com Payables 016CBJZYN18RY1J Michigan Municipal Ser Reid S. Charles II Bill.com 016CBJZYN18RY1J Multiple inv. (details on stub) 11

Deposits / Credits 2 items totaling \$40,053.49

Date	Amount	Description
11/07	39,833.34	FUNDS TRANSFER FROM CK: XXXXXX5711 REF # 00989289155
11/20	220.15	FUNDS TRANSFER FROM CK: XXXXXX5711 REF # 00992736136

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
11/04	277,416.28	11/13	309,420.51	11/26	298,969.44
11/06	277,116.28	11/20	309,640.66	11/29	298,479.90
11/07	316,949.62				

[REDACTED]

Michigan Municipal Services Authority Reconciliation Report

As Of 11/27/2019
Account: Cash

Statement Ending Balance	0.00
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	<u>0.00</u>
Book Balance	0.00
Adjustments*	0.00
Adjusted Book Balance	<u>0.00</u>

Michigan Municipal Services Authority Reconciliation Report

As Of 11/27/2019
Account: Cash

Total Checks and Charges Cleared	40,053.49	Total Deposits Cleared	220.15
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
General Ledger Entry	Reverse October 2019 bank charge per bank statement	11/18/2019		220.15	
Total Deposits				220.15	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
General Ledger Entry	Transfer Cash from closed 5711 account to account 1244.	11/07/2019		39,833.34	
General Ledger Entry	Transfer Cash from closed 5711 account to account 1244.	11/20/2019		220.15	
Total Checks and Charges				40,053.49	0.00

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



0
23

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

Account Summary - [REDACTED]

11/01	Beginning Balance	\$39,833.34	Number of Days in Period	27
	Checks			
3	Withdrawals / Debits	\$(40,268.64)		
2	Deposits / Credits	\$435.30		
11/27	Ending Balance	\$0.00		

Withdrawals / Debits 3 items totaling \$40,268.64

Date	Amount	Description
11/07	39,833.34	FUNDS TRANSFER TO CK: XXXXXX1244 REF # 00989289155
11/13	215.15	SERVICE CHARGE
11/20	220.15	FUNDS TRANSFER TO CK: XXXXXX1244 REF # 00992736136

Deposits / Credits 2 items totaling \$435.30

Date	Amount	Description
11/18	215.15	FUNDS TRANSFER CREDIT REF # 00992283248 BUSINESS SERVICE CHARGE REVERSAL
11/18	220.15	FUNDS TRANSFER CREDIT REF # 00992381017 BUSINESS SERVICE CHARGE REVERSAL

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
11/07	0.00	11/18	220.15	11/20	0.00
11/13	(215.15)				

[REDACTED]



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: January 6, 2020
TO: Executive Committee
FROM: Shea Charles, CEO
SUBJECT: December Monthly Report

I am pleased to present a summary of MSMA Activities for the month of December.

Monthly Financials

The November 2019 Financial are attached for the Committee's review. The December Financials are released on the second Friday of the month and are not ready at this time. They will be included in the February Executive Committee meeting packet.

FMS/CGI

The MMSA has received a proposed contract amendment from CGI for the 4x migration. Mr. Liedel and I have a conference call with CGI on Wednesday. I will report on the results of the call at the Executive Committee meeting.

LCSA Administrative Update

We have begun the 2020 METRO Act cycle with the first phase of true up forms being sent out on January 6th. There have been some minor issues due to the leadership transition and resolving which companies have consolidated and ceased to exist. Forms are due back from providers in February 2020, which begins the calculation process for a March billing.

Treasury has sent over the payment calculations for the February 2020 payments to Townships and Counties. A link to this information can be found on Treasury's website.

In December I reported that Comerica's ACH sign up codes were no longer valid. A subsequent Comerica communication show the codes are valid. We will begin work on getting communities signed up for ACH over the next few weeks

Visioning Process

Almost all the board interviews are complete, and I am meeting with MTA representatives this Wednesday. I will be hosting a small work group at the Michigan Manager's conference at the end of January. As I have noted before there has been lots of great feedback with several great ideas for the future of MMSA. I will be proposing a date for our visioning session at the meeting.