



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF A REGULAR MEETING

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

<u>Date</u>	<u>Time</u>	<u>Location</u>
Thursday, February 12, 2015	1:30 PM	Capitol View Building 201 Townsend St Suite 900 Lansing, MI 48933

The meeting is open to the public and this notice is provided under the Open Meetings Act, 1976 PA 267, MCL 15.261 to 15.275.

The meeting location is barrier-free and accessible to individuals with special needs. Individuals needing special accommodations or assistance to attend or address the Executive Committee should contact Michigan Municipal Services Authority Chief Executive Officer Robert Bruner 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 by the Executive Committee.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, February 12, 2014 at 1:30 PM

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 January 2, 2014 Executive Committee special meeting
- V. Administrative Report
- VI. Audits (none)
- VII. Committee Reports (none)
- VIII. Old Business (none)
- IX. New Business (none)
- X. Public Comment
- XI. Other Business (none)
- XII. Adjournment



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
SPECIAL MEETING**

Friday, January 2, 2015 at 9:00 AM

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 9:01 AM by the Chairperson.

II. Roll Call

Executive Committee Member Attendance:

Stacie Behler, Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Bob Daddow, Vice-Chairperson*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
James Cambridge, Secretary	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Eric DeLong, Treasurer	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Al Vanderberg, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Other attendees: Bob Bruner, Steve Liedel, Scott Buhner*, and Ashley Gelisse*.

*Participation by phone

III. Approval of Agenda

Moved by: Cambridge
Supported by: Daddow

Yes: X No: ___

IV. Approval of Minutes from November 13, 2014 Regular Meeting of Executive Committee

Moved by: Cambridge
Supported by: Vanderberg

Yes: X No: ___

V. Administrative Report

None.

VI. Audit Reports

None.

VII. Committee Reports

None.

VIII. Old Business

None.

IX. New Business

a. Resolution 2015 – 01 Procurement of Professional Services

Moved by: Cambridge
Supported by: Vanderberg

Yes: No:

The Executive Committee approved that the Chief Executive Officer is authorized to enter into a professional services agreement on behalf of the Authority for procurement of professional services.

b. Resolution 2015 – 02 Regular Meeting Schedule Amendment

Moved by: Cambridge
Supported by: Daddow

Yes: No:

X. Public Comment

None.

XI. Other Business

None.

XII. Adjournment

Moved by: Cam
Supported by: Dad
Yes: No:

Meeting adjourned at 9:29 AM

Certification of Minutes

Approved by the Executive Committee on February 12, 2015.

Authority Secretary

Date

PROPOSED

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Thursday, February 12, 2014

Executive Committee

Administrative Report

Financial Report

MMSA Administrative Report

Michigan Municipal Services Authority
Balance Sheet
As of January 31, 2015

ASSETS

CURRENT ASSETS

Cash in Bank \$ 308,225.09

Total Current Assets 308,225.09

PROPERTY AND EQUIPMENT

TOTAL ASSETS \$ 308,225.09

CURRENT LIABILITIES

Accrued State W/H \$ 333.46

Accrued Federal W/H 1,150.00

Accrued FICA 1,388.76

Accrued MESG 341.30

Accrued FUTA 42.00

Total Current Liabilities 3,255.52

LONG-TERM LIABILITIES

Total Liabilities 3,255.52

FUND BALANCE

Fund Balance Retained 163,692.89

Current Revenue over Expenses 141,276.68

Total Fund Balance 304,969.57

**TOTAL LIABILITIES AND
FUND BALANCE** \$ 308,225.09

Michigan Municipal Services Authority
Statement of Income
For the 1 Month and 4 Months Ended January 31, 2015

	<u>1 Month Ended</u> <u>January 31, 2015</u>	<u>4 Months Ended</u> <u>January 31, 2015</u>
Revenues		
Contract Revenue	\$ 228,262.54	\$ 903,108.65
 Operating Expenses		
Salary & Wages	\$ 9,076.92	\$ 40,846.14
Outside Service Contractors	124,235.80	696,573.67
Payroll Taxes	694.38	3,124.71
MESC Taxes	651.38	651.88
FUTA Taxes	42.00	42.00
Office Expense	0.00	548.25
Legal & Accounting	200.00	13,820.00
Insurance - General	0.00	1,716.00
Insurance - Worker's Comp	0.00	648.00
Mileage Reimbursement	0.00	730.04
Travel Expenses	0.00	2,611.71
Bank Service Charges	125.73	519.57
	<hr/>	<hr/>
Total Operating Expenses	135,026.21	761,831.97
 Revenues over Expenses	 <u>\$ 93,236.33</u>	 <u>\$ 141,276.68</u>

See Accountants' Compilation Report

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
12/31/14			Beginning Balance			\$ 216,065.57
1/13/15	s/c		Bank Service Charge	\$ 125.73		\$ 215,939.84
1/15/15	PR Dir Dep		Payroll	\$ 3,449.54		\$ 212,490.30
	eft		Federal/FICA EFTPS	\$ 3,832.14		\$ 208,658.16
	eft		State of Michigan - SUW	\$ 500.19		\$ 208,157.97
		5129	State of Michigan - MESA	\$ 310.08		\$ 207,847.89
1/17/15	5132		Michael A Tawney & Co PC	\$ 200.00		\$ 207,647.89
1/23/15	Deposit		SOM MAIN		\$ 71,954.59	\$ 279,602.48
1/27/15	Deposit		Incoming Wire		\$ 156,307.95	\$ 435,910.43
1/28/15	PR Dir Dep		Payroll	\$ 3,449.54		\$ 432,460.89
		5134	Benefit Express	\$ 124,235.80		\$ 308,225.09
TOTAL MI MUN SERV AUTH CASH BALANCE						<u>\$ 308,225.09</u>



Statement Period Date: 1/1/2015 - 1/31/2015
 Account Type: Comm'l 53 Analyzed
 Account Number: 7166385711

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



MICHIGAN MUNICIPAL SERVICES
 AUTHORITY
 430 W ALLEGAN ST
 LANSING MI 48933-1592



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 6090

Account Summary - 7166385711

01/01	Beginning Balance	\$280,631.20	Number of Days in Period	31
9	Checks	\$(49,368.71)		
5	Withdrawals / Debits	\$(11,357.14)		
2	Deposits / Credits	\$228,262.54		
01/31	Ending Balance	\$448,167.89		

Checks

9 checks totaling \$49,368.71

* Indicates gap in check sequence i = Electronic Image s = Substitute Check

Number	Date Paid	Amount	Number	Date Paid	Amount	Number	Date Paid	Amount
5113 i	01/20	45,000.00	5122*i	01/02	200.00	5126 i	01/13	200.62
5118*i	01/06	111.10	5123 i	01/02	200.00	5127 i	01/13	437.15
5119 i	01/06	1,193.76	5125*i	01/14	1,716.00	5129*i	01/29	310.08

Withdrawals / Debits

5 items totaling \$11,357.14

Date	Amount	Description
01/13	125.73	SERVICE CHARGE
01/14	3,449.54	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 011415
01/15	3,832.14	IRS USATAXPYMT 270541513034510 MICHIGAN MUNICIPAL SER 011515
01/20	500.19	STATE OF MICH TAX-PAY 461628814 MICHIGAN MUNICIPAL SER TXP*461628814*01100*141201*T*50019\ 012015
01/28	3,449.54	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 012815

Deposits / Credits

2 items totaling \$228,262.54

Date	Amount	Description
01/23	71,954.59	SOM MAIN FACS PAYMENTS V03000539298301 MICHIGAN MUNICIPAL SER 012315
01/27	156,307.95	INCOMING WIRE TRANS 012715

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
01/02	280,231.20	01/15	269,165.16	01/27	451,927.51
01/06	278,926.34	01/20	223,664.97	01/28	448,477.97
01/13	278,162.84	01/23	295,619.56	01/29	448,167.89
01/14	272,997.30				



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Michigan Municipal Services Authority
Check Register

Check Number	Check Date	Payee	Amount
Checks			
5128	01/15/15	EFTPS - FICA	3,832.14
5129	01/15/15	State of Michigan - MESA	310.08
5130	01/15/15	State of Michigan - WH	500.19
5131	01/15/15	Robert J. Bruner Jr.	0.00
5132	01/17/15	Michael A. Tawney & Co PC	200.00
5133	01/29/15	Robert J. Bruner Jr.	0.00
5134	01/28/15	Benefit Express Services LLC	124,235.80
Total checks	7		<u>129,078.21</u>
		Total	<u>129,078.21</u>

FMS Project Update

MMSA Administrative Report

FMS Project Update

- Project Name: Multi-Tenant Financial Management and Human Resources Software System (FMS)
- Participants: Genesee County, City of Grand Rapids, and Kent County
- Schedule: Initiation phase to be completed in Q1 of 2015

FMS Project Update



Recent Activities

- January 6: FMS Leadership Team meeting
- January 8: Grand Rapids Application Migration/Interface Planning
- January 9: Genesee County cost benefit meeting #1

FMS Project Update

Recent Activities

- January 12:
 - Authority + CGI meeting (MiDEAL)
 - Kent County procurement meeting #1
- January 14: Kent County Application Migration/Interface Planning
- January 15:
 - Kent County procurement meeting #2
 - Authority + CGI meeting (MiDEAL)
- January 16:
 - FMS Leadership Team meeting
 - Genesee County cost benefit meeting #2

FMS Project Update

Recent Activities

- January 21: Software as a Service (SaaS) Statement of Work (SOW) review meeting
- January 22: Baseline Implementation Statement of Work (SOW) review meeting
- January 23: Grand Rapids Implementation Session #1

FMS Project Update

Recent Activities

- January 26:
 - CGI Advantage Payroll Demonstration
 - Authority + CGI meeting (MiDEAL)
- January 27: Authority + CGI meeting (MiDEAL)
- January 28: Kent County Implementation Session #1
- January 29:
 - Grand Rapids Implementation Session #2
 - FMS Leadership Team meeting
- January 30: Genesee County Implementation Session #1
- January 30: Authority + CGI meeting (MiDEAL)

FMS Project Update

Recent Activities

- February 2: Genesee County Finance Committee of the Whole
- February 4:
 - Kent County project justification planning meeting
 - Genesee County application migration/interface planning meeting
- February 5:
 - Genesee County Implementation Session #2
 - CGI Organizational Change Management (OCM) Presentation
 - FMS Leadership Team meeting
- February 6: Grand Rapids Implementation Session #3

FMS Project Update

Scheduled Activities

- February 10:
 - Kent County Implementation Session #2
 - Organizational Change Management Planning Meeting
- February 11
 - Genesee County Implementation Session #3
 - Reporting Approach Planning Meeting
- February 12: Kent County Implementation Session #3

FMS Project Update

Next Steps

- Finalize Implementation Statements of Work (SOW)
- Negotiate State ERP Contract amendments (MiDEAL)
 - Software as a Service (SaaS) Statement of Work (SOW)
 - Software as a Service (SaaS) subscription fee
- Negotiate Cost Allocation Plan (CAP)
 - On hold pending Software as a Service (SaaS) subscription fee
- Negotiate Master Software as a Service (SaaS) Service Agreement
 - On hold pending State ERP Contract amendments

FMS Project Update

Next Steps

- Finalize CGAP FY 2014 (Round 1)
 - Proposal due April 16, 2015
 - Needs to be done sooner in order to meet April 1 implementation start date
 - Implementation should not begin before Final Award

FMS Project Update

CGAP FY 2014 (Round 1)

1. Collaboration incentive proposal (proposal)
 - Project goals and objectives
 - Implementation strategy
 - Grant funding allocation to current and future participants
 - return on investment
 - Timeline
2. Executive Committee approval (special meeting in March)
3. Updated total project budget

FMS Project Update

Current Targets

- March 31: Implementation agreements and Master Software as a Service (SaaS) Service Agreement approved by all governing bodies
- April 1: Implementation begins

VHWM Project Update

MMSA Administrative Report

VHWM Project Update

- Project Name: Virtual Health and Wellness Marketplace (VHWM)
- Participants: City of Detroit
- Schedule: Ongoing

VHWM Project Update

Invoices

- December 2014: Detroit paid MMSA on 01/28/15; MMSA paid Benefit Express on 02/03/15.

Call Center Update

- Call center staffing was reduced to two CSRs beginning February 1, 2015. The call center previously had four CSR's to handle post-open enrollment inquiries.

VHWM Project Update

Post-Open Enrollment

- Audit reports to “clean-up” enrollment data have been completed. One of the major audits included removing retiree spouses who were enrolled on the active medical plan. Retirees are not eligible to enroll in the active benefit plans if their active spouse is employed by the City of Detroit. This was communicated to all benefit eligible active employees in their open enrollment booklets for the 2014 and 2015 plan years although there was no enforcement until this year. Per the City’s attorney’s, this requirement was negotiated with the City’s unions and is included in the Plan of Adjustments. There were several local news reports on this change.

VHWM Project Update

Scope Changes

- Due to recent union negotiations, a new benefit was to be offered to police and fire non-Medicare surviving spouses/children during the 2015 open enrollment. They should have been offered the same benefit as active employees at the same contribution level. This change not known until open enrollment had ended, so it was implemented in January 2015. The City enrolled the impacted surviving spouses/children in active benefits as required as a closed class. A tracking field will be implemented to track and report on this special class of retirees.

VHWM Project Update

Scope Changes (continued)

- Update of the Benefit Express system to allow duty-disabled, Medicare-eligible retirees to add dependents to dental and vision coverage. This eligibility rule was not originally programmed in the Benefit Express system. The approved work order was received from the City on 01/08/15. The programming was completed on 02/04/15.
- Update the Heritage Vision active rates and contributions – The final rates were not provided to Benefit Express until after open enrollment had begun, so they could not be implemented timely. The approved work order was received from the City on 01/08/15. As of 02/04/15, rates are still being updated in the system.

VHWM Project Update

Retiree Transition Changes

- Transition of pre-2015 retirees (those who retired before January 1, 2015 and were benefit-eligible) to two stand-alone VEBAs (Police and Fire and General City) has been delayed until April 1, 2015.
- No additional transition information has been received as of 02/04/15.

VHWM Project Update

Next Steps

- Finalize remaining post-enrollment activities
- Reimburse retirees who hit the catastrophic cap for prescription drugs as indicated by the retiree settlement agreement
- Prepare for 2015 transition of retirees to two VEBA's