

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, December 12, 2019 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 November 20, 2019 Executive Committee meeting
- V. Administrative Report**
 - a. FMS Project Update
 - b. LCSA Update & Legislation
 - c. Visioning Process Update
- VI. New Business**
 - a. 2020 Meeting Dates- Revised
 - b. Financial Report Update – Miscellaneous Expenses
 - c. Office Space Discussion
- VII. Public Comment**
- VIII. Other Business**
- IX. Adjournment**

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, October 10, 2019 at 1:30 p.m.

Capital 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 1:35 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 September 12, 2019 regular Executive Committee meeting

Moved by: Pallone
Supported by: DeLong

Yes: X No: ___

V. Administrative Report

Delaney noted that there had been no more fraudulent charges on the bank account since the last meeting.

Scott gave an update on the CEO search, noting that the employment of Shea Charles as the temporary CEO is on the agenda.

Scott stated that the agreement with Advocate Solutions has been finalized and there is a plan in place to oversee METRO Act payments.

VI. New Business

a. Employment of Temporary CEO

The board reviewed the employment agreement for temporary CEO as presented by Scott.

b. Resolution 2019-11 Depository Bank Account Signers

Motion to approve Depository Bank Account Signers are presented.

Moved by: DeLong
Supported by: Smith

VII. Public Comment

None.

VIII. Other Business

Liedel gave an update on CGI, noting that he is waiting to hear back regarding their current proposal

IX. Adjournment

Motion to adjourn the meeting at 1:57 PM.

Moved by: DeLong
Supported by: Pallone

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on November 14, 2019.

Authority Secretary

Date

DATE: December 9, 2019
TO: Executive Committee
FROM: Shea Charles, CEO
SUBJECT: November Monthly Report

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

Monthly Financials

There is a separate agenda item regarding the miscellaneous expense line item. Financials are released on the second Friday of the month and are not ready at this time. They will be included in the January Executive Committee meeting packet.

FMS/CGI

Work continues on the migration project Advantage 360 to the 4x platform. The City of Grand Rapids appears close to agreeing to the statement of work while we are waiting to hear from Kent County. CGI is working on revised agreements to show the change to the new system. It is CGI's intent to have the agreements finalized by the end of the calendar year.

LCSA Administrative Update

Health Department Payments equaling \$10 Million and Fire Protection Grants for \$27 Million were distributed on December 2, 2019. Only one payment to Muskegon was rejected and will be reissued shortly. We have received Treasury's payment calculations for the February 2020 payments to Townships and Counties.

We have been in the process of trying to get more communities to sign up for ACH payments. We recently learned that the registration codes used in 2018 have expired and need to be reset for those who are not signed up for ACH. We will be working with Comerica on this process with a focus on getting the Counties signed up next.

The Legislature has not yet adopted the requested changes to the LCSA law. A solution was found for the Health Department payments, so no change is needed at this time. One of the

proposed bills does reestablish funding for the LCSA, which expired last year. I expect these bills will not be taken up until after the first of the year.

Work on the 2020 METRO Act cycle continues. The list of telecom providers has been updated by the Michigan Public Services Commission. Kristen and I are meeting with Advocate Solutions on December 18th to prepare the true up forms that will be issued after the first of the year.

Visioning Process

I am continuing with MMSA Board member interviews and should be wrapped up by December 20th. A meeting with Steve Currie from MAC has been set and I am working on a date with MML & MTA representatives. The late Thanksgiving holiday has been more of scheduling challenge than I anticipated.

Feedback has been positive with several great ideas for the future of MMSA. Once this process is complete, the Board will need to come together to set a vision and focus.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
RESOLUTION 2019-13**

Revised Schedule of Regular Meetings for Calendar Year 2020

The executive committee of the Michigan Municipal Services Authority (the “**Authority**”) resolves that the following notice and schedule of regular meetings is adopted and approved as the schedule of regular meetings for the executive committee of the Authority for the calendar year ending December 31, 2020:

Date	Time	Location
Thursday, January 9, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, February 13, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, March 19, 2020	2:00 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, April 9, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, May 14, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, June 18, 2020	2:00 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, July 9, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, August 13, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, September 10, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, October 8, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933

Thursday, November 19, 2020	2:00 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933
Thursday, December 10, 2020	1:30 p.m.	Capital View Building 201 Townsend St, Suite 900 Lansing, MI 48933

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 January 9, 2020.

By: _____
James Cambridge
Authority Secretary

DATE: December 9, 2019
 TO: Executive Committee
 FROM: Shea Charles, CEO
 SUBJECT: Miscellaneous Budget Break Down

During the November 2019 MMSA Authority Board Meeting there were several questions about the miscellaneous line item in the 2018-2019 & 2019-2020 fiscal year budgets. Going back through the records the miscellaneous account appears as part of the 2018-2019 fiscal year. An analysis shows that expenses are related to assorted employee travel reimbursements and related MMSA operational cost. I have attached the general ledger detail from the 2018-2019 budget.

Bruner Mileage		Delaney Mileage	
MMSA	\$366.75	MMSA	\$516.62
LCSA	\$372.46	LCSA	\$79.80
Other	\$1,447.49	Other	\$168.20
Total	\$2,186.70	Total	\$764.62

Bruner		Delaney	
Meals	\$330.82	Google	\$24.99
Google	\$122.11	Meals	\$66.83
Dues	\$1,496.25	Training	\$29.00
Conference & Training	\$423.40	Miscellaneous	\$31.35
Miscellaneous	\$326.64	Total	\$152.17
Total	\$2,699.22		

Total Bruner & Delaney \$5,802.71

Other Expenses within Miscellaneous

MML Dues	\$950.00
Work Place Reimbursement - Delaney	\$1,076.61
Bill - Revize LLC: Website and CMS Annual tech support, Unlimited CMS software and Module updates (1st September 2019 to 31st August 2020	\$600.00
Bill - Kristen Delaney: Renew domain name for LCSA & LCSA Google Suite	\$812.00
Total	3,438.61

Looking at these cost centers I will have budget amendment at the next meeting using the following line items.

Line Item	Description	Amount
Office Supply	Costs to include GSuite, website maintenance and employee reimbursement under MMSA Virtual Workplace policy.	\$2,000
Mileage	Reimbursement for employees traveling to meetings.	\$2,000
Dues & Membership	Reimbursement for MMSA's memberships as well as other professional membership.	\$2,000
Conference/Transportation	Costs associated with Director & Administrative Assistant attending miscellaneous conferences & training. This includes registration fees, travel expenses as well as meals & lodging.	\$4,000
Miscellaneous	Annual Post Office dues and other expenses.	\$2,000
Total		\$12,000

The amounts are based on known expenses and some educated estimates on my part. These costs will be monitored and adjusted throughout the fiscal year. Once the visioning process is complete these amounts will need to be adjusted to account for the Board's expectations of the new Director.

Company Name: Michigan Municipal Services Authority
Report Name: General Ledger Report
Created On: 12/6/2019

Posted Dt.	Doc Dt.	Doc	Memo / Description	Fund	JNL	Debit	Credit	Balance
11/13/2018	10/31/2018	Oct-18	Bill - Robert J. Bruner Jr.: PO Box Renewal, Google	101	APJ	97.00		97.00
11/13/2018	10/31/2018	October 2018 B	Bill - Robert J. Bruner Jr.: Mileage Reimbursement	101	APJ	529.00		626.00
11/13/2018	10/31/2018	October 2018 C	Bill - Robert J. Bruner Jr.: Mileage Reimbursement	101	APJ	119.97		745.97
12/21/2018	11/1/2018	November A	Bill - Robert J. Bruner Jr.: Google (G Suite)	101	APJ	15.00		760.97
12/21/2018	11/30/2018	November B	Bill - Robert J. Bruner Jr.: Google (G Suite), Renew Assessor Certification, MPELRA membership, MPELRA program, USPS pmt, MML	101	APJ	677.00		1,437.97
12/21/2018	11/30/2018	November C	Bill - Robert J. Bruner Jr.: Mileage for MMSA and LCSA meetings in November	101	APJ	177.67		1,615.64
12/21/2018	11/30/2018	November D	Bill - Kristen Delaney: travel expenses for 9/12 & 11/8 MMSA mtgs; Training classes	101	APJ	141.70		1,757.34
1/11/2019	12/31/2018	December A	Bill - Robert J. Bruner Jr.: Google Fee	101	APJ	15.00		15.00
1/11/2019	12/31/2018	December B	Bill - Robert J. Bruner Jr.: Mileage Reimbursement	101	APJ	624.75		639.75
1/11/2019	12/31/2018	December C	Bill - Robert J. Bruner Jr.: MMSA Reimbursable Expenses	101	APJ	545.82		1,185.57
2/13/2019	1/2/2019	January 2019 C	Bill - Robert J. Bruner Jr.: Google Inc (G Suite)	101	APJ	10.63		1,268.88
2/13/2019	1/31/2019	January 2019 A	Bill - Kristen Delaney: travel expenses for Excel training	101	APJ	52.20		1,237.77
2/13/2019	1/31/2019	January 2019 B	Bill - Kristen Delaney: Lunch for Excel training	101	APJ	20.48		1,258.25

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Created On: 12/6/2019

Posted Dt.	Doc Dt.	Doc	Memo / Description	Fund	JNL	Debit	Credit	Balance
2/13/2019	1/31/2019	January 2019 D	Bill - Robert J. Bruner Jr.: Google G Suite, Google Domain, MSU school of Criminal Justice, Engaging Local Govt Leaders Network, MGFOA Spring Seminar, MI Public Employers Labor Relations Assn	101	APJ	359.00		1,627.88
2/13/2019	1/31/2019	January 2019 E	Bill - Robert J. Bruner Jr.: CPFIM Training	101	APJ	99.76		1,727.64
2/13/2019	1/31/2019	January 2019 F	Bill - Robert J. Bruner Jr.: Virtual Workplace Policy Reimbursement	101	APJ	1,600.00		3,327.64
3/12/2019	2/28/2019	Feb 2019A	Bill - Kristen Delaney: Mileage to MMSA & LCSA meetings	101	APJ	75.40		3,403.04
3/12/2019	2/28/2019	Feb 2019B	Bill - Robert J. Bruner Jr.: Google Inc (G Suite)	101	APJ	10.00		3,413.04
3/12/2019	2/28/2019	Feb 2019C	Bill - Robert J. Bruner Jr.: Google Inc (G Suite), hotel, Fed Ex shipping, meals, overnight package	101	APJ	332.43		3,745.47
3/12/2019	2/28/2019	Feb 2019D	Bill - Robert J. Bruner Jr.: February 2019 mileage reimbursement	101	APJ	494.15		4,239.62
4/9/2019	3/12/2019	19046	Bill - Michigan Municipal League: MML Capital Conference (3/19 & 3/20/2019)	101	APJ	325.00		4,564.62
4/9/2019	3/31/2019	March 2019 A	Bill - Robert J. Bruner Jr.: LCSA Reimbursable Expenses	101	APJ	130.00		4,694.62
4/9/2019	3/31/2019	March 2019 B	Bill - Robert J. Bruner Jr.: MMSA Reimbursable Expenses	101	APJ	21.43		4,716.05
4/9/2019	3/31/2019	March 2019 C	Bill - Robert J. Bruner Jr.: Mileage Reimbursement (MPELRA Training, MML Capital Conference)	101	APJ	189.08		4,905.13

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Created On: 12/6/2019

Posted Dt.	Doc Dt.	Doc	Memo / Description	Fund	JNL	Debit	Credit	Balance
4/9/2019	3/31/2019	March 2019 D	Bill - Kristen Delaney: LCSA Reimbursable Expenses	101	APJ	11.00		4,916.13
4/9/2019	3/31/2019	March 2019 E	Bill - Kristen Delaney: Mileage Reimbursement (MMSA mtg)	101	APJ	52.20		4,968.33
4/30/2019	4/30/2019	April 2019A	Bill - Robert J. Bruner Jr.: MMSA Reimbursable Expenses	101	APJ	64.45		5,032.78
4/30/2019	4/30/2019	April 2019B	Bill - Robert J. Bruner Jr.: Mileage Reimbursement	101	APJ	400.17		5,432.95
4/30/2019	4/30/2019	April 2019C	Bill - Kristen Delaney: MMSA Reimbursable Expenses (Course G Suite Administrator)	101	APJ	29.00		5,461.95
4/30/2019	4/30/2019	April 2019D	Bill - Kristen Delaney: Mileage Reimbursement (MMSA Mtg)	101	APJ	11.60		5,473.55
6/18/2019	5/31/2019	May 2019A	Bill - Robert J. Bruner Jr.: LCSA Reimbursable Expense	101	APJ	22.05		5,495.60
6/18/2019	5/31/2019	May 2019B	Bill - Robert J. Bruner Jr.: MMSA Reimbursable Expenses	101	APJ	91.16		5,586.76
6/18/2019	5/31/2019	May 2019C	Bill - Robert J. Bruner Jr.: Mileage Reimbursement	101	APJ	201.09		5,787.85
6/18/2019	6/13/2019	May 2019D	Bill - Kristen Delaney: Mileage Reimbursement	101	APJ	53.70		5,841.55
6/18/2019	6/13/2019	May 2019E	Bill - Kristen Delaney: Mileage Reimbursement	101	APJ	69.60		5,911.15
7/16/2019	7/16/2019	68562-719	Bill - Michigan Municipal League: Associate Dues (9/1/2019 through 8/31/2020)	101	APJ	950.00		6,861.15
7/16/2019	7/16/2019	July 2019 A	Bill - Kristen Delaney: Virtual Workplace Policy Reimbursement	101	APJ	1,076.61		7,937.76

Company Name: Michigan Municipal Services Authority
Report Name: General Ledger Report
Created On: 12/6/2019

Posted Dt.	Doc Dt.	Doc	Memo / Description	Fund	JNL	Debit	Credit	Balance
8/2/2019	8/2/2019	8661	Bill - Revize LLC: Website and CMS Annual tech support, Unlimited CMS software and Module updates (1st September 2019 to 31st August 2020)	101	APJ	600.00		8,537.76
8/14/2019	8/14/2019	August 2019A	Bill - Kristen Delaney: LCSA and MMSA Google G Suite	101	APJ	20.33		8,558.09
8/14/2019	8/14/2019	August 2019B	Bill - Kristen Delaney: Mileage to MMSA Executive Committee Mtg	101	APJ	58.00		8,616.09
9/6/2019	9/6/2019	September 2019A	Bill - Kristen Delaney: MMSA & LCSA Google Suite	101	APJ	20.33		8,636.42
9/6/2019	9/6/2019	September 2019B	Bill - Kristen Delaney: Mileage reimbursement	101	APJ	58.00		8,694.42
9/30/2019	9/30/2019	Sept 2019AA	Bill - Kristen Delaney: MMSA Google G Suite	101	APJ	8.33		8,152.75
9/30/2019	9/30/2019	Sept 2019BB	Bill - Kristen Delaney: Renew domain name for LCSA & LCSA Google Suite	101	APJ	812.00		8,964.75
9/30/2019	9/30/2019	Sept 2019CC	Bill - Kristen Delaney: Mileage reimbursement for Sept	101	APJ	232.00		9,196.75
9/30/2019	9/30/2019		Record Prepays	101	GJ		550.00	8,144.42
Totals for 955000 - Miscellaneous						9,746.75	550.00	9,196.75

DATE: December 9, 2019
TO: Executive Committee
FROM: Shea Charles, CEO
SUBJECT: Office Space Discussion

The MMSA Board has discussed the possibility of having an office presence in Downtown Lansing to raise the organization's profile. I have identified two potential spaces in in Downtown Lansing.

Dykema Office

Dykema offers two types of offices for rent at their monthly cost.

Member office \$1,100

Associate office \$735

Monthly Technology Fee \$100

The member office is large enough and configured in such a way that Kristen and I can work in the same space. The Associate size office is smaller and would be difficult to work in the same area. MMSA would have use of Dykema conference rooms, depending upon availability, at no additional costs. We would also be able to utilize Dykema's catering services for a fee if needed.

Regus

Another option is the Regus Office at 120 North Washington, across from the Lansing YMCA. There are several different options, but after touring the space we requested the attached quote for Room 336. The room has enough space and configuration for us to work in the same spot.

It would be a minimum six month contact at a cost of \$580/Month. The cost includes 24/7 access and connection to their high speed wifi. There is a separate cost to use their larger conference rooms ranging from \$39/hr - \$71/hr depending on room size. There is a smaller five

person room that is free. Regus has spaces throughout Michigan and by renting with them we would have drop-in access to all of them.

Summary of Costs

	Monthly Cost	Other Fee	Conference Room	Total
Dykema				
Member Office	\$1,100	\$100	\$0	\$1,200
Associate Office	\$735	\$100	\$0	\$835
Regus				
Room 336 *	\$580	\$0	\$156	\$736

* Assumes 2 meetings a month for 2 hours @ \$39/hour

I am seeking feedback on moving forward on if we want to establish an office presence and if so, which space meets our needs and budget. While the Dykema space is more expensive it does include conference rooms and is month to month. The Regus space is less costly, though the conference room cost is an unknown, and does require a six-month commitment. Attached is information for the Regus space.



MMSA CEO <ceo@michiganmsa.org>

Thank you for tour Regus offices!

1 message

Lisa Schlais <Lisa.Schlais@iwgplc.com>

Mon, Dec 9, 2019 at 10:14 AM

To: "ceo@michiganmsa.org" <ceo@michiganmsa.org>

Cc: "admin@michiganmsa.org" <admin@michiganmsa.org>

Good Afternoon, Shea,

Thank you for coming in this afternoon and looking at Regus office space; I enjoyed meeting you and Kristen!

Of the offices we looked at, office 336 with the column separating the two desks seemed like the best option; followed by office 383- with the Washington Square view. I'll send over a proposal with these two in a moment, and then I'll send over an agreement over for office 336. The agreement will have a link for you to click on and then you'll be able to review terms and conditions & house rules as well.

Office 336 is \$580 on a 6/mo term. (It's \$549 on a 12/mo term)- 9' X 9'8"

Office 383 is \$960 on a 6/mo term. (It's \$909 on a 12/mo term)- 14' X 8'6.5"

Additional relevant benefits:

- Design your office with a variety of furniture options- create an office space that will allow you to be your most productive!
- Both you and Kristen will receive a complimentary lounge membership, this allows you both to use any Regus location in the world for free- just walk-in, check-in, and the lounge is yours to use! Our location in Ann Arbor seems like it would be a great choice for Kristen. Below are some images of their lounge







Let me know your thoughts and if there is any other information you require.

Thank you and talk soon!

Lisa Schlais

Area Manager

One Michigan Avenue
[120 N. Washington Square](#)
[Suite 300](#)
[Lansing, MI 48933](#)

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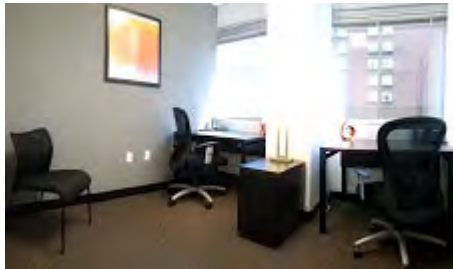
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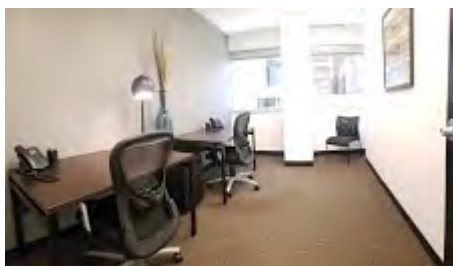
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2 attachments



336-2.jpg
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383-2.jpg
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