



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**AUTHORITY BOARD
REGULAR MEETING**

Thursday, July 12, 2018 at 1:30 p.m.

Livonia City Hall
33000 Civic Center Drive
Livonia, MI 48933

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the March 8, 2018 regular Authority Board meeting
- V. Administrative Report**
- VI. Audits**
- VII. New Business**
- 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.

AUTHORITY BOARD

Thursday, March 8, 2018 at 1:30 p.m.

Capitol View Building
Constitution Room – 9th Floor
201 Townsend Street
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

Authority Board Member Attendance:

Stacie Behler, Chairperson	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Wiescinski, Vice-Chairperson*	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
James Cambridge, Secretary*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Eric DeLong, Treasurer*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Phil Bertolini*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Jeff Dood*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Peggy Jury	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Brian Meakin	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Dominick Pallone	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Kelli Scott*	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Doug Smith	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent

*Participated via teleconference.

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Steven Liedel, Dykema
- William Tucker, SKT

III. Approval of Agenda

Moved by: Scott
Supported by: Pallone
Yes: X No: ___

IV. Approval of Minutes from December 14, 2017 Regular Meeting of the Authority Board.

Moved by: Bertolini
Supported by: Pallone
Yes: X No: ___

V. Administrative Report

CEO Robert Bruner delivered the administrative report.

VI. Audit Reports

Tucker presented the Fiscal Year 2016-2017 audit.

a. Resolution 2018-A Approval of Audit for Fiscal Year 2016-2017

Moved by: Pallone
Supported by: DeLong
Yes: X No: ___

VII. New Business

None.

VIII. Public Comment

None.

IX. Other Business

None.

X. Adjournment

Moved by: DeLong
Supported by: Pallone
Yes: X No: ___

Meeting adjourned at 2:09 PM

Certification of Minutes

Approved by the Authority Board on July 12, 2018.

Authority Secretary

Date

PROPOSED



Michigan Municipal Services Authority

Administrative Report

Prepared July 3, 2018

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

Collaborate • Innovate • Serve

Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT

As of May 31, 2018

Fund:

General Fund

	Year Ending	Year Ending	Year To Date		
	09/30/2017	09/30/2018	05/31/2018	YTD BALANCE	% BDGT
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET		
Revenue					
539000 - State Grants	0	0	150,000	75,000	50.00 %
699272 - Interfund Transfer In - VHWM	120,036	125,500	53,500	0	0.00 %
699273 - Interfund Transfer In - FMS	120,036	125,500	53,500	0	0.00 %
Total Revenue	240,072	251,000	257,000	75,000	29.18 %
Expenditures					
Salary and Fringes					
701000 - Personal Services	217,363	197,000	197,000	0	0.00 %
702000 - Wages - Administrative Staff	0	0	0	39,600	0.00 %
703000 - Salary Director	0	0	0	76,490	0.00 %
708000 - MESC Taxes	0	0	0	754	0.00 %
710000 - FUTA Taxes	0	0	0	152	0.00 %
715000 - Social Security & Medicare	0	0	0	8,529	0.00 %
718000 - Insurance - Health	0	0	0	9,122	0.00 %
Total Salary and Fringes	217,363	197,000	197,000	134,647	68.35 %
Operating					
752000 - Office Expense	0	0	0	2,455	0.00 %
800000 - Other Services and Charges	600	32,000	32,000	0	0.00 %
801000 - Professional and Contractual Services	10,000	22,000	28,000	10,483	37.44 %
802000 - Legal & Accounting	6,486	0	0	9,970	0.00 %
804000 - Bank Service Charges	0	0	0	1,446	0.00 %
840000 - Insurance - General	0	0	0	2,406	0.00 %
861000 - Mileage Reimbursement	0	0	0	689	0.00 %
913000 - Travel Expenses	0	0	0	627	0.00 %
Total Operating	17,086	54,000	60,000	28,076	46.79 %
Total Expenditures	234,449	251,000	257,000	162,723	63.32 %
Revenue in Excess of Expenses	5,623	0	0	(87,723)	0.00 %

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

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Michigan Municipal Services Authority
 REVENUE AND EXPENDITURE REPORT

As of May 31, 2018

Fund:

Virtual Health Wellness Marketplace Fund

	Year Ending 09/30/2017	Year Ending 09/30/2018	Year To Date 05/31/2018		
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
501000 - Federal Grants	0	0	0	0	0.00 %
671000 - Contract Revenue	731,224	755,124	57,483	57,225	99.55 %
Total Revenue	731,224	755,124	57,483	57,225	99.55 %
Expenditures					
Operating					
801000 - Professional and Contractual Services	869,594	744,706	184,534	187,328	101.51 %
995101 - Transfer Out - GF	120,036	125,500	53,500	0	0.00 %
Total Operating	989,630	870,206	238,034	187,328	78.70 %
Total Expenditures	989,630	870,206	238,034	187,328	78.70 %
Revenue in Excess of Expenses	(258,406)	(115,082)	(180,551)	(130,103)	72.06 %

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT

As of May 31, 2018

Fund:

Financial Management System Fund

	Year Ending 09/30/2017	Year Ending 09/30/2018	Year To Date 05/31/2018		
	END BALANCE	RIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
671000 - Contract Revenue	4,363,430	2,863,430	2,863,430	2,362,025	82.49 %
Total Revenue	4,363,430	2,863,430	2,863,430	2,362,025	82.49 %
Expenditures					
Operating					
801000 - Professional and Contractual Services	4,206,584	2,729,000	2,729,000	2,217,218	81.25 %
995101 - Transfer Out - GF	120,036	128,500	53,500	0	0.00 %
Total Operating	4,326,620	2,857,500	2,782,500	2,217,218	79.68 %
Total Expenditures	4,326,620	2,857,500	2,782,500	2,217,218	79.68 %
Revenue in Excess of Expenses	36,810	5,930	80,930	144,807	178.93 %

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT

As of May 31, 2018

Fund:

Michigan Municipal Services Authority

	Year Ending 09/30/2017	Year Ending 09/30/2018	Year To Date 05/31/2018		
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	% BDGT
Revenue					
501000 - Federal Grants	0	0	0	0	0.00 %
539000 - State Grants	0	0	150,000	75,000	50.00 %
671000 - Contract Revenue	4,854,582	3,618,554	2,920,913	2,419,250	82.83 %
699272 - Interfund Transfer In - VHWM	120,036	125,500	53,500	0	0.00 %
699273 - Interfund Transfer In - FMS	120,036	125,500	53,500	0	0.00 %
Total Revenue	5,094,654	3,869,554	3,177,913	2,494,250	78.49 %
Expenditures					
Salary and Fringes					
701000 - Personal Services	217,363	197,000	197,000	0	0.00 %
702000 - Wages - Administrative Staff	0	0	0	39,600	0.00 %
703000 - Salary Director	0	0	0	76,490	0.00 %
708000 - MESC Taxes	0	0	0	753	0.00 %
710000 - FUTA Taxes	0	0	0	153	0.00 %
715000 - Social Security & Medicare	0	0	0	8,528	0.00 %
718000 - Insurance - Health	0	0	0	9,122	0.00 %
Total Salary and Fringes	217,363	197,000	197,000	134,646	68.35 %
Operating					
752000 - Office Expense	0	0	0	2,455	0.00 %
800000 - Other Services and Charges	600	32,000	32,000	0	0.00 %
801000 - Professional and Contractual Services	5,055,403	3,495,706	2,941,534	2,415,030	82.10 %
802000 - Legal & Accounting	37,261	0	0	9,970	0.00 %
804000 - Bank Service Charges	0	0	0	1,445	0.00 %
840000 - Insurance - General	0	0	0	2,406	0.00 %
861000 - Mileage Reimbursement	0	0	0	689	0.00 %
913000 - Travel Expenses	0	0	0	628	0.00 %
995101 - Transfer Out - GF	0	254,000	107,000	0	0.00 %
Total Operating	5,093,264	3,781,706	3,080,534	2,432,623	78.97 %
Total Expenditures	5,310,627	3,978,706	3,277,534	2,567,269	78.33 %
Revenue in Excess of Expenses	(215,973)	(109,152)	(99,621)	(73,019)	73.30 %

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Michigan Municipal Services Authority
COMPARATIVE BALANCE SHEET

As of Date:

05/31/2018

	PERIOD ENDED 09/30/2017	PERIOD ENDED 05/31/2018
ASSETS		
Current Assets		
Bank Accounts		
001000 - Cash	337,709	298,495
101999 - Bill.com Money Out Clearing	0	0
Total Bank Accounts	337,709	298,495
Other Current Assets		
018000 - Due from Other Governmental Units	0	0
071000 - Due from Cities	115,602	1
Total Other Assets	115,602	1
Total Current Assets	453,311	298,496
TOTAL ASSETS	453,311	298,496
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
202000 - Accounts Payable	126,033	0
Total Accounts Payable	126,033	0
Other Current Liabilities		
214101 - Due to GF	0	0
252000 - Accrued Federal WH	0	0
253000 - Accrued FICA	0	0
254000 - Accrued FUTA	0	0
255000 - Accrued MESC	0	0
257000 - Accrued Salaries Wages	4,146	0
257500 - Accrued Health Savings Account	0	0
259000 - Accrued State WH	473	0
Total Other Current Liabilities	4,619	0
Total Current Liabilities	130,652	0
Total Liabilities	130,652	0
Equity		
390000 - Fund Balance - Unassigned	322,659	371,515
Net Revenue	0	(73,019)
Total Equity	322,659	298,496
TOTAL LIABILITIES AND EQUITY	453,311	298,496

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

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Michigan Municipal Services Authority Reconciliation Report

As Of 05/31/2018

Account: Cash

Statement Ending Balance	298,495.30
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	298,495.30
Book Balance	298,495.30
Adjustments*	0.00
Adjusted Book Balance	298,495.30

Total Checks and Charges Cleared	512,293.55	Total Deposits Cleared		521,260.15
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
Health Equity		05/04/2018		0.04	
Genesee County	Genesee County	05/11/2018		472,405.00	
General Ledger Entry	Adjust Fund Balance for August 18, 2017 transaction	05/31/2018		47,963.11	
General Ledger Entry	Adjust Fund Balance for August 15, 2017 transaction	05/31/2018		892.00	
Total Deposits				521,260.15	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Blackwell Ins Serv		08/15/2017		892.00	
Benefit Express		08/18/2017		47,963.11	
HealthEquity		05/03/2018		275.56	
General Ledger Entry		05/03/2018		4,718.69	
General Ledger Entry		05/04/2018		1,521.72	
		05/10/2018		169.74	
General Ledger Entry	5.17.2018 Payroll	05/14/2018		4,862.45	
CGI - Technologies and Solutions	Services 10/1/17 to 3/31/18	05/15/2018		441,500.00	
HealthEquity		05/17/2018		276.56	
HealthEquity		05/17/2018		275.56	
HealthEquity	Incorrect amount	05/17/2018		(275.56)	
Gusto	5.17.2018 Payroll	05/17/2018		1,783.74	
State of Michigan	April Payroll	05/21/2018		236.47	
General Ledger Entry	5.31.2018 Payroll	05/24/2018		4,862.44	
Gusto	5.31.2018 Payroll	05/24/2018		1,783.76	
BCBS	Health Care Premium	05/29/2018		1,172.75	
HealthEquity		05/31/2018		274.56	
Total Checks and Charges				512,293.55	0.00

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



0
4249

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

Account Summary - [REDACTED]

05/01	Beginning Balance	\$289,528.70	Number of Days in Period	31
	Checks			
13	Withdrawals / Debits	\$(463,438.44)		
2	Deposits / Credits	\$472,405.04		
05/31	Ending Balance	\$298,495.30		

Withdrawals / Debits

13 items totaling \$463,438.44

Date	Amount	Description
05/03	4,718.69	Bill.com Payables 015XZKZKQFS1ZSK Michigan Municipal Ser Multiple Payments Bill.com Payables 015XZKZKQFS1ZSK 050318
05/04	1,521.72	Bill.com Payables 015TIBXTDWS34FL Michigan Municipal Ser Segal Consulting Bill.com 015TIBXTDWS34FL Inv #331791 050418
05/08	275.56	HEALTH EQUITY INC HealthEqui 37915 050818
05/10	169.74	SERVICE CHARGE
05/14	1,783.74	GUSTO 6semjm1ng2d TAX 686861 6semjn053ph MICHIGAN MUNICIPAL SER 051418
05/14	4,862.45	GUSTO 6semjm1ng26 NET 686854 6semjn053pa MICHIGAN MUNICIPAL SER 051418
05/15	441,500.00	Michigan Municip CASH DISB 4616288140 051518 OFFSET TRANSACTION
05/17	276.56	HEALTH EQUITY INC HealthEqui 37915 051718
05/21	236.47	MI Business Tax Payment SMIBUS002005986 TawneyMichael 052118
05/25	1,783.76	GUSTO 6semjm1piqa TAX 755210 6semjn0mc8l MICHIGAN MUNICIPAL SER 052518
05/25	4,862.44	GUSTO 6semjm1piq9 NET 755209 6semjn0mc7s MICHIGAN MUNICIPAL SER 052518
05/29	1,172.75	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 052918
05/31	274.56	HEALTH EQUITY INC HealthEqui 37915 053118

Deposits / Credits

2 items totaling \$472,405.04

Date	Amount	Description
05/04	0.04	HEALTH EQUITY INC HealthEqui 37915 050418
05/11	472,405.00	DEPOSIT

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
05/03	284,810.01	05/11	755,248.03	05/21	306,588.81
05/04	283,288.33	05/14	748,601.84	05/25	299,942.61
05/08	283,012.77	05/15	307,101.84	05/29	298,769.86
05/10	282,843.03	05/17	306,825.28	05/31	298,495.30

EFFECTIVE APRIL 1, 2018, THE INTEREST RATES AND EARNINGS CREDIT RATES ON SEVERAL OF OUR COMMERCIAL DEPOSIT PRODUCTS HAVE BEEN INCREASED. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR FIFTH THIRD BANK RELATIONSHIP MANAGER OR YOUR TREASURY MANAGEMENT REPRESENTATIVE. YOU CAN ALSO CALL US AT 866-475-0729 (OPTION 5 THEN 2), MONDAY THROUGH FRIDAY, 7:00 A.M. TO 10:00 P.M., ET.

LCSA Administrative Services

MMSA Administrative Report

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2018 METRO Act Administration

- Contacted 119 providers
- Updated 6,830 unique records
- Calculated maintenance fees for each provider
- Prepared and distributed invoices to each provider
- Collected maintenance fees
- Identified errors in 2016 and 2017 fee-sharing payments
- Calculated fee-sharing payments for more than 1,200 townships

2018 METRO Act Administration

- Prepared for May 25 LCSA Council meeting
- Recalculated fee-sharing payments for more than 1,200 townships
- Updated 356 same name township addresses
- Issued nearly 1,800 fee sharing payments totaling \$24,704,692.86
- Corrected 13 misidentified same name township payments

LCSA Administrative Services

Up Next

- June – August: METRO Database Project
- September 2018: County Allocated Payments

FMS Program Report

MMSA Administrative Report

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FMS Program Update

Genesee County

- The Authority and Genesee County executed a termination agreement in April
- Genesee County paid the Authority and CGI remaining balances in May

Amendment No. 1

- Authority, participants, and CGI are discussing schedule changes and commitments before the participants consider approval

Medicare Coordination Program Report

MMSA Administrative Report

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Medicare Coordination

- The City of Livonia approved the member survey
- The purpose is to identify members that may need assistance obtaining SSDI benefits or members that have already been awarded SSDI benefits and are now enrolled in Medicare
- SSDC will distribute the surveys to members soon

Stop-loss Insurance Cooperative Program Development Report

MMSA Administrative Report

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Stop-loss Insurance Cooperative Program Development Report

Employer	Covered Lives	Specific Deductible	Aggregate Deductible	Carrier	Coverage
Calhoun County	524	None	\$180,000	BCBSM	Medical
City of Grand Rapids	1,645	None	None	None	None
City of Livonia	719	None	\$300,000	BCBSM	Medical and Rx
Oakland County	1,251	None	\$500,000	BCBSM	Medical
Oakland County	2,484	\$100,000	\$500,000	BCBSM	Medical and Rx
City of Troy	438	None	\$150,000	BCBSM	Medical and Rx

Stop-loss Insurance Cooperative Program Development Report

Solicited

1. Amalgamated Life
2. Berkshire Hathaway
Specialty Insurance
3. Munich RE
4. Symetra
5. Ullico
6. Voya Financial

Submitted

1. Berkley Accident and
Health (Berkley)
2. Tokio Marine HCC Life
(TMHCC)
3. Partner RE
4. Sun Life Financial

Stop-loss Insurance Cooperative Program Development Report

Preliminary Results

- Substantial savings (20-45%) for Livonia and Troy compared to current rates
- Potential savings for all

Next Steps

- Collect data from additional participants
- Collect data through September from all potential participants
- Solicit rates for January 1, 2019

Chief Information Security Officer (CISO) as a Service Program Development Report

MMSA Administrative Report

Chief Information Security Officer (CISO) as a Service

- March 10, 2016: Governor Snyder created the 21st Century Infrastructure Commission
- November 30, 2016: The 21st Century Infrastructure Commission published its final report including Recommendation 4.3.4:
 - The Governor should create a shared virtual chief information security office to provide consulting and advisory services to multiple local governments

Chief Information Security Officer (CISO) as a Service

Recommendation 4.3.4

- *The Governor should create a shared virtual chief information security office (CISO) to provide consulting and advisory services to multiple local governments. Led by the chief information security officer, the virtual CISO will develop, implement, monitor, and support cyber program activities for multiple local governments. The virtual CISO would also serve as a conduit for cooperation among and between local governments and other state, federal, and nonprofit agencies to support the mission of cyber security. Participating agencies would pay for this service through annual fees.*

Chief Information Security Officer (CISO) as a Service

- DTMB launched a pilot program in 2017
- September 2017: Participants reported progress at the Michigan Government Management Information Sciences (Mi-GMIS) Fall Conference
- April 2018: DTMB announced the pilot program will end on September 30, 2018
- May 2018: The Authority began working with DTMB and the participants to transfer the program from DTMB to the Authority

Chief Information Security Officer (CISO) as a Service

Next Steps

- Determine whether or not DTMB will provide transition funding
- Work with participants to develop governance model, scope of program services, and costs
- Prepare Program Services and Participation agreements