



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF ELECTRONIC SPECIAL MEETING OF THE MICHIGAN MUNICIPAL SERVICES AUTHORITY

PLEASE NOTE: THIS NOTICE IS GIVEN AND PUBLISHED PURSUANT TO MCL 15.263a. The Executive Committee of the Michigan Municipal Services Authority (the Authority) is meeting electronically as a result of the COVID-19 virus and to protect the health, safety and welfare of the citizens of Michigan from such virus, as allowed by MCL 15.263a.

The Authority will hold a special meeting to consider the following: MMSA State of Michigan Grant Extension, MMSA CEO and Contract Amendment Regarding Health Insurance and CEO Transition Discussion on the following date, at the following time, and at the following location:

Date

Thursday, December 17, 2020

Time

3:00 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/>

WEBINAR LINK: <https://zoom.us/j/96886882097>

WEBINAR ID: 968 8688 2097

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

**EXECUTIVE COMMITTEE
SPECIAL MEETING**

Thursday, December 17, 2020 at 3:00 PM

LIVE ZOOM WEBINAR

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 19, 2020 Executive Committee meeting
- V. Administrative Report**
 - a. FMS Project Update
 - b. LCSA Update & Legislation
 - c. Mark Wollenweber – City of Flint Update
- VI. New Business**
 - a. MMSA State of Michigan Grant Extension
 - b. MMSA CEO & Contract Amendment Re: Health Insurance
 - c. CEO Transition 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, November 19, 2020 at 2:00 p.m.

LIVE ZOOM MEETING
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 2:47 p.m.

II. Roll Call

Executive Committee Member Attendance:

| | PRESENT | ABSENT |
|---------------------------|----------------|---------------|
| Kelli Scott, Chairperson* | X | |
| Vacant, Secretary | | |
| Eric DeLong, Treasurer* | X | |
| Dominick Pallone, Member* | X | |

*Participated via teleconference.

Other attendees:

- Shea Charles, MMSA*
- Kristen Delaney, MMSA*
- Phil Bertolini, MMSA Authority Board*

III. Approval of Agenda

Moved by: DeLong
Supported by: Pallone

Yes: X No:

IV. Approval of Minutes

a. Minutes of the September 10, 2020 Executive Committee meeting.

Moved by: DeLong
Supported by: Pallone

Yes: X No:

V. Administrative Report

The CEO delivered his administrative report at the earlier Authority Board meeting.

VI. Old Business

None.

VII. New Business

a. Resolution 2020-06 Covid-19 Endemic Emergency and Electronic Meeting

Bertolini noted that the “and” in the first paragraph of the resolution should be replaced with “or”. Liedel concurred.

Motion to approve Resolution 2020-06 Covid-19 Endemic Emergency and Electronic Meeting as amended.

Moved by: Pallone
Supported by: DeLong

Yes: X No:

b. Resolution 2020-07 Schedule of Regular Meetings for Calendar Year 2020-2021

Charles noted that the start time for the January 14, 2021 meeting needs to be changed to 2 p.m. The meeting dates for the March, June and November meetings need to be pushed forward one week.

Motion was made to approve Resolution 2020-07 Schedule of Regular Meetings for Calendar Year 2020-2021 as amended.

Moved by: DeLong

Supported by: Pallone

Yes: No:

VIII. Public Comment

None.

IX. Other Business

Scott noted that she has a conflict with the upcoming December meeting. She stated that December 17, 2020 would work for her. DeLong stated that he could meet that day if the meeting is held at 3 p.m.

Motion to move the regular December 10, 2020 Executive Committee meeting to December 17, 2020 at 3 p.m.

Moved by: DeLong
Supported by: Pallone

Yes: No:

X. Adjournment

Motion to adjourn the meeting at 3:14 PM.

Moved by: DeLong
Supported by: Pallone

Yes: No:

Certification of Minutes

Approved by the Executive Committee on December 17, 2020.

Authority Secretary

Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: December 15, 2020
TO: Executive Committee
FROM: Shea Charles, CEO
SUBJECT: November Report

I am pleased to submit my report of MMSA activities for November.

Monthly Financials

Please find the attached monthly financial reports for November 2020.

FMS/CGI

CGI is requesting the MMSA begin updating the master agreement. Given the progress being made at this time, I recommend we proceed.

LCSA Administrative Update

The LCSA will be approving an agreement for METRO Act technical assistance this week. We have received the files for the February PPT payments, which we will prepare for approval and processing.

City of Flint

Mr. Wollenweber is on vacation and I am awaiting his report.

Health Care Pool

No additional action at this time.

MMSA Appointments

We are awaiting appointments from the Governor's office; it is my understanding that there are several other Boards also waiting appointments.

Next Steps for MMSA

As the Committee is aware, I have conditionally accepted the East Grand Rapids City Manger position. At the time of this memo, I am in the process of contract negotiations which should be concluded in the next week or so. Given this timeline, I expect to leave MMSA at the end of January. I have attached a current job description for the CEO position, I would like to discuss with the committee next steps in recruiting a replacement.



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

December 11, 2020

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

Re: November 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

Fiscal Year Ending September 30, 2020 balances are still in draft form and subject to change in conjunction with the audit. Audit fieldwork is scheduled for December 7, 2020.

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 November 30, 2020

| | Year Ending 09/30/2020 | Year Ending 09/30/2021 | | Year To Date 11/30/2020 | |
|--|---------------------------|---------------------------|------------------|----------------------------|-----------------|
| | END BALANCE | ORIGINAL BUDGET | AMENDED BUDGET | YTD BALANCE | % BDGT |
| Revenue | | | | | |
| 671000 - Contract Revenue | 164,755 | 150,000 | 150,000 | 51,150 | 34.10 % |
| Total Revenue | <u>164,755</u> | <u>150,000</u> | <u>150,000</u> | <u>51,150</u> | <u>34.10 %</u> |
| Expenses | | | | | |
| Salary and Fringes | | | | | |
| 701000 - Personal Services | 197,103 | 181,000 | 181,000 | 39,827 | 22.00 % |
| 715000 - Social Security & Medicare | 15,249 | 13,847 | 13,847 | 3,038 | 21.94 % |
| 718000 - Insurance - Health | 12,293 | 24,798 | 24,798 | 1,909 | 7.70 % |
| Total Salary and Fringes | <u>224,645</u> | <u>219,645</u> | <u>219,645</u> | <u>44,774</u> | <u>20.38 %</u> |
| Operating | | | | | |
| 752000 - Office Expense | 4,010 | 2,000 | 2,000 | 88 | 4.41 % |
| 801000 - Professional and Contractual Services | 7,195 | 0 | 0 | 0 | 0.00 % |
| 801500 - Office Rent | 7,365 | 10,740 | 10,740 | 735 | 6.84 % |
| 802000 - Legal | 13,717 | 18,000 | 18,000 | 0 | 0.00 % |
| 803000 - Accounting | 12,180 | 16,000 | 16,000 | 0 | 0.00 % |
| 803500 - Audit | 11,000 | 11,000 | 11,000 | 0 | 0.00 % |
| 804000 - Bank Service Charges | 784 | 2,500 | 2,500 | 176 | 7.05 % |
| 805000 - HR and Benefits Consulting | 859 | 5,000 | 5,000 | 0 | 0.00 % |
| 840000 - Insurance | 4,950 | 2,810 | 2,810 | 2,264 | 80.56 % |
| 861000 - Mileage Reimbursement | 2,745 | 2,500 | 2,500 | 0 | 0.00 % |
| 910000 - Professional Development | 2,615 | 5,000 | 5,000 | 0 | 0.00 % |
| 913000 - Conference Expenses | 615 | 4,000 | 4,000 | 195 | 4.88 % |
| 955000 - Miscellaneous | 1,013 | 2,000 | 2,000 | 0 | 0.00 % |
| Total Operating | <u>69,048</u> | <u>81,550</u> | <u>81,550</u> | <u>3,458</u> | <u>4.24 %</u> |
| Total Expenses | <u>293,693</u> | <u>301,195</u> | <u>301,195</u> | <u>48,232</u> | <u>16.01 %</u> |
| Revenue in Excess of Expenses | <u>(128,938)</u> | <u>(151,195)</u> | <u>(151,195)</u> | <u>2,918</u> | <u>(1.93) %</u> |
| Transfers | | | | | |
| 699273 - Interfund Transfer In - FMS | 135,125 | 101,169 | 101,169 | 0 | 0.00 % |
| Total Transfers | <u>135,125</u> | <u>101,169</u> | <u>101,169</u> | <u>0</u> | <u>0.00 %</u> |
| Change in Equity | <u>6,187</u> | <u>(50,026)</u> | <u>(50,026)</u> | <u>2,918</u> | <u>(5.83) %</u> |

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
 As of November 30, 2020

There is no activity in this fund as of
 11/30/20

| | Year Ending 09/30/2020 | Year Ending 09/30/2021 | |
|--|---------------------------|---------------------------|-----------------------|
| | END BALANCE | ORIGINAL BUDGET | AMENDED BUDGET |
| Revenue | | | |
| 671000 - Contract Revenue | 1,105,988 | 1,557,114 | 1,557,114 |
| Total Revenue | <u>1,105,988</u> | <u>1,557,114</u> | <u>1,557,114</u> |
| Expenses | | | |
| Operating | | | |
| 801000 - Professional and Contractual Services | 970,863 | 1,455,946 | 1,455,946 |
| Total Operating | <u>970,863</u> | <u>1,455,946</u> | <u>1,455,946</u> |
| Total Expenses | <u>970,863</u> | <u>1,455,946</u> | <u>1,455,946</u> |
| Revenue in Excess of Expenses | <u>135,125</u> | <u>101,168</u> | <u>101,168</u> |
| Transfers | | | |
| 995101 - Transfer Out - GF | (135,125) | 101,169 | 101,169 |
| Total Transfers | <u>(135,125)</u> | <u>101,169</u> | <u>101,169</u> |
| Change in Equity | <u><u>0</u></u> | <u><u>202,337</u></u> | <u><u>202,337</u></u> |

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of November 30, 2020

| | Year Ending 09/30/2020 | Year Ending 09/30/2021 | | Year To Date 11/30/2020 | |
|--|---------------------------|---------------------------|------------------|----------------------------|-----------------|
| | END BALANCE | ORIGINAL BUDGET | AMENDED BUDGET | YTD BALANCE | % BDGT |
| Revenue | | | | | |
| 671000 - Contract Revenue | 1,270,743 | 1,707,114 | 1,707,114 | 51,150 | 3.00 % |
| Total Revenue | <u>1,270,743</u> | <u>1,707,114</u> | <u>1,707,114</u> | <u>51,150</u> | <u>3.00 %</u> |
| Expenses | | | | | |
| Salary and Fringes | | | | | |
| 701000 - Personal Services | 197,102 | 181,000 | 181,000 | 39,827 | 22.00 % |
| 715000 - Social Security & Medicare | 15,249 | 13,847 | 13,847 | 3,038 | 21.94 % |
| 718000 - Insurance - Health | 12,293 | 24,798 | 24,798 | 1,909 | 7.70 % |
| Total Salary and Fringes | <u>224,644</u> | <u>219,645</u> | <u>219,645</u> | <u>44,774</u> | <u>20.38 %</u> |
| Operating | | | | | |
| 752000 - Office Expense | 4,010 | 2,000 | 2,000 | 88 | 4.41 % |
| 801000 - Professional and Contractual Services | 978,059 | 1,455,946 | 1,455,946 | 0 | 0.00 % |
| 801500 - Office Rent | 7,365 | 10,740 | 10,740 | 735 | 6.84 % |
| 802000 - Legal | 13,717 | 18,000 | 18,000 | 0 | 0.00 % |
| 803000 - Accounting | 12,180 | 16,000 | 16,000 | 0 | 0.00 % |
| 803500 - Audit | 11,000 | 11,000 | 11,000 | 0 | 0.00 % |
| 804000 - Bank Service Charges | 784 | 2,500 | 2,500 | 176 | 7.05 % |
| 805000 - HR and Benefits Consulting | 858 | 5,000 | 5,000 | 0 | 0.00 % |
| 840000 - Insurance | 4,951 | 2,810 | 2,810 | 2,264 | 80.56 % |
| 861000 - Mileage Reimbursement | 2,745 | 2,500 | 2,500 | 0 | 0.00 % |
| 910000 - Professional Development | 2,615 | 5,000 | 5,000 | 0 | 0.00 % |
| 913000 - Conference Expenses | 615 | 4,000 | 4,000 | 195 | 4.88 % |
| 955000 - Miscellaneous | 1,013 | 2,000 | 2,000 | 0 | 0.00 % |
| Total Operating | <u>1,039,912</u> | <u>1,537,496</u> | <u>1,537,496</u> | <u>3,458</u> | <u>0.22 %</u> |
| Total Expenses | <u>1,264,556</u> | <u>1,757,141</u> | <u>1,757,141</u> | <u>48,232</u> | <u>2.74 %</u> |
| Revenue in Excess of Expenses | <u>6,187</u> | <u>(50,027)</u> | <u>(50,027)</u> | <u>2,918</u> | <u>(5.83) %</u> |
| Transfers | | | | | |
| 699273 - Interfund Transfer In - FMS | 135,125 | 101,169 | 101,169 | 0 | 0.00 % |
| 995101 - Transfer Out - GF | (135,125) | 101,169 | 101,169 | 0 | 0.00 % |
| Total Transfers | <u>0</u> | <u>202,338</u> | <u>202,338</u> | <u>0</u> | <u>0.00 %</u> |
| Change in Equity | <u>6,187</u> | <u>152,311</u> | <u>152,311</u> | <u>2,918</u> | <u>1.92 %</u> |

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

| | PERIOD ENDED 09/30/2020 | PERIOD ENDED 11/30/2020 | CHANGE | % CHANGE |
|-------------------------------------|----------------------------|----------------------------|----------------|-----------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Bank Accounts | 294,675 | 291,438 | (3,237) | (1.09) % |
| Other Current Assets | | | | |
| 040000 - Accounts Receivable | 14,755 | 13,650 | (1,105) | (7.48) % |
| 123000 - Prepaid Expenses | 1,356 | 0 | (1,357) | (100.00) % |
| Total Other Assets | 16,111 | 13,650 | (2,462) | (15.27) % |
| Total Current Assets | 310,786 | 305,088 | (5,699) | (1.83) % |
| TOTAL ASSETS | 310,786 | 305,088 | (5,699) | (1.83) % |
| LIABILITIES AND EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| 202000 - Accounts Payable | 4,116 | 0 | (4,116) | (100.00) % |
| Total Accounts Payable | 4,116 | 0 | (4,116) | (100.00) % |
| Other Current Liabilities | | | | |
| 257000 - Accrued Salaries Wages | 4,500 | 0 | (4,500) | (100.00) % |
| Total Other Current Liabilities | 4,500 | 0 | (4,500) | (100.00) % |
| Total Current Liabilities | 8,616 | 0 | (8,616) | (100.00) % |
| Total Liabilities | 8,616 | 0 | (8,616) | (100.00) % |
| Equity | | | | |
| 390000 - Fund Balance - Unassigned | 295,983 | 302,170 | 6,186 | 2.09 % |
| Net Revenue | 6,187 | 2,918 | (3,269) | (52.83) % |
| Total Equity | 302,170 | 305,088 | 2,917 | 0.96 % |
| TOTAL LIABILITIES AND EQUITY | 310,786 | 305,088 | (5,699) | (1.83) % |

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

Created on: 12/01/2020, 3:26 PM EDT

Michigan Municipal Services Authority Check Register

| Date | Payee | Document No | Amount Cleared |
|--|-------------------------------------|-------------------------------|------------------------|
| Bank: Bill.com Clearing - Bill.com Clearing | | Account No: | |
| 11/18/2020 | 10025--Reid S. Charles II | | 1,696.89 In Transit |
| 11/18/2020 | 10009--Kristen Delaney | | 30.00 In Transit |
| 11/18/2020 | 10000--Segal Consulting | | 242.48 In Transit |
| | Total for Bill.com Clearing | | <u><u>1,969.37</u></u> |
| Bank: Fifth Third - 1244 - Firth Third | | Account No: 7169301244 | |
| 11/03/2020 | 10015--Gusto | | 57.00 11/30/2020 |
| 11/12/2020 | 10015--Gusto | | 3,370.54 11/30/2020 |
| 11/26/2020 | 10015--Gusto | | 3,636.75 11/30/2020 |
| | Total for Fifth Third - 1244 | | <u><u>7,064.29</u></u> |

Michigan Municipal Services Authority Reconciliation Report

As Of 11/30/2020
Account: 5/3 Checking

| | |
|--------------------------------|------------|
| Statement Ending Balance | 291,437.64 |
| Deposits in Transit | 0.00 |
| Outstanding Checks and Charges | 0.00 |
| Adjusted Bank Balance | 291,437.64 |
| | |
| Book Balance | 291,437.64 |
| Adjustments* | 0.00 |
| Adjusted Book Balance | 291,437.64 |

| | | | |
|----------------------------------|-----------|------------------------|----------|
| Total Checks and Charges Cleared | 26,272.23 | Total Deposits Cleared | 7,540.00 |
|----------------------------------|-----------|------------------------|----------|

Deposits

| Name | Memo | Date | Doc No | Cleared | In Transit |
|-----------------------|---------------|------------|--------|-----------------|-------------|
| State of Michigan | City of Flint | 11/05/2020 | | 7,540.00 | |
| Total Deposits | | | | 7,540.00 | 0.00 |

Checks and Charges

| Name | Memo | Date | Check No | Cleared | Outstanding |
|---------------------------------|-------------------------|------------|----------|------------------|-------------|
| Gusto | October 2020 Invoice | 11/03/2020 | | 57.00 | |
| Gusto | 11.12.2020 Payroll | 11/12/2020 | | 3,370.54 | |
| General Ledger Entry | 11.12.20 Payroll | 11/12/2020 | | 8,353.37 | |
| General Ledger Entry | | 11/18/2020 | | 1,969.37 | |
| Gusto | 11.26.2020 Payroll | 11/26/2020 | | 3,636.75 | |
| General Ledger Entry | 11.26.20 Payroll | 11/26/2020 | | 8,797.66 | |
| | November 2020 Bank Fees | 11/30/2020 | | 87.54 | |
| Total Checks and Charges | | | | 26,272.23 | 0.00 |



Statement Period Date: 11/1/2020 - 11/30/2020

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

5304

Account Summary - [REDACTED]

| | | | | |
|-------|----------------------|---------------|--------------------------|----|
| 11/01 | Beginning Balance | \$310,169.87 | Number of Days in Period | 30 |
| | Checks | | | |
| 7 | Withdrawals / Debits | \$(26,272.23) | | |
| 1 | Deposits / Credits | \$7,540.00 | | |
| 11/30 | Ending Balance | \$291,437.64 | | |

Withdrawals / Debits

7 items totaling \$26,272.23

| Date | Amount | Description |
|-------|----------|---|
| 11/03 | 57.00 | GUSTO 6semjm6pm3t FEE 001469 6semjp1jvk2 MICHIGAN MUNICIPAL SER 110320 |
| 11/10 | 3,370.54 | GUSTO 6semjm6re3c TAX 058796 6semjp2d1vu MICHIGAN MUNICIPAL SER 111020 |
| 11/10 | 8,353.37 | GUSTO 6semjm6re2u NET 058782 6semjp2d1uj MICHIGAN MUNICIPAL SER 111020 |
| 11/12 | 87.54 | SERVICE CHARGE |
| 11/18 | 1,969.37 | Bill.com Payables 016UESDDX1LOBNI Michigan Municipal Ser Multiple Payments Bill.com Payables 016UESDDX1LOBNI 111820 |
| 11/24 | 3,636.75 | GUSTO 6semjm6v2gl TAX 178005 6semjp3qble MICHIGAN MUNICIPAL SER 112420 |
| 11/24 | 8,797.66 | GUSTO 6semjm6v2ge NET 177998 6semjp3qbl6 MICHIGAN MUNICIPAL SER 112420 |

Deposits / Credits

1 item totaling \$7,540.00

| Date | Amount | Description |
|-------|----------|---|
| 11/05 | 7,540.00 | STATEOFMICHIGAN PMT/REFUND 202010301004106 MICHIGAN MUNICI NTE*210000089545 *CV0053980 *MICHIGAN MUNICIPAL SERVICES AU 110520 |

Daily Balance Summary

| Date | Amount | Date | Amount | Date | Amount |
|-------|------------|-------|------------|-------|------------|
| 11/03 | 310,112.87 | 11/10 | 305,928.96 | 11/18 | 303,872.05 |
| 11/05 | 317,652.87 | 11/12 | 305,841.42 | 11/24 | 291,437.64 |

[REDACTED]

**Materials for New Agenda
Items to Be Provided Prior to
the Meeting**



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: December 15, 2020
TO: Executive Committee
FROM: Shea Charles, CEO
SUBJECT: State of Michigan Amended Grant Agreement

In July the MMSA Executive Committee approved a \$100,000 State of Michigan grant agreement to provide technical services to the City of Flint. There is \$64,120 remaining on the grant and Department of Treasury representatives would like to extend the agreement. Attached (to be provided) is a revised agreement extending it for one year. It will renew automatically unless the parties choose to terminate it. As this agreement is still being reviewed by Treasury staff I am requesting the committee approve a motion to Authorize the CEO to sign an grant agreement extension with the State of Michigan upon approval of the MMSA legal counsel.

Michigan Municipal Services Authority Chief Executive Officer Job Description

Job Title: MMSA Chief Executive Officer

F.L.S.A Status: Exempt

Supervisors: MMSA Executive Board

Revision Date: 04/01/14

JOB SUMMARY

Provide leadership, strategic and tactical direction for staff and resources of the Michigan Municipal Services Authority (MMSA) toward the accomplishment of the organization's mission of delivering high quality shared services and functions to participating cities, villages, townships, counties, and districts, providing them with innovative solutions to collaborate, lower costs and enhance services to their citizens.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Lead development of new and existing projects and services; includes researching potential projects that fit with the organization's mission, and determining financial viability and resource development
2. Report directly to the Executive Board and ensure decisions impacting MMSA are aligned with the Executive Board's direction, and provide ongoing evaluation of the MMSA's achievement of strategic goals, as well as fiscal function and performance
3. Obtain Executive Board approval for action, and delegate to Project Manager(s) as needed
4. Provide MMSA Boards with key information/updates (i.e. status of obligations under contracts, project status updates, operating budget, policy recommendations, etc.) via Executive Director's Board Report and ad hoc communication
5. Provide support and leverage to Project Manager as needed to ensure successful completion of projects
6. Develop and maintain proper liaison with MMSA's municipal partners and other appropriate agencies
7. Responsible for daily operation of the MMSA in compliance with organizational policies and procedures (i.e. establish annual budget, strategic plan, and operations/staffing plan)
8. Oversee recruitment, hiring/discharge, training/orientation, supervision, performance evaluation, and compensation assessment of staff
9. Coordinate and be responsible for communication with and assignment of work to legal counsel of the MMSA, including preparation of agreements or contracts between the organization and third parties
10. Serve as key public relations ambassador with the media and other interested organizations (i.e. municipal organizations, regional organizations, city councils, etc.)
11. Maintain an awareness of governmental management, industry trends, and other developments that would be helpful to MMSA Boards and current/future projects through publications, attendance at appropriate seminars, contact with federal/state/local officials and participation in relevant conferences and meetings
12. Apply for available grant or foundation funding, and execute award documents and reports as authorized by MMSA Boards
13. Foster healthy working relationships with MMSA participants and other statewide organizations with a goal of increasing the number of participants
14. Other duties as assigned by the MMSA Board

INTERNAL CUSTOMERS

MMSA Staff, MMSA Executive and Authority Board Members, Project Consultants/Contractors, Funding Partners/Local Government Organizations

INTERNAL SUPPLIERS OF INFORMATION, RESOURCES, TECHNOLOGY, ETC.

Project Customers/Local Government Organizations, Project Consultants/Contractors, MMSA Board, MMSA Staff, State of Michigan

JOB QUALIFICATIONS

Education Requirements:

Bachelor's degree or higher in any major, with preferred areas of study being Information Technology, Computer Science, Public Administration, Political Science, Communications or a directly related degree program

Experience Requirements:

Proven experience in areas such as communications and marketing, public administration, strategic planning, public finance, contract management, and local and state government

SUMMARY OF CORE COMPETENCIES

Must be an excellent communicator, both written and verbal, and be able to speak effectively to the media, high level business and political leaders, and to the general public. Demonstrated project and people management skills, including fostering a strong team-oriented environment, collaborative shared services efforts and the ability to delegate appropriately. Self-directed individual with excellent analytical and decision-making skills- both strategic and tactical. Able to effectively navigate through and accomplish goals while balancing political, financial, technical, public, timing and staffing requirements/demands. Flexibility, patience, and creativity are essential.

* See attachment for job relationship to organization missions. For additional information, visit www.michiganmsa.org

POSITION ADVERTISEMENT

This position is posted on Pure Michigan Talent Connect under code 4840296 / 4840297

<http://www.mitalent.org/job-seeker/>

HOW TO APPLY

Please submit a cover letter and resume to MMSA.Applicants@gmail.com.