



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, August 12, 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/9015758091>

WEBINAR ID: 901 575 8091

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, August 12, 2021 at 1:30 PM

LIVE ZOOM WEBINAR

[\[Link to Join Webinar\]](#) **Webinar ID: 901 575 8091**

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 July 8, 2021 Executive Committee meeting
- V. Administrative Report**
 - a. Reminders
 - b. FMS Project Update
 - c. LCSA Project Update
 - d. State of Michigan
 - e. Potential Projects
 - f. CEO Position and Other
 - g. Insurance Renewal
 - h. Monthly Financial Statements
- 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, July 8, 2021 at 1:30 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 1:34 p.m.

II. Roll Call

Executive Committee Member Attendance:

	LOCATION	PRESENT	ABSENT
Angela Rogensues, Chair*	Warren, Macomb County	X	
Eric DeLong, Treasurer*	Grand Rapids, Kent County	X	
Kathleen Lomako, Secretary*	Livonia, Wayne County	X	
Donna Cangemi*	Sterling Heights, Macomb County	X	
Scott Erbsch	Marquette, Marquette County		X
Aaron Wagner*	Grosse Pointe, Wayne County	X	

*Participated via teleconference.

Other attendees:

- Jaymes Vettraino, MMSA*
- Kristen Delaney, MMSA*

- Molly Clarin, City of Grand Rapids*

III. Approval of Agenda

Moved by: Cangemi
Supported by: DeLong

Yes: X No:

IV. Approval of Minutes

- a. Minutes of the June 10, 2021 Executive Committee meeting.

Moved by: Lomako
Supported by: Cangemi

Yes: X No:

V. Administrative Report & New Business

The administrative report was delivered by CEO Vettrains. He stated that Kent County has decided to move ahead with CGI Cloud Advantage. Attorney Liedel will be working with them on an amendment to the agreement.

DeLong and Clarin gave an update on the process of Grand Rapids' search for ERP solutions. DeLong noted that the current contract with MMSA/CGI expires in March 2025, and that if a change was made, it would take a couple of years to implement.

Vettrains updated the Committee on the MMSA's work with the Local Community Stabilization Authority, noting that both Personal Property Tax Reimbursement payments and METRO Act fee sharing payments were distributed in May with very few issues.

Vettrains stated that the work with Treasury and Mark Wollenweber will continue.

Vettrains reviewed the changes to his contract that were requested at the last meeting. He noted that he is now working month-to-month and the agreement now requires a 30 day notice of termination by both parties instead of the previous 14 days.

Vettrains reviewed the table of proposed MMSA projects included in the packet. At a future meeting he stated that he would like to start the conversation about what projects individual board members would like to take on. Lomako stated that she would be interested in working with Treasury and that she is excited about finding opportunities to expand assistance to local municipalities.

VI. Old Business

None.

VII. New Business

None.

VIII. Public Comment

None.

IX. Other Business

None.

X. Adjournment

Motion to adjourn the meeting at 2:17 PM.

Moved by: DeLong

Supported by: Lomako

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on August 12, 2021.

Authority Secretary

Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

August 4, 2021

TO: MMSA Executive Committee Members

RE: Executive Committee Meeting Report – August 12, 2021

Thank you for the opportunity to provide the MMSA Executive Committee with this report. Please note: the outline letters used in this report match the outline letters under item “V. Administrative Report and New Business”

a. Reminders –

Zoom Meeting – August 12, 2021 Executive Committee Meeting

Consistent with the opinion received from Steve Liedel during the April, 2021 Executive Committee meeting and confirmed with his continued monitoring of actions in Lansing and Ingham County, the MMSA may continue to meet via Zoom and be compliant with State law. The link for our August 12, 2021 meeting is: <https://us06web.zoom.us/j/9015758091>

b. FMS Project Update

Grand Rapids continues to have performance issues with CGI. On July 27 MMSA hosted a call for Grand Rapids staff to talk with Steve Leidel about the city’s options regarding CGI’s non-performance issues. Several performance issues were noted, some documented prior and some new. Attorney Leidel requested the city provide an updated list of issues and he committed to review the FMS Agreement and to identify sections of the Agreement that CGI may be in violation of and to prepare a draft a letter, for Grand Rapids’ review, to CGI noting these sections of the Agreement. A follow-up meeting has been scheduled with Grand Rapids for August 11.

MMSA hosted a call on July 29 with Kent County and CGI to review the path forward to amend the MMSA / Kent / CGI FMS contracts to accommodate Kent’s upgrade to the “Advantage Cloud” product. To this point, Kent County had been working directly with CGI to develop a scope of work for the installation of the product. The County has indicated that they plan to begin installation of the product as soon as possible. During the meeting Attorney Liedel had an opportunity to discuss the Amendments needed with Kent County Attorney Craig

Paull and CGI's legal team. Though several changes are needed, Attorney's Liedel assessment was that it can be accomplished efficiently. Kent County and CGI both expressed the urgency to have the amended agreement so that they can proceed with the upgrade. A follow-up meeting has been scheduled with Kent County for August 11. The intent is for Attorney Leidel to present and review a draft amended contract to the County.

c. LCSA Project Update

Metro Act

On July 15, Resultant hosted a meeting with MMSA (LCSA) to kick-off the FYE 2022 Metro Act process. As reported prior, the LCSA has executed a contract with Resultant to improve the Metro Act process. Resultant has scheduled monthly project meetings to track the progress of this important project.

PPT

The next PPT payments to local units of government will be made in October 2021. The LCSA received a payment from the State of Michigan in the amount of \$25.8 million on July 30 for the October distribution. The funds have been invested with MiClass.

On July 27 the LCSA mailed invoices to five (5) local unites of government who received "overdistributions" from the State during the 2020/21 period. The repayment may be made over three years. Staff is working on a new system to track, and follow-up on invoice these types of overdistribution invoices.

MiClass

As noted prior, we continue to engage MiClass in conversations to see if it might be possible to expand LCSA's use of their services. Staff plans to meet with MiClass in August to discuss next steps, including beta testing, before bringing a recommendation to the LCSA Board regarding MiClass' capacity to service the transactional needs of the LCSA.

d. State of Michigan

City of Flint – Mr. Wollenweber's last day (of this stint) serving the city was July 19, 2021. Mr. Wollenweber indicated, based on his conversations with the city and State that the new Flint CFO has filled positions that were vacant and that his services are no longer needed at this time. Please find attached in the agenda packet Mr. Wollenweber's report to the State of Michigan of activities for the month of July.

e. Potential Projects

Thank you to those Board Members who have reached out to me to offer to help move forward a few of the project ideas that were identified during the June meeting. Phone call meetings started in July and will continue into August to continue these discussions.

f. CEO Position and Other

Consistent with the agreement approved by the Executive Committee during its July meeting, I continue to execute the duties of MMSA CEO.

g. Insurance Renewal

On July 15, MMSA staff met with Craig Manser of the Ibex Agency (agent for Michigan Municipal Risk Management Authority (MMRMA)) to review MMSA’s coverages and the 2021/22 policy renewals. Copies of the Certificate of Insurance and Coverage Summary are included in the agenda packet. The MMSA’s official renewal date for coverage is July 17, 2021. Per MMRMA policy, coverage for members extends until changed or canceled by the member. As reviewed with Mr. Manser: the MMSA carries a property coverage policy but has very limited property (values at about \$1,500), the policy is maintained to have access to the important coverage of \$1 million bond for MMSA employees, Executive Committee members, and Board members. The price for the MMSA’s policy is increased by 1.9% (\$48) for this period. Mr. Manser expressed that he that this was an appropriate increase based on what he is seeing in the market (which are generally increases of more than 2%).

Below is a summary of the coverage and price changes:

	Community:	Michigan Municipal Services Authority
	Renewal period:	July 17, 2021 - July 17, 2022
	<u>Total Contribution</u>	<u>Property Totals</u>
Last Year	\$2,534	\$1,500
This Year	\$2,582	\$1,515
Total Change	\$48	\$15
% Change (+ -)	1.9%	1.0%

RECOMMENDED ACTION: MMSA Executive Board authorizes the renewal of the MMSA’s property and liability insurance coverage with MMRMA at a price of \$2,582.

h. Monthly Financial Statements

Please find attached the monthly financial statements for June 2021.

Note: The FYE 2022 budget will be presented at the September Executive Committee meeting (MMSA is an October 1 fiscal year).

If you have any questions or if I can provide any additional information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Jaymes Vettrino". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jaymes Vettrino
CEO, Michigan Municipal Services Authority

Fwd: Flint Closeout

1 message

Jaymes Vettrano <michiganmmsa@gmail.com>
To: Jaymes Vettrano - MMSA <ceo@michiganmsa.org>

Mon, Aug 2, 2021 at 6:17 PM

----- Forwarded message -----

From: **Mark Wollenweber** <mewollenweber@gmail.com>
Date: Mon, Aug 2, 2021, 11:18 AM
Subject: Fwd: Flint Closeout
To: Jaymes Vettrano <michiganmmsa@gmail.com>

fyi

----- Forwarded message -----

From: **Mark Wollenweber** <mewollenweber@gmail.com>
Date: Mon, Aug 2, 2021 at 10:55 AM
Subject: Flint Closeout
To: Steckelberg, Larry (TREASURY) <SteckelbergL@michigan.gov>

Larry,

First of all let me say thanks to you and the Treasury staff for allowing me to help out in the Flint Finance Department. It was both a challenging and enjoyable time over the last nearly a year. As you know I spent normally 1 entire day in flint and then assisted by phone or email to follow up on things I was asked to do.

For the month of July I primarily worked on negotiating a price to secure 1 or more payment kiosks from City Base. In addition to participating in the weekly finance staff update I arranged a couple of conference calls between Flint staff and the appropriate staff at City Base. In order to stream- line the purchase the finance staff decided to purchase just 1 kiosk and determined that placement at City Hall in the lobby was best to start out. I worked with Amanda and Vicki in trying to determine other potential locations and did some follow up on a couple. I was also able to get information for Martita, the Grants Coordinator on HUD rules for duplication of benefits and secured both information , sample forms and a contact for her to follow up on from the City of St. Clair Shores. Finally, I followed up with Glenda Dunlap as she closed out the Flint Area Enterprise Community Program as she was able to get the final audit done and filed so that the assets of over \$1.2 million could be distributed to both Flint and one of the nearby townships. I was also able to make sure the consolidation of health care consulting services from 2 separate vendors into a single consultant was moved forward by presentation to City Council and was approved for significant annual savings to the City.

Thanks again for the opportunity to help out in Flint and I believe I was able to assist the City in improving operations as well as saving or helping them save or reallocate funds.

Thanks again

--

Mark Wollenweber

--

Mark Wollenweber

RISK

MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

CERTIFICATE OF COVERAGE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder except to the extent shown below. This certificate does not amend, extend, or alter the coverage contained in the Authority's Joint Powers Agreement and coverage attachments thereto.

This is to certify that a Self-Insured Program has been undertaken by the member listed below through the Authority pursuant to Act 138 P.A. 1982.

The coverage provided by the Authority is as follows:

1. Liability coverage for general liability, automobile (including Michigan No-Fault), law enforcement, and public officials liability; in the sum of \$1,000,000 each occurrence inclusive of loss adjustment and defense costs.
2. Property Coverage including loss to real & personal property, to amounts stipulated in coverage documents and overview for this member.
3. Motor Vehicle Physical Damage Coverage for the vehicles stipulated in the Coverage Document.
4. Information only.
5. The entity named below is included in the scope of protection as respects claims arising from a COVERED CONTRACT as defined in the MMRMA Liability and Motor Vehicle Physical Damage Coverage Document.
6. Other (as described here):

This certificate is issued in accordance with and is subject to all provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulation and administrative procedures. Should the member identified below withdraw from the Authority, or its Authority Membership be otherwise terminated, the Authority shall endeavor to notify the certificate holder in writing thirty (30) days in advance thereof, but failure to furnish such notice shall impose no obligation or liability of any kind upon the Authority, or its representatives.

Certificate Holder:
TO WHOM IT MAY CONCERN

Member:
MICHIGAN MUNICIPAL SERVICES
AUTHORITY
PO BOX 12012
LANSING, MI 48901

Certificate Expiration Date: July 17, 2022
Date Issued: July 17, 2021

Member Number: # M0001721
Effective Date of Membership: July 17, 2020

Distribution:
Mr. Jaymes Vettraino, Michigan Municipal Services Authority
MMRMA Underwriting



Authorized Representative



MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY COVERAGE PROPOSAL

Member:	Michigan Municipal Services Authority	Proposal No: Q000013140
Date of Original Membership:	July 17, 2020	
Proposal Effective Dates:	July 17, 2021 To July 17, 2022	
Member Representative:	Jaymes Vettrano	Telephone #: (248) 379-8923
Regional Risk Manager:	Ibex Insurance Agency	Telephone #: (248) 538-0470

A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter "MMRMA") is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. **Michigan Municipal Services Authority** (hereinafter "Member") is eligible to be a Member of MMRMA. **Michigan Municipal Services Authority** agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

Michigan Municipal Services Authority is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Proposal summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member's Self Insured Retention (SIR) and deductibles contained in this Coverage Proposal, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

Michigan Municipal Services Authority is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). **Michigan Municipal Services Authority's** SIR and deductibles are as follows:

Table I
Member Deductibles and Self Insured Retentions

COVERAGE	DEDUCTIBLE	SELF INSURED RETENTION
Liability	N/A	State Pool Member
Vehicle Physical Damage	N/A	N/A
Fire/EMS Replacement Cost	N/A	N/A
Property and Crime	\$1,000 Per Occurrence	N/A
Sewage System Overflow	N/A	N/A

The member must satisfy all deductibles before any payments are made from the Member's SIR or by MMRMA.

The **Michigan Municipal Services Authority** is afforded all coverages provided by MMRMA, except as listed below:

1. Liability for Owned or Leased Motor Vehicles
2. Motor Vehicle Physical Damage
3. Sewage System Overflow
4. Specialized Emergency Response Expense Recovery Coverage

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member's SIR. The Member's SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member's SIR and the Limits of Coverage stated in the Coverage Overview.

Michigan Municipal Services Authority agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member's SIR.

C. MMRMA Obligations - Payments and Limits of Coverage

After the Member's SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member's SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member's SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.

Table II
Limits of Coverage

Liability and Motor Vehicle Physical Damage	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Liability	1,000,000	N/A	N/A	N/A
2 Judicial Tenure	N/A	N/A	N/A	N/A
3 Sewage System Overflows	0	N/A	0	N/A
4 Volunteer Medical Payments	25,000	N/A	N/A	N/A
5 First Aid	2,000	N/A	N/A	N/A
6 Vehicle Physical Damage	0	N/A	N/A	N/A
7 Uninsured/Underinsured Motorist Coverage (per person)	0	N/A	N/A	N/A
Uninsured/Underinsured Motorist Coverage (per occurrence)	0	N/A	N/A	N/A
8 Michigan No-Fault	0	N/A	N/A	N/A
9 Terrorism	5,000,000	N/A	N/A	5,000,000

Property and Crime	Limits of Coverage Per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
1 Buildings and Personal Property	1,001,515	350,000,000	N/A	N/A
2 Personal Property in Transit	2,000,000	N/A	N/A	N/A
3 Unreported Property	5,000,000	N/A	N/A	N/A
4 Member's Newly Acquired or Constructed Property	10,000,000	N/A	N/A	N/A
5 Fine Arts	2,000,000	N/A	N/A	N/A
6 Debris Removal (25% of Insured direct loss plus)	25,000	N/A	N/A	N/A
7 Money and Securities	1,000,000	N/A	N/A	N/A
8 Accounts Receivable	2,000,000	N/A	N/A	N/A
9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)	5,000,000	10,000,000	N/A	N/A
10 Fire and Emergency Vehicle Rental (12 week limit)	1,000 per week	N/A	N/A	N/A
11 Structures Other Than a Building	15,000,000	N/A	N/A	N/A
12 Dam/Dam Structures/Lake Level Controls	0	N/A	N/A	N/A
13 Transformers	0	N/A	N/A	N/A
14 Storm or Sanitary Sewer Back-Up	1,000,000	N/A	N/A	N/A
15 Marine Property	1,000,000	N/A	N/A	N/A
16 Other Covered Property	10,000	N/A	N/A	N/A
17 Income and Extra Expense	5,000,000	N/A	N/A	N/A
18 Blanket Employee Fidelity	1,000,000	N/A	N/A	N/A
19 Faithful Performance	Per Statute	N/A	N/A	N/A
20 Earthquake	5,000,000	N/A	5,000,000	100,000,000
21 Flood	5,000,000	N/A	5,000,000	100,000,000
22 Terrorism	50,000,000	50,000,000	N/A	N/A

Table III

Network and Information Security Liability, Media Injury Liability, Network Security Loss, Breach Mitigation Expense, PCI Assessments, Social Engineering Loss, Reward Coverage, Telecommunications Fraud Reimbursement.				
	Limits of Coverage Per Occurrence/Claim	Deductible Per Occurrence/Claim		Retroactive Date
	\$5,000,000			
Coverage A Network and Information Security Liability: Regulatory Fines:	Each Claim Included in limit above Each Claim Included in limit above	\$25,000	Each Claim	7/13/2020
Coverage B Media Injury Liability	Each Claim Included in limit above	\$25,000	Each Claim	7/13/2020
Coverage C Network Security Loss Network Security Business Interruption Loss:	Each Unauthorized Access Included in limit above Each Business Interruption Loss Included in limit above	\$25,000	Each Unauthorized Access Retention Period of 72 hours of Business Interruption Loss	Occurrence
Coverage D Breach Mitigation Expense:	Each Unintentional Data Compromise Included in limit above	\$25,000	Each Unintentional Data Compromise	Occurrence
Coverage E PCI Assessments:	Each Payment Card Breach \$1,000,000 Occ./\$1,000,000 Agg. Included in limit above	\$25,000	Each Payment Card Breach	Occurrence
Coverage F Social Engineering Loss:	Each Social Engineering Incident \$100,000 Occ./\$100,000 Agg. Included in limit above	\$25,000	Each Social Engineering Incident	Occurrence
Coverage G Reward Coverage	Maximum of 50% of the Covered Claim or Loss; up to \$25,000 Included in Limit above		Not Applicable	Occurrence
Coverage H Telecommunications Fraud Reimbursement	\$25,000 Included in limit above		Not Applicable	Occurrence

Annual Aggregate Limit of Liability

Member Aggregate	All Members Aggregate
\$5,000,000	\$25,000,000

The total liability of MMRMA shall not exceed \$5,000,000 per Member Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

The total Liability of MMRMA and MCCRMA shall not exceed \$25,000,000 for All Members Combined Aggregate Limit of Liability for coverages A, B, C, D, E, F, G, and H, in any Coverage Period.

It is the intent of MMRMA that the coverage afforded under the Subjects of Coverage be mutually exclusive. If however, it is determined that more than one Subject of Coverage applies to one coverage event ensuing from a common nexus of fact, circumstance, situation, event, transaction, or cause, then the largest of the applicable Deductibles for the Subjects of Coverage will apply.

Table IV

Specialized Emergency Response Expense Recovery Coverage

Limits of Coverage

Specialized Emergency Response Expense Recovery	Limits of Coverage per Occurrence		Annual Aggregate	
	Member	All Members	Member	All Members
	N/A	N/A	N/A	N/A

Table V

Specialized Emergency Response Expense Recovery Coverage

Deductibles

Specialized Emergency Response Expense Recovery	Deductible per Occurrence
	Member
	N/A

D. Contribution for MMRMA Participation

Michigan Municipal Services Authority

Period: July 17, 2021 To July 17, 2022

Coverages per Member Coverage Overview: \$2,582

TOTAL ANNUAL CONTRIBUTIONS: \$2,582

E. List of Addenda

This document is for the purpose of quotation only and does not bind coverage in the Michigan Municipal Risk Management Authority, unless accepted and signed by both the authorized Member Representative and MMRMA Representative below.

**Accepted By:
Michigan Municipal Services Authority**

**Proposal No:
Q000013140**

MMRMA



Member Representative

MMRMA Representative

Date

7-6-2021

Date



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

July 9, 2021

To: Jaymes Vettrano, CEO
Michigan Municipal Services Authority (MMSA) Board of Directors

Re: June 2021 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

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 July 31, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	07/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	164,755	150,000	191,340	163,883	85.65 %
Total Revenue	<u>164,755</u>	<u>150,000</u>	<u>191,340</u>	<u>163,883</u>	<u>85.65 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,103	181,000	123,230	124,129	100.73 %
710000 - FUTA Taxes	0	0	375	365	97.30 %
715000 - Social Security & Medicare	15,249	13,847	9,430	9,461	100.33 %
718000 - Insurance - Health	12,293	24,798	15,000	8,837	58.91 %
Total Salary and Fringes	<u>224,645</u>	<u>219,645</u>	<u>148,035</u>	<u>142,792</u>	<u>96.46 %</u>
Operating					
752000 - Office Expense	4,010	2,000	3,000	2,576	85.87 %
801000 - Professional and Contractual Services	7,195	0	55,405	29,241	52.78 %
801500 - Office Rent	7,365	10,740	8,940	5,968	66.76 %
802000 - Legal	15,297	18,000	18,000	3,703	20.57 %
803000 - Accounting	12,181	16,000	16,500	14,055	85.18 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	796	31.85 %
805000 - HR and Benefits Consulting	859	5,000	1,000	0	0.00 %
840000 - Insurance	4,951	2,810	7,000	4,983	71.18 %
861000 - Mileage Reimbursement	2,744	2,500	500	45	8.96 %
910000 - Professional Development	2,615	5,000	1,500	0	0.00 %
913000 - Conference Expenses	616	4,000	750	195	26.00 %
955000 - Miscellaneous	1,013	2,000	2,000	0	0.00 %
Total Operating	<u>70,629</u>	<u>81,550</u>	<u>128,095</u>	<u>72,562</u>	<u>56.65 %</u>
Total Expenses	<u>295,274</u>	<u>301,195</u>	<u>276,130</u>	<u>215,354</u>	<u>77.99 %</u>
Revenue in Excess of Expenses	<u>(130,519)</u>	<u>(151,195)</u>	<u>(84,790)</u>	<u>(51,471)</u>	<u>60.70 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,125	101,168	135,893	135,125	99.43 %
Total Transfers	<u>135,125</u>	<u>101,168</u>	<u>135,893</u>	<u>135,125</u>	<u>99.43 %</u>
Change in Equity	<u>4,606</u>	<u>(50,027)</u>	<u>51,103</u>	<u>83,654</u>	<u>163.70 %</u>

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 July 31, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	07/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,105,988	1,557,114	2,077,223	2,076,154	99.95 %
Total Revenue	<u>1,105,988</u>	<u>1,557,114</u>	<u>2,077,223</u>	<u>2,076,154</u>	<u>99.95 %</u>
Expenses					
Operating					
801000 - Professional and Contractual Services	970,863	1,455,946	1,941,330	1,941,029	99.98 %
Total Operating	<u>970,863</u>	<u>1,455,946</u>	<u>1,941,330</u>	<u>1,941,029</u>	<u>99.98 %</u>
Total Expenses	<u>970,863</u>	<u>1,455,946</u>	<u>1,941,330</u>	<u>1,941,029</u>	<u>99.98 %</u>
Revenue in Excess of Expenses	<u>135,125</u>	<u>101,168</u>	<u>135,893</u>	<u>135,125</u>	<u>99.43 %</u>
Transfers					
995101 - Transfer Out - GF	(135,125)	(101,168)	(135,893)	(135,125)	99.43 %
Total Transfers	<u>(135,125)</u>	<u>(101,168)</u>	<u>(135,893)</u>	<u>(135,125)</u>	<u>99.43 %</u>
Change in Equity	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0.00 %</u></u>

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Michigan Municipal Services Authority
REVENUE AND EXPENDITURE REPORT
As of July 31, 2021

	Year Ending	Year Ending		Year To Date	% BDGT
	09/30/2020	09/30/2021	09/30/2021	07/31/2021	
	END BALANCE	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE	
Revenue					
671000 - Contract Revenue	1,270,743	1,707,114	2,268,563	2,240,036	98.74 %
Total Revenue	<u>1,270,743</u>	<u>1,707,114</u>	<u>2,268,563</u>	<u>2,240,036</u>	<u>98.74 %</u>
Expenses					
Salary and Fringes					
701000 - Personal Services	197,102	181,000	123,230	124,129	100.73 %
710000 - FUTA Taxes	0	0	375	365	97.30 %
715000 - Social Security & Medicare	15,249	13,847	9,430	9,461	100.33 %
718000 - Insurance - Health	12,293	24,798	15,000	8,836	58.91 %
Total Salary and Fringes	<u>224,644</u>	<u>219,645</u>	<u>148,035</u>	<u>142,791</u>	<u>96.46 %</u>
Operating					
752000 - Office Expense	4,010	2,000	3,000	2,576	85.87 %
801000 - Professional and Contractual Services	978,059	1,455,946	1,996,735	1,970,270	98.67 %
801500 - Office Rent	7,365	10,740	8,940	5,968	66.76 %
802000 - Legal	15,297	18,000	18,000	3,703	20.57 %
803000 - Accounting	12,181	16,000	16,500	14,054	85.18 %
803500 - Audit	11,000	11,000	11,000	11,000	100.00 %
804000 - Bank Service Charges	783	2,500	2,500	797	31.85 %
805000 - HR and Benefits Consulting	859	5,000	1,000	0	0.00 %
840000 - Insurance	4,951	2,810	7,000	4,983	71.18 %
861000 - Mileage Reimbursement	2,744	2,500	500	44	8.96 %
910000 - Professional Development	2,615	5,000	1,500	0	0.00 %
913000 - Conference Expenses	615	4,000	750	195	26.00 %
955000 - Miscellaneous	1,014	2,000	2,000	0	0.00 %
Total Operating	<u>1,041,493</u>	<u>1,537,496</u>	<u>2,069,425</u>	<u>2,013,590</u>	<u>97.30 %</u>
Total Expenses	<u>1,266,137</u>	<u>1,757,141</u>	<u>2,217,460</u>	<u>2,156,381</u>	<u>97.25 %</u>
Revenue in Excess of Expenses	<u>4,606</u>	<u>(50,027)</u>	<u>51,103</u>	<u>83,655</u>	<u>163.70 %</u>
Transfers					
699273 - Interfund Transfer In - FMS	135,126	101,168	135,893	135,125	99.43 %
995101 - Transfer Out - GF	(135,126)	(101,168)	(135,893)	(135,125)	99.43 %
Total Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00 %</u>
Change in Equity	<u>4,606</u>	<u>(50,027)</u>	<u>51,103</u>	<u>83,655</u>	<u>163.70 %</u>

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Michigan Municipal Services Authority COMPARATIVE BALANCE SHEET

	PERIOD ENDED 09/30/2020	PERIOD ENDED 07/31/2021	CHANGE	% CHANGE
ASSETS				
Current Assets				
Bank Accounts	1,332,752	373,506	(959,246)	(71.97) %
Other Current Assets				
040000 - Accounts Receivable	(1,023,322)	10,043	1,033,365	(100.98) %
123000 - Prepaid Expenses	1,356	695	(661)	(48.73) %
Total Other Assets	(1,021,966)	10,738	1,032,704	(101.05) %
Total Current Assets	310,786	384,244	73,458	23.63 %
TOTAL ASSETS	310,786	384,244	73,458	23.63 %
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
202000 - Accounts Payable	5,697	0	(5,697)	(100.00) %
Total Accounts Payable	5,697	0	(5,697)	(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	10,197	0	(10,197)	(100.00) %
Total Liabilities	10,197	0	(10,197)	(100.00) %
Equity				
390000 - Fund Balance - Unassigned	295,983	300,589	4,607	1.55 %
Net Revenue	4,606	83,655	79,048	1,716.05 %
Total Equity	300,589	384,244	83,655	27.83 %
TOTAL LIABILITIES AND EQUITY	310,786	384,244	73,458	23.63 %

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Created on: 07/01/2021, 5:09 PM EDT

Michigan Municipal Services Authority Check Register

Date	Payee	Document No	Amount Cleared
Bank: Bill.com Clearing - Bill.com Clearing		Account No:	
06/04/2021	10029--Vettrains Consulting, LLC		6,156.00 In Transit
06/22/2021	10012--CGI - Technologies and Solutions		1,940,330.44 In Transit
06/30/2021	10003--Dykema Gossett, PLLC		757.05 In Transit
06/30/2021	10009--Kristen Delaney		30.00 In Transit
06/30/2021	10029--Vettrains Consulting, LLC		103.09 In Transit
06/30/2021	10002--Plante Moran		2,732.25 In Transit
	Total for Bill.com Clearing		1,950,108.83
Bank: Fifth Third - 1244 - Fifth Third		Account No: 7169301244	
06/02/2021	10015--Gusto		51.00 06/30/2021
06/10/2021	10015--Gusto		1,460.19 06/30/2021
06/24/2021	10015--Gusto		1,425.50 06/30/2021
06/29/2021	10005--BCBSM		469.90 06/30/2021
	Total for Fifth Third - 1244		3,406.59

Michigan Municipal Services Authority Reconciliation Report

As Of 06/30/2021
Account: 5/3 Checking

Statement Ending Balance	373,506.09
Deposits in Transit	0.00
Outstanding Checks and Charges	0.00
Adjusted Bank Balance	373,506.09
Book Balance	373,506.09
Adjustments*	0.00
Adjusted Book Balance	373,506.09

Total Checks and Charges Cleared	1,961,374.20	Total Deposits Cleared	1,038,076.79
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Deposits

Name	Memo	Date	Doc No	Cleared	In Transit
City of Grand Rapids	City of Grand Rapids	06/10/2020		1,038,076.79	
Total Deposits				1,038,076.79	0.00

Checks and Charges

Name	Memo	Date	Check No	Cleared	Outstanding
Gusto	May 2021 Invoice	06/02/2021		51.00	
General Ledger Entry		06/04/2021		6,156.00	
General Ledger Entry	06.10.21 Payroll	06/10/2021		3,927.69	
Gusto	6.10.2021 Payroll	06/10/2021		1,460.19	
	June 2021 Bank Fee	06/10/2021		87.12	
General Ledger Entry		06/22/2021		1,940,330.44	
General Ledger Entry	06.24.21 Payroll	06/24/2021		3,843.97	
Gusto	6.24.2021 Payroll	06/24/2021		1,425.50	
BCBSM	Health Care Premium	06/29/2021		469.90	
	July 2021				
General Ledger Entry		06/30/2021		3,622.39	
Total Checks and Charges				1,961,374.20	0.00



FIFTH THIRD BANK
(WESTERN MICHIGAN)
P.O. BOX 630900 CINCINNATI OH 45263-0900



0

5185

Statement Period Date: 6/1/2021 - 6/30/2021

Account Type: COMM'L 53 ANALYZED

Account Number: [REDACTED]

Banking Center: Grand Rapids

Banking Center Phone: 616-653-5440

Commercial Client Services: 866-475-0729

— MICHIGAN MUNICIPAL SERVICE
— 200 TOWNSEND ST STE 900
— LANSING MI 48933
—

Account Summary - [REDACTED]

06/01	Beginning Balance	\$1,296,803.50	Number of Days in Period	30
	Checks			
10	Withdrawals / Debits	\$(1,961,374.20)		
1	Deposits / Credits	\$1,038,076.79		
06/30	Ending Balance	\$373,506.09		

Withdrawals / Debits

10 items totaling \$1,961,374.20

Date	Amount	Description
06/02	51.00	GUSTO 6semjm97jo9 FEE 554953 6semjps9075 MICHIGAN MUNICIPAL SER 060221
06/04	6,156.00	Bill.com Payables 016WZHWME1TKZGX Michigan Municipal Ser Jaymes Vettraino Bill.com 016WZHWME1TKZGX Inv #2220 060421
06/09	1,460.19	GUSTO 6SEMJM9A80P TAX 641241 6semjptchiu MICHIGAN MUNICIPAL SER 060921
06/09	3,927.69	GUSTO 6SEMJM9A80N NET 641239 6semjptchis MICHIGAN MUNICIPAL SER 060921
06/10	87.12	SERVICE CHARGE
06/22	1,940,330.44	Bill.com Payables 016FNATFL1UALI4 Michigan Municipal Ser CGI - Technologies and Solutions Bill.com 016FNATFL1UALI4 Multiple invoices 06
06/23	1,425.50	GUSTO 6SEMJM9G2F1 TAX 832161 6semjpvajg4 MICHIGAN MUNICIPAL SER 062321
06/23	3,843.97	GUSTO 6SEMJM9G2EV NET 832159 6semjpvajfu MICHIGAN MUNICIPAL SER 062321
06/29	469.90	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 062921
06/30	3,622.39	Bill.com Payables 016EURIHR1UMJ2W Michigan Municipal Ser Multiple Payments Bill.com Payables 016EURIHR1UMJ2W 063021

Deposits / Credits

1 item totaling \$1,038,076.79

Date	Amount	Description
06/10	1,038,076.79	DEPOSIT

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
06/02	1,296,752.50	06/10	2,323,198.29	06/29	377,128.48
06/04	1,290,596.50	06/22	382,867.85	06/30	373,506.09
06/09	1,285,208.62	06/23	377,598.38		

ACTION REQUIRED: EFFECTIVE JUNE 1, 2021, YOU MUST INCLUDE THE FULL BENEFICIARY ADDRESS WHEN SENDING CERTAIN PAYMENT TYPES TO OR WITHIN CANADA. PLEASE REVIEW THE CORRESPONDING LETTER AND EMAIL SENT TO YOUR ORGANIZATION FOR DETAILS AND INSTRUCTIONS. APPLICABLE PAYMENTS NOT INCLUDING ALL REQUIRED INFORMATION MAY BE DELAYED OR REJECTED.