



Michigan Municipal Services Authority
PO BOX 12012, LANSING MI 48901-2012

PUBLIC NOTICE OF ELECTRONIC REGULAR MEETING OF THE MICHIGAN MUNICIPAL SERVICES AUTHORITY EXECUTIVE COMMITTEE

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 regular meeting on the following date, at the following time, and at the following location:

Date

Thursday, February 11, 2021

Time

1:30 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/93495472943>

WEBINAR ID: 934 9547 2943

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
REGULAR MEETING**

Thursday, February 11, 2021 at 1:30 PM

LIVE ZOOM WEBINAR

[\[Link to Join Webinar\]](#) **Webinar ID: 934 9547 2943**

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 January 14, 2021 Executive Committee meeting
- V. Administrative Report**
- VI. Old Business**
- 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.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, January 14, 2021 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 2:06 p.m.

II. Roll Call

Executive Committee Member Attendance:

	PRESENT	ABSENT
Kelli Scott, Chairperson*	X	
Kathleen Lomako, Secretary*	X	
Eric DeLong, Treasurer*		X
Dominick Pallone, Member*	X	

*Participated via teleconference.

Other attendees:

- Shea Charles, MMSA*
- Kristen Delaney, MMSA*
- Steven Liedel, Dykema*
- Jessica Moy, MMSA Authority Board*
- 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 December 17, 2020 Executive Committee special meeting.

Moved by: DeLong
Supported by: Pallone

Yes: X No: ___

V. Administrative Report

CEO Charles delivered the administrative report at the earlier Authority Board meeting. Chairperson Scott reiterated the discussion from the earlier meeting that the board would like to see more structure to Wollenweber's reports.

Charles stated that Grand Rapids may be going out to bid for ERP services.

VI. Old Business

None.

VII. New Business

a. CEO Transition Discussion

Motion to authorize CEO to enter into a service agreement with Vettraino as approved by the MMSA's legal counsel.

Moved by: Bertolini
Supported by: Lomako

Yes: X No: ___

Ayes Nays

Scott
Pallone
Lomako

b. Transition Timeline for MMSA and LCSEA

Charles reviewed the timeline materials presented in the agenda packet. He stated that he would be working on this with Vettraino over the next two weeks.

c. Resolution 2021-01 Depository Bank Account Signers

Scott noted that the number of the resolution needed to be changed from "2020-01" to "2021-01".

Motion was made to approve Resolution 2020-01 Depository Bank Account Signers as amended.

Moved by: Pallone
Supported by: Lomako

Yes: X No: ___

VIII. Public Comment

None.

IX. Other Business

Charles took the opportunity to thank the Authority Board and the Executive Committee for their support over the last 16 months. Scott thanked Charles stating that his connections and knowledge have been very helpful and renewed the board's enthusiasm.

X. Adjournment

Motion to adjourn the meeting at 2:17 PM.

Moved by: Pallone
Supported by: Lomako

Yes: X No: ___

Certification of Minutes

Approved by the Executive Committee on February 11, 2021.

Authority Secretary

Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: February 8, 2021
TO: Executive Committee
FROM: Jaymes Vettraino, CEO
SUBJECT: January Report

New CEO

Please accept my first report as the CEO of the MMSA. As I get started in my new role, I look forward to meeting and working with each of you. I specifically look forward to meeting with each Executive Committee member to get to know you a bit better, outside of the formalities of our meetings.

Shea and Kristen have been extremely helpful in getting me up-to-speed on the MMSA. I am very thankful for their patience and help.

Thank you for the opportunity to work with you.

Monthly Financials

The financial reports for January 2021 were not available at the time of this report, they will be included with the next CEO report.

FMS/CGI

I do not have anything to report on this. I will be talking with Attorney Leidel to understand the current status of the CGI Agreement.

LCSA Administrative Update

February PPT payments have been calculated and the payment files will be sent to the bank within the week. Shea and I separately administered the Excel mergers of files and payment

processes. Overall, it seems to have gone smoothly. For distribution on February 20th the LCSA will issue 1,615 checks for a total of \$55,290,641.98 as follows:

Units	Amount
Other Municipalities	\$40,318,896.95
Schools & ISD's	\$14,971,745.03
Total	\$55,290,641.98

City of Flint

Please find Mr. Wollenweber's report for December included in this agenda packet. The format has been modified slightly to include more information regarding the individuals he is working with and the outcomes he is working towards. I will continue to work with him to adjust his reports based on feedback from the Executive Committee.

Health Care Pool

I am starting to get up-to-speed on this matter. I have had calls with The Segal Group (more of general update on the services they provide and their thoughts on collaborative health care possibilities) and Manquen Vance (specifically to learn about their relationship with the Jefferson Health Plan). I expect will learn much more about the possibility of health care pools and sub-pools. I also look forward to receiving feedback from the Executive Committee regarding these ideas.

MMSA Appointments

I do not have anything to report.

Other Updates

Over the next several weeks I hope to learn more about the programs the MMSA has recently researched, including furthering my understanding of the health care pools, joint purchasing and temporary placement of State funded employees. If you have any background you would like to share and/or ideas you would like to explore, please let me know.



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

DATE: February 1, 2021
TO: Jaymes Vettraino
FROM: Mark Wollenweber
SUBJECT: January Report

I am pleased to submit my report on my work in the City of Flint to date.

Dates Worked

Monday 1-4-21, Monday 1-11-21, Tuesday 1-19-21, Monday 1-25-21. During the rest of the week I spend time following up by calls or emails on projects I was asked to assist on.

Staff Communication

I met with Amanda Trujillo who is the Treasurer and acting CFO each time near the end of the day to brief her on the projects I worked on. I usually also meet with Professor Eric Scorsone who besides being a professor at MSU is the Mayor's assistant for Finance and followed up with his assistant Vicki Foster. I also check in with Tim Sadowski who is one of two deputy CFO's. I also met with Joyce McClane Purchasing Manager and her assistant, AuLisa McGovern each time I was in Flint. I met in person with Lottie Ferguson the Chief Resilience Officer who works in the Mayor's Office and is taking over many of the responsibilities of the Chief of Staff who left. I emailed back and forth with Angela Wheeler who is the City Attorney. Each time I was in Flint I also met with Glenda Dunlap the Program Manager for CDBG and Economic Development on a variety of projects.

Work Completed

I wrapped up my involvement with the County using the Police jail under a grant from the Michigan Department of Corrections. It is now up to the Police Department to decide to continue the program and recommend a new contract. Two purchasing items that need follow up are the State's offer to pay for BSandA software training now that the training for purchasing was done and filling the open purchasing intern program.

I assisted staff in preparing to use CDBG funding for the business incubator building and secured possible vendor contacts to setup a Section 108 Loan Program and the dissolution of the Flint Area Enterprise Community, Inc.

Results

I was able to get the Michigan Department of Corrections to allow Flint to recoup up to \$40,000 annually in jail repairs if the contract the County moves forward. Corrections refused increasing the amount or creating an administrative fee. The new contract that started 10-1-20 has yet to be considered internally and has not been sent to Council. Senior management has yet to approve the State's offer to consider paying for additional training for staff using the BSandA finance software. I developed the purchasing intern proposal and forwarded it to UofM Flint and the HR and Purchasing Manager has 10 applications to review so far. I assisted the Finance staff in responding to and cutting down the audit comments by assisting in staff responses. I assisted Glenda in Planning on getting bidders for asbestos and lead based paint review for the Oak Business Center. That information will be included in the bid information on reactivating the sprinkler system at the Oak Business Center. I also secured two potential vendors to set up the Section 108 Loan Program and staff is still considering the program. I reviewed draft letters and advised on changes to send to Mt. Morris Township as to their potential 12% share of the monies left after the close out. I also participated in several calls to move forward on the close out after final audit.