



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 SECTION 1 (e) OF EXECUTIVE ORDER 2020-48 ISSUED BY GRETCHEN WHITMER, GOVERNOR FOR THE STATE OF MICHIGAN.

The Executive Committee of the Michigan Municipal Services Authority is meeting electronically as a result of the Covid-19 virus pursuant to law and the mandates of Executive Order 2020-59 issued by Governor Gretchen Whitmer.

The **Executive Committee of the Michigan Municipal Services Authority** will hold a regular meeting on the following date and at the following time:

**Date**

Thursday, June 18, 2020

**Time**

2:00 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/>

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  
LIVE ZOOM WEBINAR**

Thursday, June 18, 2020 at 2:00 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 May 14, 2020 Executive Committee meeting
- V. Administrative Report**
  - a. FMS Project Update
  - b. LCSA Update & Legislation
- VI. New Business**
  - a. Resolution 2020-04 Advocate Solutions/KSM Assignment Letter
  - b. CGI Data Base Proposal
  - c. Board Appointment Discussion
- 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, May 14, 2020 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 1:31 PM.

**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	
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**

Moved by: Smith  
Supported by: DeLong

Yes: X            No: \_\_\_

**IV. Approval of Minutes**

- a. Minutes of the March 11, 2020 Executive Committee and the March 19, 2020 Executive Committee meetings

Moved by: Smith  
Supported by: Pallone

Yes: X            No: \_\_\_

**V. Administrative Report**

CEO Charles delivered the administrative report. He gave an update on the LCSA legislation, which is still on hold, as well as an update on CGI negotiations. He noted that the LCSA board will meet tomorrow to approve METRO Act and Personal Property Reimbursement payment amounts.

**VI. New Business**

- a. Resolution 2020-01 2019-2020 Budget Amendment

Moved by: Smith  
Supported by: Pallone

Yes: X            No: \_\_\_

Ayes                Nays

DeLong  
Pallone  
Scott  
Smith

- b. 2020-2021 Proposed Budget Discussion

No action was taken on this agenda item. It will come back before the Committee in July after more work has been done.

- c. Resolution 2020-02 FY 2020-2021 Budget Time Schedule

Moved by: DeLong  
Supported by: Pallone

Yes: X            No: \_\_\_

d. Resolution 2020-03 FY 2020-2021 Budget Notice

Moved by: Smith  
Supported by: Pallone

Yes: X            No: \_\_\_

e. Audit Services Proposal

Charles noted that this item was in the packet for the Committee to review. It will go before the Authority Board in June. There was a conversation with the Committee about Maner Costerisan's performance. The Committee indicated they all felt comfortable keeping MMSA's auditing services with them.

f. SSDC Proposal

Scott stated that she has mixed feelings about the proposal, noting that there are pros and cons as it relates to employee relations. DeLong asked if the MMSA would have the only contract in the state?

## **VII. Public Comment**

None.

## **VIII. Other Business**

Scott asked Charles to investigate the status of board terms. She asked the Committee who would like to step up to chair when her term is over? Charles noted that he needs to finalize Molly Clarin's appointment to the board.

DeLong noted that indigent defense may be an area where the MMSA can get involved. DeLong stated that he would forward the report he's been working on to Charles.

## **IX. Adjournment**

Motion to adjourn the meeting at 2:23 PM.

Moved by: Smith  
Supported by: Pallone

Yes: X            No: \_\_\_

**Certification of Minutes**

Approved by the Executive Committee on June 18, 2020.

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

\_\_\_\_\_  
Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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DATE: June 12, 2020  
TO: Executive Committee  
FROM: Shea Charles, CEO  
SUBJECT: May Report

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I am pleased to submit my report of MMSA activities for the last month.

### **Monthly Financials**

Please find the attached monthly financial report for May 2020.

### **FMS/CGI**

As was noted, the COVID situation has stalled on-going negotiations for the migration to the Advantage 4x platform for both Kent County and Grand Rapids. Kent County did pay their annual subscription fee last month, but CGI has billed them directly. I have sent Kent County an invoice for the MMSA fee. Grand Rapids is presenting the CGI invoice for payment at their June City Council meeting for approval, though they have asked for a fee reduction. CGI has provided a couple options for Grand Rapids' consideration.

### **LCSA Administrative Update**

Most of May was spent finalizing the 2020 METRO Act payments as well as preparing the May 20<sup>th</sup> PPT payments. A total of \$27,346,700.92 in METRO Act Payments were issued to 1,753 Cities, Villages and Townships on May 29<sup>th</sup>. PPT Payments totaled \$131,338,329.05 and 1,122 checks were issued. For each payment cycle we did not have any wrong payments going to same name townships, which was a challenge in 2019.

The LCSA legislation is still pending in front of the Senate. The LCSA does have a fund balance of \$608,373, so it can continue operations this year.

### **MMSA Next steps**

Progress on the MMSA visioning plan discussed on March 11<sup>th</sup> has not moved forward as quickly as I had hoped due to the pandemic. I have been discussing different program options

with partners, but many are in a holding pattern. From the March 11<sup>th</sup> work session, the following areas were identified:

<b>Topic</b>	<b>Partner</b>	<b>Status</b>
Reaffirm support for MMSA by its founding members	<ul style="list-style-type: none"> <li>• City of Livonia</li> <li>• City of Grand Rapids</li> <li>• State of Michigan.</li> </ul>	<ul style="list-style-type: none"> <li>• On hold</li> <li>• On hold, Molly Clarin as been appointed CFO, need confirmation she will assume Jeff Dood’s spot</li> <li>• Agenda item discussion.</li> </ul>
Upon reaffirmation look to host a facilitated visioning session with the Board, stakeholders and representatives from the State of Michigan.	<ul style="list-style-type: none"> <li>• City of Livonia</li> <li>• City of Grand Rapids</li> <li>• State of Michigan</li> <li>• Other partners?</li> </ul>	<ul style="list-style-type: none"> <li>• Have started process of reaching out to Mayor of Livonia.</li> </ul>
Realignment of the MMSA Board	<ul style="list-style-type: none"> <li>• MML</li> <li>• MTA</li> <li>• MAC</li> </ul>	<ul style="list-style-type: none"> <li>• MML will provide person to serve on board.</li> <li>• Judy Allen of MTA is willing to serve on the board.</li> <li>• MAC – awaiting feedback.</li> </ul>
Identify Board replacements for Livonia Representatives	City of Livonia	<ul style="list-style-type: none"> <li>• Begun process of contacting Mayor of Livonia to schedule a meeting &amp; greet.</li> </ul>
Initiate formal cooperative agreements with Oakland County’s G2G Marketplace, MAC’s CoPro	Oakland County MiDeal MAC	<ul style="list-style-type: none"> <li>• In conversations with G2G Representative.</li> <li>• Will initiate conversations with MAC &amp; MiDeal.</li> </ul>
Begin comprehensive marketing effort of MMSA to local governments		Identified marketing person who will be able to assist in this effort.
MASIA Insurance Pool (suggested by Steve Liedel)		On hold

The MTA has agreed to public an article on “What the MMSA can do for you!” in their August monthly publication. I am working with the MML to get it in their August publication also.

I have a conference call with the Department of Treasury on Tuesday, June 16<sup>th</sup> to discuss possible shared solutions. I will update the Board at our meeting on Thursday.

June 12, 2020

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

**Re: May 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

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 May 31, 2020**

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2019	09/30/2020	09/30/2020	05/31/2020	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	150,000	150,000	150,000	112,500	75.00 %
Total Revenue	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>112,500</u>	<u>75.00 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	152,089	200,000	181,000	117,294	64.80 %
715000 - Social Security & Medicare	0	0	13,847	9,037	65.27 %
718000 - Insurance - Health	0	0	9,934	4,051	40.77 %
Total Salary and Fringes	<u>152,089</u>	<u>200,000</u>	<u>204,781</u>	<u>130,382</u>	<u>63.67 %</u>
Operating					
752000 - Office Expense	0	0	2,000	892	44.62 %
801000 - Professional and Contractual Services	0	0	0	2,765	0.00 %
801500 - Office Rent	0	0	9,700	2,955	30.46 %
802000 - Legal	13,519	18,000	18,000	9,743	54.12 %
803000 - Accounting	14,930	16,000	16,000	8,539	53.37 %
803500 - Audit	10,600	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	2,311	2,500	2,500	394	15.74 %
805000 - HR and Benefits Consulting	12,133	16,000	5,000	616	12.33 %
840000 - Insurance	2,160	2,781	2,810	3,623	128.96 %
861000 - Mileage Reimbursement	0	0	3,500	2,745	78.42 %
910000 - Professional Development	1,170	1,560	2,000	1,645	82.25 %
913000 - Conference Expenses	0	0	1,000	615	61.54 %
955000 - Miscellaneous	10,954	12,000	2,000	882	44.07 %
Total Operating	<u>67,777</u>	<u>79,841</u>	<u>75,510</u>	<u>46,414</u>	<u>61.47 %</u>
Total Expenses	<u>219,866</u>	<u>279,841</u>	<u>280,291</u>	<u>176,796</u>	<u>63.08 %</u>
Revenue in Excess of Expenses	<u>(69,866)</u>	<u>(129,841)</u>	<u>(130,291)</u>	<u>(64,296)</u>	<u>49.35 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	119,637	122,922	92,017	0	0.00 %
Total Transfers	<u>119,637</u>	<u>122,922</u>	<u>92,017</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>49,771</u>	<u>(6,919)</u>	<u>(38,274)</u>	<u>(64,296)</u>	<u>167.99 %</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, 2020

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2019	09/30/2020	09/30/2020	05/31/2020	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,885,941	1,889,620	1,417,215	0	0.00 %
Total Revenue	<u>1,885,941</u>	<u>1,889,620</u>	<u>1,417,215</u>	<u>0</u>	<u>0.00 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	1,766,304	1,766,698	1,325,198	698	0.05 %
Total Operating	<u>1,766,304</u>	<u>1,766,698</u>	<u>1,325,198</u>	<u>698</u>	<u>0.05 %</u>
Total Expenses	<u>1,766,304</u>	<u>1,766,698</u>	<u>1,325,198</u>	<u>698</u>	<u>0.05 %</u>
Revenue in Excess of Expenses	<u>119,637</u>	<u>122,922</u>	<u>92,017</u>	<u>(698)</u>	<u>(0.76) %</u>
Transfers					
995101 - Transfer Out - GF	(119,637)	(122,922)	(92,017)	0	0.00 %
Total Transfers	<u>(119,637)</u>	<u>(122,922)</u>	<u>(92,017)</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>(698)</u></u>	<u><u>1,745,000.00 %</u></u>

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**Michigan Municipal Services Authority**  
**REVENUE AND EXPENDITURE REPORT**  
**As of May 31, 2020**

	Year Ending 09/30/2019	Year Ending 09/30/2020		Year To Date 05/31/2020	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	2,035,941	2,039,620	1,567,215	112,500	7.18 %
Total Revenue	<u>2,035,941</u>	<u>2,039,620</u>	<u>1,567,215</u>	<u>112,500</u>	<u>7.18 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	152,089	200,000	181,000	117,294	64.80 %
715000 - Social Security & Medicare	0	0	13,847	9,037	65.27 %
718000 - Insurance - Health	0	0	9,934	4,051	40.77 %
Total Salary and Fringes	<u>152,089</u>	<u>200,000</u>	<u>204,781</u>	<u>130,382</u>	<u>63.67 %</u>
Operating					
752000 - Office Expense	0	0	2,000	892	44.62 %
801000 - Professional and Contractual Services	1,766,304	1,766,698	1,325,198	3,463	0.26 %
801500 - Office Rent	0	0	9,700	2,955	30.46 %
802000 - Legal	13,519	18,000	18,000	9,743	54.12 %
803000 - Accounting	14,930	16,000	16,000	8,539	53.37 %
803500 - Audit	10,600	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	2,311	2,500	2,500	394	15.74 %
805000 - HR and Benefits Consulting	12,133	16,000	5,000	616	12.33 %
840000 - Insurance	2,160	2,781	2,810	3,623	128.96 %
861000 - Mileage Reimbursement	0	0	3,500	2,745	78.42 %
910000 - Professional Development	1,170	1,560	2,000	1,645	82.25 %
913000 - Conference Expenses	0	0	1,000	615	61.54 %
955000 - Miscellaneous	10,954	12,000	2,000	882	44.07 %
Total Operating	<u>1,834,081</u>	<u>1,846,539</u>	<u>1,400,708</u>	<u>47,112</u>	<u>3.36 %</u>
Total Expenses	<u>1,986,170</u>	<u>2,046,539</u>	<u>1,605,489</u>	<u>177,494</u>	<u>11.06 %</u>
Revenue in Excess of Expenses	<u>49,771</u>	<u>(6,919)</u>	<u>(38,274)</u>	<u>(64,994)</u>	<u>169.81 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	119,637	122,922	92,017	0	0.00 %
995101 - Transfer Out - GF	(119,637)	(122,922)	(92,017)	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>49,771</u>	<u>(6,919)</u>	<u>(38,274)</u>	<u>(64,994)</u>	<u>169.81 %</u>

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## Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2019	PERIOD ENDED 05/31/2020	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts	258,277	230,294	(27,983)	(10.83) %
Other Current Assets				
040000 - Accounts Receivable	40,092	0	(40,092)	(100.00) %
123000 - Prepaid Expenses	2,063	695	(1,367)	(66.29) %
Total Other Assets	<u>42,155</u>	<u>695</u>	<u>(41,459)</u>	<u>(98.35) %</u>
Total Current Assets	<u>300,432</u>	<u>230,989</u>	<u>(69,442)</u>	<u>(23.11) %</u>
<b>TOTAL ASSETS</b>	<b><u>300,432</u></b>	<b><u>230,989</u></b>	<b><u>(69,442)</u></b>	<b><u>(23.11) %</u></b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	2,791	0	(2,791)	(100.00) %
Total Accounts Payable	<u>2,791</u>	<u>0</u>	<u>(2,791)</u>	<u>(100.00) %</u>
Other Current Liabilities				
257000 - Accrued Salaries Wages	1,658	0	(1,658)	(100.00) %
Total Other Current Liabilities	<u>1,658</u>	<u>0</u>	<u>(1,658)</u>	<u>(100.00) %</u>
Total Current Liabilities	<u>4,449</u>	<u>0</u>	<u>(4,449)</u>	<u>(100.00) %</u>
Total Liabilities	<u>4,449</u>	<u>0</u>	<u>(4,449)</u>	<u>(100.00) %</u>
Equity				
390000 - Fund Balance - Unassigned	246,212	295,983	49,771	20.21 %
Net Revenue	49,771	(64,994)	(114,764)	(230.58) %
Total Equity	<u>295,983</u>	<u>230,989</u>	<u>(64,993)</u>	<u>(21.95) %</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u>300,432</u></b>	<b><u>230,989</u></b>	<b><u>(69,442)</u></b>	<b><u>(23.11) %</u></b>

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

Created on: 06/03/2020, 10:02 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>	
05/18/2020	10000--Segal Consulting		616.29 In Transit
05/18/2020	10002--Plante Moran		935.28 In Transit
05/18/2020	10023--Maner Costerisan		11,000.00 In Transit
05/18/2020	10003--Dykema Gossett, PLLC		735.00 In Transit
05/18/2020	10009--Kristen Delaney		24.00 In Transit
	<b>Total for Bill.com Clearing</b>		<b>13,310.57</b>
	<b>Bank: Fifth Third - 1244 - Firth Third</b>	<b>Account No: 7169301244</b>	
05/04/2020	10015--Gusto		51.00 05/31/2020
05/14/2020	10015--Gusto		2,266.34 05/31/2020
05/28/2020	10005--BCBSM		465.40 05/31/2020
05/28/2020	10015--Gusto		2,266.36 05/31/2020
	<b>Total for Fifth Third - 1244</b>		<b>5,049.10</b>

# Michigan Municipal Services Authority Reconciliation Report

As Of 05/31/2020  
Account: 5/3 Checking

Statement Ending Balance	230,293.91
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	230,293.91
Book Balance	230,293.91
Adjustments*	0.00
Adjusted Book Balance	230,293.91

Total Checks and Charges Cleared	28,815.08	Total Deposits Cleared	0.00
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## Deposits

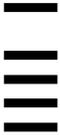
Name	Memo	Date	Doc No	Cleared	In Transit
Total Deposits				0.00	0.00

## Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	April2020 Invoice	05/04/2020		51.00	
General Ledger Entry	05.14.20 Payroll	05/14/2020		5,194.63	
Gusto	05-14-2020 Payroll	05/14/2020		2,266.34	
General Ledger Entry		05/18/2020		13,310.57	
General Ledger Entry	05.28.20 Payroll	05/28/2020		5,194.62	
Gusto	05-28-2020 Payroll	05/28/2020		2,266.36	
BCBSM	Health Care Premium	05/28/2020		465.40	
	May 2020 Bank Fee	05/31/2020		66.16	
<b>Total Checks and Charges</b>				<b>28,815.08</b>	<b>0.00</b>



Statement Period Date: 5/1/2020 - 5/31/2020  
 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

5339

Account Summary - [REDACTED]

05/01	Beginning Balance	\$259,108.99	Number of Days in Period	31
	Checks			
8	Withdrawals / Debits	\$(28,815.08)		
	Deposits / Credits			
05/31	Ending Balance	\$230,293.91		

Withdrawals / Debits

8 items totaling \$28,815.08

Date	Amount	Description
05/04	51.00	GUSTO 6semjm5fpro FEE 629048 6semjog2q1u MICHIGAN MUNICIPAL SER 050420
05/12	66.16	SERVICE CHARGE
05/13	2,266.34	GUSTO 6semjm5gied TAX 654221 6semjogp9h6 MICHIGAN MUNICIPAL SER 051320
05/13	5,194.63	GUSTO 6semjm5gieb NET 654219 6semjogp9gr MICHIGAN MUNICIPAL SER 051320
05/18	13,310.57	Bill.com Payables 016VGGQNE1EPO5U Michigan Municipal Ser Multiple Payments Bill.com Payables 016VGGQNE1EPO5U 051820
05/27	2,266.36	GUSTO 6semjm5isof TAX 730319 6semjohqpk MICHIGAN MUNICIPAL SER 052720
05/27	5,194.62	GUSTO 6semjm5iso7 NET 730311 6semjohqpk MICHIGAN MUNICIPAL SER 052720
05/28	465.40	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 052820

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
05/04	259,057.99	05/13	251,530.86	05/27	230,759.31
05/12	258,991.83	05/18	238,220.29	05/28	230,293.91

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



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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DATE: June 12, 2020

TO: Executive Committee

FROM: Shea Charles, CEO

SUBJECT: Advocate Solutions – KSM Consulting Assignment Letter

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In May, the MMSA received notice that Advocate Solutions was being sold to KSM Consulting of Indianapolis. Attached is a letter assigning our current contract with Advocate Solutions to KSM Consulting. The MMSA has only one agreement with Advocate for an amount not to exceed \$22,400, which we have only spent \$4,410.

One outstanding matter is the Advocate employee who was assigned to our account, Brian Adams. Mr. Adams left Advocate in 2019 for another firm but had agreed to continue to assist with the METRO Act work. With the transition to KSM he has chosen not to continue working with Advocate due to new non-compete requirements. Advocate did release him from his existing non-compete allowing him work with us on the METRO Act in the future outside of KSM. I will update the Committee on Mr. Adams status and options on working with him.

Steve Liedel has reviewed the request and recommends approving it. Resolution 2020-04 approves the assignment and authorizes the CEO to sign the request on behalf of the Authority.



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**EXECUTIVE COMMITTEE  
RESOLUTION 2020-04**

**Consent to Assignment Request - Advocate Solutions**

The Executive Committee of the Michigan Municipal Services Authority (“Authority”) authorized with Advocate Solutions, LLC (the “Vendor”) to provide professional services relating to the performance of functions and responsibilities of the LCSA under the METRO Act and the agreement was executed in October, 2019.

The Authority has received notice the Vendor is being sold and a request to assign this agreement to KSM Advocate, LLC (the “Purchaser”), a wholly-owned subsidiary of KSM Consulting, LLC that is backed by Renovus Capital Partners.

The Authority’s legal counsel has reviewed the request and recommends approval execution of the assignment letter.

The executive committee of the Michigan Municipal Services Authority therefore resolves:

- that request to acknowledge and consent to the assignment assumption from the vendor is approved:
- that the chief executive officer is authorized on behalf of the Michigan Municipal Services Agreement to sign this letter with the vendor.

***Secretary’s Certification:***

I certify that this resolution was adopted by the executive committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on June 18, 2020.

By: \_\_\_\_\_  
James Cambridge  
Authority Secretary



Reference is made to the (i) Professional Services Agreement dated as of October 8, 2019, collectively, together with all applicable amendments, supplements and statements of work thereto], the “Agreement(s)”) between Advocate Solutions, LLC (“Advocate”) and the Michigan Municipal Services Authority

We are pleased to notify you that Advocate is contemplating entering into a transaction (the “Transaction”) pursuant to which it will sell certain of its assets, including the Agreement(s), to KSM Advocate, LLC (the “Purchaser”), a wholly-owned subsidiary of KSM Consulting, LLC that is backed by Renovus Capital Partners.

Advocate and the Purchaser are working to close the Transaction as soon as possible (the “Closing”). At the Closing, Advocate will assign the Agreement(s) to the Purchaser, with Purchaser (i) assuming all of Advocates’ duties and obligations thereunder that arise after the Closing and (ii) being entitled to all of Advocate’s rights and benefits under the Agreement(s) (the “Assignment and Assumption”). For the avoidance of doubt, (a) the Assignment and Assumption shall not be effective unless the Closing occurs, and (b) following the Assignment and Assumption Advocate will continue to be responsible for all duties and obligations under the Agreement(s) for pre-Closing periods.

[Following the Closing, please make all payments in respect of the Agreement(s) to Purchaser in accordance with the instructions set forth on Appendix I hereto or as otherwise instructed by Purchaser from time to time.]<sup>1</sup>

[request for consent and acknowledgement on following page.]

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<sup>1</sup> NTD: To be included for customers.

We hereby respectfully request that you acknowledge and consent to the Assignment and Assumption, which consent shall be effective only upon occurrence of the Closing. If the Closing does not occur, then the Agreement(s) shall continue with Advocate in full force and effect.

Please sign this letter to acknowledge your consent and return it to Molly Gwin via PDF email at mgwin@isaacwiles.com at your earliest convenience. Kindly mail the original to the attention of Molly R. Gwin at 2 Miranova Place, Suite 700, Columbus, Ohio 43215

If you have any questions or need further information, please contact Molly Gwin at 614-221-2121.

We appreciate your assistance and thank you in advance for your prompt attention to this matter.

Sincerely,

*s/ Molly Rose Gwin*

Molly R. Gwin

ACKNOWLEDGED, CONSENTED TO AND AGREED:

Michigan Municipal Services Authority

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

May 15, 2020

**Via Email and Certified Mail**

Chief Executive Officer,  
Michigan Municipal Services, Authority  
P.O. Box 12012  
Lansing, Michigan 48909  
[ceo@michiganmsa.org](mailto:ceo@michiganmsa.org)

**Re: Professional Services Agreement**

Dear Sir or Madame,

Please consider this notice and request in accordance with the Professional Services Agreement between the Michigan Municipal Services Authority and Advocate Solutions, LLC (“Advocate”) that Advocate is considering a sale of its business. Advocate is requesting an assignment from the state of Michigan of the Professional Services Agreement. The assignment clause in the Agreement provides in pertinent part:

Non-assignment. Neither party may assign any of its rights or delegate any of its obligations under this agreement without the prior written consent of the other party.

I am enclosing a copy of a document for you to execute in order to effectuate and consent to the assignment.

Should you require additional information please feel free to contact our office.

Very Respectfully,

*Molly Rose Gwin*

Molly R. Gwin



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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DATE: June 12, 2020

TO: Executive Committee

FROM: Shea Charles, CEO

SUBJECT: METRO Act Database – CGI Proposal

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When the Authority assumed administrative responsibilities for the Local Community Stabilization Authority it took over the annual METRO Act process. Bob Bruner working with Advocate Solutions did streamline the process and corrected some previous deficiencies. He did find there was a need to formalize the process, preferably into a database solution. Mr. Bruner, working with Brian Adams formerly of Advocate Solutions, developed a comprehensive System Requirement/User Story document for such a database in preparation of seeking proposals.

When I joined the MMSA in October the MMSA had contracted with Advocate Solutions to assist with the 2020 METRO Act process and train staff on using the current MS Excel spreadsheets. When we got into the process this year, I concluded that Mr. Bruner's thoughts on formalizing the process into a database were correct.

The current process uses several different spreadsheets, some of which are quite complex due to the way the METRO Act Assessments are calculated between ILECs, CLECs and broadband providers. What is apparent to me at this point is current MMSA staff (myself included) does not have the technical skills to take over this process without outside assistance.

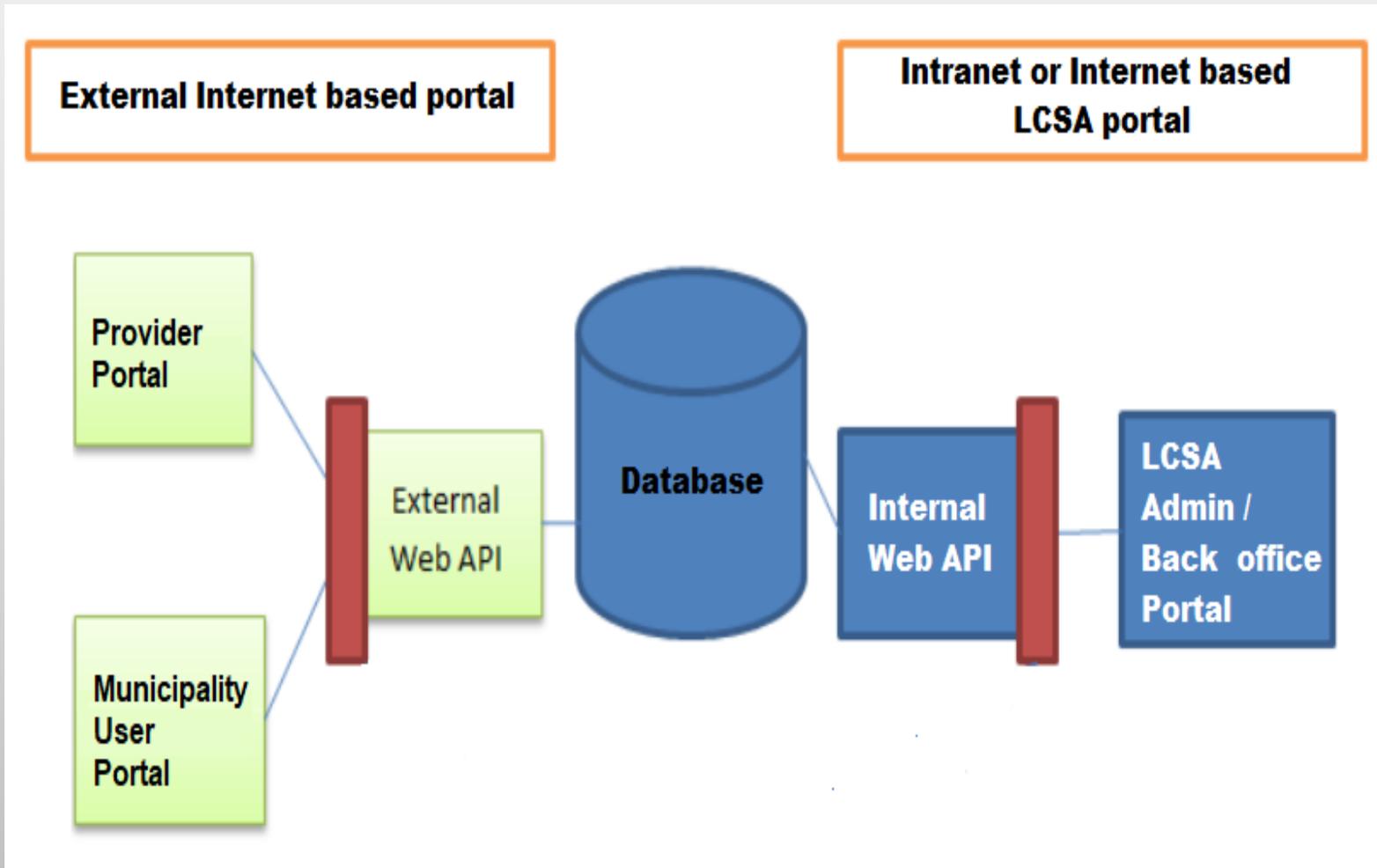
In December I requested Advocate Solutions to provide a budgetary estimate for a customized database solution for budgetary purposes. Over the last few months, they have looked at different options and eventually asked CGI for a number. CGI did review our system requirements and given the uniqueness of the METRO Act process found that none of their off the shelf products. CGI took it a step further and handed it off to their custom coding division.

Two weeks CGI gave a presentation to Brian and I on their proposed solution. Attached is an overview of what they are proposing, but not the full presentation due to concern their work may be copied by another vendor. Brian and I found they had a full understanding of the proposed project based on their presentation. CGI estimates the project will take about six months to complete and will cost approximately \$500,000 based on our specifications.

In the past the MMSA spent about \$15,000 - \$20,000 for outside technical assistance from Advocate Solutions, though this past year was only about \$4,500 due to the familiarity Mr. Adams has with our process.

Given the amount proposed by CGI a specific appropriation will be needed to fund this project. I am seeking feedback from the committee on next steps for this effort. Do we seek additional cost estimates? Given the cost of the project to we continue to use outside assistance like Advocate Solutions (now KSM Consulting)?

# Proposed Architecture



## Technology Considerations

- Using Azure or AWS Cloud
- Microsoft Visual Studio 2016 or greater
- Microsoft SQL Server 2016 or greater
- Internet Information Services Web server 7.5 or greater
- Microsoft Visual studio Plugins (UI development, etc.)
- Bitbucket, GIT, Sonarqube
- ASPNet Membership based authentication
- Security based on Infrastructure



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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DATE: June 12, 2020

TO: Authority Board

FROM: Shea Charles, CEO

SUBJECT: MMSA Board Appointments

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During the May 2020 Executive Committee meeting an update was requested on the Board appointments. Attached is a history of the Board and Executive Committee appointments throughout the history of the Authority. At this time, we do have several vacancies, though the appointments for Grand Rapids will be made soon.

At the March 2020 Authority Board meeting it was discussed adding representatives from the Michigan Municipal League, Michigan Township Association as well as Michigan Association of Counties. There are four appointments that are made by the Governor that could be used to by these associations. Judy Allen, MTA Governmental Affairs Director, has agreed to serve. MML Executive Director, Dan Gillmartin, will be providing a senior staff person to serve. I have reached out to Steve Currie MAC Director to discuss the possibility of getting a representative.

I would like to discuss this with the Board before reaching out to the Governor's office.

Appointing Body	Appointee	Term Ends
Governor	Kelli Scott - Chair	September 2020
	Doug Smith (resigned May 2020)	September 2021
	Dominick Pallone	September 2022
	Jessica Moy	At pleasure of Governor
	Phil Bertolini	At pleasure of Governor
	Donald Snider (inactive)	At pleasure of Governor
	Vacant	At pleasure of Governor
	Vacant	At pleasure of Governor
City of Livonia	Jim Cambridge	As decided by Mayor
	Brian Meakin	September 2019
City of Grand Rapids	Eric Delong	September 2019 – reappointment pending.
	Vacant (Molly Clarin, Grand Rapids CFO, to be appointed)	As decided by Mayor



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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## **APPOINTMENTS**

March 5, 2019

Section 4.01. Authority Board Composition. The governing body of each Founding City shall appoint 2 members of the Authority Board. Each member of the Authority Board appointed by the governing body of a Founding City shall be selected from a list of 3 or more individuals nominated by the mayor of the Founding City and submitted to the governing body of the Founding City. For each member of the Authority Board appointed by a Founding City, the Governor or the State shall appoint 2 members of the Authority Board. A member of the Authority Board shall serve at the will of the Person appointing the member. In the event of a vacancy on the Authority Board, the vacancy shall be filled in the same manner as the original appointment.

Section 4.06. Executive Committee. The Authority shall have an Executive Committee consisting of 5 members of the Authority Board. The mayor of each Founding City shall each appoint 1 member of the Authority Board as a member of the Executive Committee. The Governor of the State shall appoint 3 members of the Authority Board as members of the Executive Committee, with not less than 1 of the members appointed by the Governor representing local Public Agencies in the State. Members of the Executive Committee shall not be employees or officers of the State. Appointments by a mayor under this Agreement require no further approval by another governmental body before taking effect. After the initial terms of office, members of the Executive Committee shall be appointed for a term of 4 years. The initial terms of office of the members of the Executive Committee shall be as follows:

(a). One member appointed by the Governor representing local Public Agencies for a term of 4 years.

(b). Each of the 2 members appointed by the mayor of a Founding City for a term of 3 years.

(e). One member appointed by the Governor for a term of 2 years.

(d). One member appointed by the Governor for a term of 1 year.

August 28, 2012 Grand Rapids Appointees

1. Eric Delong
2. Scott Buhner

August 29, 2012 Livonia Appointees

3. James Cambridge
4. Brian Meakin

September 18, 2012 Gubernatorial Appointees

5. Donat R. Leclair, Jr.
6. Stacie R. Behler
7. Robert J. Daddow
8. Donald E. Snider
9. Patricia K. Poppe
10. Peggy H. Jury
11. Douglas R. Wiscinski
12. Richard B. Sheridan

1. Eric Delong was originally appointed to a three-year term on the Executive Committee ending September 17, 2015 and reappointed to a four-year term ending September 17, 2019
2. Scott Buhner was appointed to the Authority Board for a term expiring at the pleasure of the Mayor of Grand Rapids; Buhner retired and Jeff Dood was appointed to the Authority Board for a term expiring at the pleasure of the Mayor of Grand Rapids
3. James Cambridge was originally appointed to a three-year term on the Executive Committee ending September 17, 2015 and reappointed to a four-year term ending September 17, 2019
4. Brian Meakin was appointed to the Authority Board for a term expiring at the pleasure of the Mayor of Livonia
5. Donat R. Leclair, Jr. was originally appointed to a one-year term on the Executive Committee ending September 17, 2013; Alan G. Vanderberg was then appointed to a four-year term ending September 17, 2017; Douglas J. Smith was then appointed to a four-year term ending September 17, 2021. Mr. Smith resigned in May, 2020 due to retirement.
6. Stacie R. Behler was originally appointed to a two-year term on the Executive Committee ending September 17, 2014; She was then reappointed to a four-year term ending September 17, 2018; Dominick Pallone was then appointed to a four-year term ending September 17, 2022
7. Robert J. Daddow was originally appointed by the Governor representing local Public Agencies for a four-year term ending September 17, 2016 but resigned before the term ended; Alan G. Vanderberg was appointed for the remainder of the term; Kelli D. Scott was then appointed to a four-year term ending September 17, 2020
8. Donald E. Snider was appointed to the Authority Board for a term expiring at the pleasure of the Governor
9. Patricia K. Poppe was appointed to the Authority Board for a term expiring at the pleasure of the Governor; Poppe resigned on July 8, 2014; Phillip R. Bertolini was appointed to the Authority Board for a term expiring at the pleasure of the Governor

10. **Vacant:** Peggy H. Jury was appointed to the Authority Board for a term expiring at the pleasure of the Governor; Jury resigned on February 13, 2018 leaving this appointment vacant
11. Douglas R. Wiscinski was appointed to the Authority Board for a term expiring at the pleasure of the Governor; Wiscinski resigned on June 30, 2018; Jessica Moy was appointed to the Authority Board for a term expiring at the pleasure of the Governor
12. **Vacant:** Richard B. Sheridan was appointed to the Authority Board for a term expiring at the pleasure of the Governor; Sheridan resigned on April 9, 2014; Dominick Pallone was appointed to the Authority Board for a term expiring at the pleasure of the Governor; Pallone was later appointed to a four-year term on the Executive Committee (replacing Behler as described above in #6) leaving this appointment vacant

## Board Appointments

Authority Board 12 Members, 2 Livonia, 2 Grand Rapids, 8 Governor

<b>Appointing Body</b>	<b>Appointee</b>	<b>Term Ends</b>
Governor	Kelli Scott - Chair	September 2020
	Doug Smith (resigned May 2020)	September 2021
	Dominick Pallone	September 2022
	Jessica Moy	At pleasure of Governor
	Phil Bertolini	At pleasure of Governor
	Donald Snider (inactive)	At pleasure of Governor
	Vacant	At pleasure of Governor
	Vacant	At pleasure of Governor
City of Livonia	Jim Cambridge	As decided by Mayor
	Brian Meakin	September 2019
City of Grand Rapids	Eric Delong	September 2019 – reappointment pending.
	Vacant (Molly Clarin to be appointed)	As decided by Mayor

Executive Committee – 5 Members, 1 Livonia, 1 Grand Rapids, 3 Governor (including chair)

<b>Appointing Body</b>	<b>Appointee</b>	<b>Term Ends</b>
Governor	Kelli Scott - Chair	September 2020
	Doug Smith (resigned May 2020)	September 2021
	Dominick Pallone	September 2022
City of Livonia	Jim Cambridge	As decided by Mayor
City of Grand Rapids	Eric Delong	September 2019