



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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## **PUBLIC NOTICE OF A REGULAR MEETING**

The **Executive Committee of the Michigan Municipal Services Authority** (Authority) will hold a regular meeting on the following date, at the following time, and at the following location:

<b><u>Date</u></b>	<b><u>Time</u></b>	<b><u>Location</u></b>
Thursday, April 9, 2015	1:30 PM	Capitol View Building 201 Townsend St Suite 900 Lansing, MI 48933

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

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**EXECUTIVE COMMITTEE  
REGULAR MEETING**

Thursday, April 9, 2015 at 1:30 PM

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 March 12, 2015 regular Executive Committee meeting
  - b. Minutes of the March 26, 2015 special Executive Committee meeting
  - c. Minutes of the March 31, 2015 special Executive Committee meeting
- V. Administrative Report**
- VI. New Business**
  - a. Resolution 2015-05 Approval of FMS Business Plan
- 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

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**EXECUTIVE COMMITTEE  
SPECIAL MEETING**

Thursday, March 26, 2015 at 4:00 PM

Meijer  
2350 3 Mile Rd NW  
Grand Rapids, MI 49544, USA

**MINUTES**

Proposed Minutes

Approved Minutes

MEETING TYPE:      Regular      Special

**I.      Call to Order**

The meeting was called to order by the Chairperson at 4:08 PM.

**II.     Roll Call**

Executive Committee Member Attendance:

Stacie Behler, Chairperson	Present	Absent
James Cambridge, Secretary	Present	Absent
Eric DeLong, Treasurer	Present	Absent
Al Vanderberg, Member	Present	Absent
Vacant		

Other attendees:

- Collen Bevins, Plante Moran
- Robert Bruner, Michigan Municipal Services Authority
- Steve Liedel, Dykema\*
- Mark Warner, Plante Moran

\*Participation by phone

**III. Approval of Agenda**

Moved by: Cambridge  
Supported by: DeLong

Yes: X            No: \_\_\_

**IV. Administrative Report**

CEO Robert Bruner presented an FMS Project Update and reviewed the draft FMS Business Plan with the Executive Committee.

**V. Public Comment**

None.

**VI. Other Business**

None.

**VII. Adjournment**

Moved by: DeLong  
Supported by: Vanderberg

Yes: X    No: \_\_\_

Meeting adjourned at 5:19 PM

**Certification of Minutes**

Approved by the Executive Committee on April 9, 2015.

\_\_\_\_\_  
Authority Secretary

\_\_\_\_\_  
Date



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE  
SPECIAL MEETING**

Tuesday, March 31, 2015 at 4:00 PM

Grand Rapids Area Chamber of Commerce  
111 Pearl St NW  
Grand Rapids, MI 49503

**MINUTES**

Proposed Minutes                      Approved Minutes

MEETING TYPE:      Regular      Special

**I.      Call to Order**

The meeting was called to order by the Chairperson at 4:12 PM.

**II.     Roll Call**

Executive Committee Member Attendance:

Stacie Behler, Chairperson	Present	Absent
James Cambridge, Secretary	Present	Absent
Eric DeLong, Treasurer	Present	Absent
Al Vanderberg, Member	Present	Absent
Vacant		

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority\*
- Steve Liedel, Dykema\*

\*Participation by phone

**III.    Approval of Agenda**

Moved by: Vanderberg

Supported by: DeLong

Yes: X                      No: \_\_\_

**IV. New Business**

Steve Liedel provided an update on FMS contract negotiations.

a. Resolution 2015-04 Approval of FMS Program Agreements

Moved by: DeLong  
Supported by: Vanderberg

Yes: X      No: \_\_\_

**V. Public Comment**

**VI. Other Business**

**VII. Adjournment**

Moved by: Vanderberg  
Supported by: DeLong

Yes: X      No: \_\_\_

Meeting adjourned at 4:45 PM

**Certification of Minutes**

Approved by the Executive Committee on April 9, 2015.

\_\_\_\_\_  
Authority Secretary

\_\_\_\_\_  
Date

# MICHIGAN MUNICIPAL SERVICES AUTHORITY

April 7, 2015

Administrative Report

# Financial Report

MMSA Administrative Report



**Michigan Municipal Services Authority**  
**Balance Sheet**  
**As of March 31, 2015**

**ASSETS**

**CURRENT ASSETS**

Cash in Bank \$ 182,816.07

**Total Current Assets** 182,816.07

**PROPERTY AND EQUIPMENT**

**TOTAL ASSETS** \$ 182,816.07

**CURRENT LIABILITIES**

Accrued State W/H \$ 333.46  
Accrued Federal W/H 1,150.00  
Accrued FICA 1,388.76  
Accrued MESC 369.69  
Accrued FUTA 42.00

**Total Current Liabilities** 3,283.91

**LONG-TERM LIABILITIES**

**Total Liabilities** 3,283.91

**FUND BALANCE**

Fund Balance Retained 163,692.89  
Current Revenue over Expenses 15,839.27

**Total Fund Balance** 179,532.16

**TOTAL LIABILITIES AND  
FUND BALANCE** \$ 182,816.07

**Michigan Municipal Services Authority**  
**Statement of Income**  
**For the 1 Month and 6 Months Ended March 31, 2015**

	<u>1 Month Ended</u> <u>March 31, 2015</u>	<u>6 Months Ended</u> <u>March 31, 2015</u>
<b>Revenues</b>		
Contract Revenue	\$ 137,414.06	\$ 1,241,135.51
<b>Operating Expenses</b>		
Salary & Wages	\$ 9,076.92	\$ 58,999.98
Outside Service Contractors	200,978.96	1,002,552.63
Payroll Taxes	694.38	4,513.47
MESC Taxes	0.00	680.27
FUTA Taxes	0.00	42.00
Office Expense	35.05	643.28
Legal & Accounting	61,763.70	150,080.09
Insurance - General	0.00	1,716.00
Insurance - Worker's Comp	0.00	648.00
Mileage Reimbursement	0.00	730.04
Travel Expenses	485.44	3,814.15
Bank Service Charges	172.98	876.33
<b>Total Operating Expenses</b>	<b>273,207.43</b>	<b>1,225,296.24</b>
<b>Revenues over Expenses</b>	<b>\$ <u>(135,793.37)</u></b>	<b>\$ <u>15,839.27</u></b>

# MICHIGAN MUNICIPAL SERVICES AUTHORITY

## Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
2/28/15			Beginning Balance			\$ 318,609.45
3/3/15	deposit		Deposit		\$ 46,125.00	\$ 364,734.45
	5149		Benefits Express	\$ 97,425.40		\$ 267,309.05
	5150		Segal Consulting	\$ 15,000.00		\$ 252,309.05
3/12/15	Payroll		Direct Deposits	\$ 3,449.54		\$ 248,859.51
	eft		EFTPS Fed Tax Payment	\$ 2,538.77		\$ 246,320.74
	eft		State of MI Tax Payment	\$ 333.46		\$ 245,987.28
	s/c		Bank Service Charge	\$ 172.98		\$ 245,814.30
3/13/15	5154		Plante Moran	\$ 60,475.00		\$ 185,339.30
	5155		Robert J Bruner	\$ 35.05		\$ 185,304.25
	5156		Robert J Bruner	\$ 485.44		\$ 184,818.81
3/16/15	5157		Dykema Gossett PLLC	\$ 1,088.70		\$ 183,730.11
	5158		Michael A Tawney & Co PC	\$ 200.00		\$ 183,530.11
3/24/15	Wire		Incoming Wire Trans		\$ 91,289.06	\$ 274,819.17
3/26/15	Payroll		Direct Deposits	\$ 3,449.54		\$ 271,369.63
3/31/15	5160		Benefits Express	\$ 79,278.56		\$ 192,091.07
	5161		Segal Consulting	\$ 9,275.00		\$ 182,816.07
<b>TOTAL MI MUN SERV AUTH CASH BALANCE</b>						<b><u>\$ 182,816.07</u></b>





Statement Period Date: 3/1/2015 - 3/31/2015  
 Account Type: Comm'l 53 Analyzed  
 Account Number: 7166385711

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

— MICHIGAN MUNICIPAL SERVICES  
 — AUTHORITY  
 — 430 W ALLEGAN ST  
 — LANSING MI 48933-1592

0  
6009

**Account Summary - 7166385711**

03/01	Beginning Balance	\$505,913.95	Number of Days in Period	31
13	Checks	\$(346,307.09)		
5	Withdrawals / Debits	\$(9,944.29)		
2	Deposits / Credits	\$137,414.06		
03/31	Ending Balance	\$287,076.63		

**Checks** 13 checks totaling \$346,307.09

\* Indicates gap in check sequence    i = Electronic Image    s = Substitute Check

Number	Date Paid	Amount	Number	Date Paid	Amount	Number	Date Paid	Amount
5139 i	03/03	537.50	5144 i	03/02	8,500.00	5154*i	03/23	60,475.00
5140 i	03/02	55,350.00	5148*i	03/11	2,410.00	5155 i	03/20	35.05
5141 i	03/04	35,000.00	5149 i	03/26	97,425.40	5156 i	03/20	485.44
5142 i	03/03	35,000.00	5150 i	03/25	15,000.00	5157 i	03/27	1,088.70
5143 i	03/03	35,000.00						

**Withdrawals / Debits** 5 items totaling \$9,944.29

Date	Amount	Description
03/11	3,449.54	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 031115
03/11	172.98	SERVICE CHARGE
03/16	2,538.77	IRS USATAXPYMT 270547593687370 MICHIGAN MUNICIPAL SER 031615
03/20	333.46	STATE OF MICH TAX-PAY 461628814 MICHIGAN MUNICIPAL SER TXP*461628814*01100*150201*T*33346\ 032015
03/25	3,449.54	MICHIGAN MUNICIP CSI PAYROLL PAYROLL MICHIGAN MUNICIPAL SER 032515

**Deposits / Credits** 2 items totaling \$137,414.06

Date	Amount	Description
03/03	46,125.00	DEPOSIT
03/24	91,289.06	INCOMING WIRE TRANS 032415

**Daily Balance Summary**

Date	Amount	Date	Amount	Date	Amount
03/02	442,063.95	03/16	374,080.16	03/25	385,590.73
03/03	417,651.45	03/20	373,226.21	03/26	288,165.33
03/04	382,651.45	03/23	312,751.21	03/27	287,076.63
03/11	376,618.93	03/24	404,040.27		



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**Michigan Municipal Services Authority**  
**Check Register**

<b>Check Number</b>	<b>Check Date</b>	<b>Payee</b>	<b>Amount</b>
Checks			
5149	03/03/15	Benefit Express Services LLC	97,425.40
5150	03/03/15	Segal Consulting	15,000.00
5151	03/12/15	EFTPS - FICA	2,538.77
5152	03/12/15	State of Michigan - WH	333.46
5153	03/12/15	Robert J. Bruner Jr.	0.00
5154	03/13/15	Plante Moran	60,475.00
5155	03/13/15	Robert J. Bruner Jr.	35.05
5156	03/13/15	Robert J. Bruner Jr.	485.44
5157	03/16/15	Dykema Gossett PLLC	1,088.70
5158	03/16/15	Michael A. Tawney & Co PC	200.00
5159	03/26/15	Robert J. Bruner Jr.	0.00
5160	03/31/15	Benefit Express Services LLC	79,278.56
5161	03/31/15	Segal Consulting	9,275.00
Total checks	13		<u>266,135.38</u>

# FMS Project Update

MMSA Administrative Report



# FMS Project Update

- Project Name: Financial Management System/Enterprise Solutions (FMS/ES) Service
- Participants: Genesee County, City of Grand Rapids, and Kent County
- Schedule
  - Kent County implementation in progress; to be completed June 2016
  - Grand Rapids implementation in progress; to be completed March 2017
  - Genesee County implementation to begin October 1 ; to be completed March 2017

# FMS Project Update

## Recent Activities

- Mon, March 23:
  - Genesee County Finance Budget Sub-Committee
- Tue, March 24:
  - 6-hour Authority + CGI contract discussion
  - Grand Rapids City Commission
- Wed, March 25:
  - FMS Leadership Team contract discussion
  - 2-hour Authority + CGI contract discussion

# FMS Project Update

## Recent Activities

- Thu, March 26:
  - Kent County Board of Commissioners
  - Authority + CGI + SOM Contract Change Request (CCR) meeting
  - FMS Leadership Team meeting
  - Authority Executive Committee meeting
- Fri, March 27:
  - 4-hour Authority + CGI contract discussion
  - Authority + CGI + SOM Contract Change Request (CCR) meeting

# FMS Project Update

## Recent Activities

- Sun, March 29
  - 3.5-hour Authority + CGI contract discussion
- Mon, March 30
  - Authority + Participant contract discussion
- Tue, March 31
  - Grand Rapids + CGI contract discussion
  - Kent County + CGI contract discussion
  - Authority + Participant contract discussion
  - Authority + CGI + Participant contract discussion
  - Executive Committee Special Meeting
  - Authority + CGI + Participant contract discussion
  - CGI + SOM approved Contract Change Request (CCR)

# FMS Project Update

## Recent Activities

- Wed, April 1
  - Authority + CGI + Participant contract discussion
  - Authority + CGI executed FMS Program Agreement
  - Authority + CGI + Grand Rapids executed Participation Agreement
  - Authority + CGI + Grand Rapids executed Implementation and Support Services Agreement ("ISSA")
- Thu, April 2
  - Two (2) Authority + CGI + Participant contract discussions
  - Authority + CGI executed FMS Program Agreement (again)
  - Authority + CGI + Grand Rapids executed Participation Agreement (again)
  - Authority + CGI + Grand Rapids executed ISSA (again)
  - Authority + CGI + Kent County executed Participation Agreement
  - Authority + CGI + Kent County executed ISSA

# FMS Project Update

## Next Steps

- CGAP FY 2014 (Round 1)
  - Updated total project budget
  - Collaboration Incentive Proposal (proposal)
  - Executive Committee approval
- Final Award - CGAP FY 2014 (Round 1)
  - Issuance of a Final Award letter may take 30 days

# FMS Project Update

## Next Steps

- Genesee County
  - Final Award - CGAP FY 2014 (Round 1)
  - Participation Agreement
  - Implementation and Support Services Agreement
  - Implementation begins October 1

# VHWM Project Update

MMSA Administrative Report



# VHWM Project Update

- Project Name: Virtual Health and Wellness Marketplace (VHWM)
- Participants: City of Detroit
- Schedule: Ongoing

# VHWM Project Update

## Invoices

- February 2015: Detroit paid MMSA on March 24, 2015. MMSA payment to Benefit Express is outstanding as of 04/02/15.
- March 2015: Invoice sent to the City of Detroit for payment on April 1, 2015

## Call Center Update

- Call center staffing continues at two CSRs since February 1, 2015.
- Wait times have gone down each week during the month. Average wait times are down to about 5 minutes for live calls and within 10 minutes for call backs.
- We do expect call times to increase over the next few weeks since the transition of the non-Medicare retirees from stipends to HRAs was effective April 1, 2015.

# VHWM Project Update

## Scope Changes

- Create a drop-down menu to track “special classes” of employees and retirees. The City needs the ability to easily identify and report on groups of people who are subject to benefits arrangements not available to the general employee population. Right now, these classes include surviving spouses/children recently made eligible for active benefits and retirees married to active employees who were removed from the active medical plan.
- Create an option for retirees to “waive” medical coverage without electing an HRA. This option was not necessary for last open enrollment and was not initially programmed.
- Work Order #48 is currently in development to implement both of these changes.

# VHWM Project Update

## Other Issues

- 1099s for retirees receiving a stipend were mailed on 03/25/2015.

# VHWM Project Update

## Retiree Transition Changes

- The transition of the pre -2015 retirees (those who retired before January 1, 2015 and were benefit-eligible) to two stand-alone VEBAs (Police and Fire and General City) began on April 1, 2015. The VEBAs will begin to provide funding for these retirees effective April 1<sup>st</sup>, but the City will continue the benefits administration function through the end of the year.
- Due to IRS regulations, the VEBAs are not able to directly fund stipend payments. Therefore, stipends for non-Medicare retirees will be transitioned to HRAs. A communication outlining these changes was sent to impacted retirees by the City on March 23, 2015. FlexPlan, the HRA administrator, began sending welcome packets and confirmation statements to impacted retirees on March 27, 2015.

# VHWM Project Update

## Retiree Transition Changes (continued)

- The transition from stipends to HRAs may affect non-Medicare retirees who purchased individual plans on the Marketplace and received premium subsidies. They could lose those subsidies since the HRA is considered “other group coverage”. Retirees will be given the opportunity to opt out of the HRA to preserve their subsidy through April 30, 2015. Opt out instructions and an opt out form were provided in both the City’s mailing and in the FlexPlan welcome packet.
- On April 3, 2015, FlexPlan provided notification that retirees appear to be receiving incorrect information regarding eligibility for subsidies from the Marketplace customer service line. The Marketplace is incorrectly advising retirees that the HRA would not cause them to lose their subsidy and advising that they should not opt out. According to both FlexPlan and Segal’s compliance teams, this information is incorrect. This information was sent to the VEBAs attorney for insight on next steps.

# VHWM Project Update

## Retiree Transition Changes (continued)

- Arrangements are currently being made with all retiree health care carriers (BCBSM MAPD, BCN MAPD, HAP MAPD, BCBSM dental, Golden Dental, and Heritage Vision) to update group structures where needed and to begin to provide split billing (General City and Police & Fire) to the City for payment by each VEBA.

# VHWM Project Update

## Next Steps

- Continue 2015 transition of retirees to the two VEBA's
- Reimburse retirees who hit the catastrophic cap for prescription drugs as indicated by the retiree settlement agreement





STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

R. KEVIN CLINTON  
STATE TREASURER

November 5, 2014

Scott Buhner  
Michigan Municipal Services Authority  
430 West Allegan Street  
Lansing, MI 48933

Dear Mr. Buhner:

**Re: Amended Notification of Intent to Award - CGAP FY 2014 (Round 1)**

The Michigan Department of Treasury (Treasury) - Office of Revenue and Tax Analysis (ORTA) received a request dated October 14, 2014 from Robert Bruner, Chief Executive Officer, to change the scope and budget of the Competitive Grant Assistance Program (CGAP) funding.

We are pleased to inform you that the following requested revisions your governmental unit submitted for the project entitled **Multi-Tenant Financial Management and Human Resources Software System (FMS)** have been approved, as requested:

1. Treasury has approved the removal of the City of Detroit as a participating local unit.
2. Treasury has approved the removal of the 50% Tier 1 and 50% Tier 2 designation from the FMS Hardware and Implementation and the FMS Software and Implementation budgets.

We are pleased to inform you that the following requested revisions your governmental unit submitted for the project entitled **Multi-Tenant Financial Management and Human Resources Software System (FMS)** have been approved with modifications:

1. The Michigan Municipal Services Authority will submit, by April 16, 2015, a collaboration incentive proposal (proposal), which will function as the business plan for the FMS project. The proposal should, at a minimum, define project goals and objectives, and provide an overall strategy for the FMS implementation and sustainability. The proposal should describe a streamlined implementation process that will be used to allow for rapid and replicable deployment of the FMS solution across multiple communities. The proposal should describe a methodology for the allocation of grant funding to the new communities that join the FMS in the future, and should outline the expected return on investment for the project. It should also contain a timeline for all key steps of the proposal. Prior to the issuance of a Final Award letter, the grant panel shall review the collaboration incentive proposal and determine if it is acceptable.
2. The Michigan Municipal Services Authority shall submit, by April 16, 2015, evidence that the governing board of the Michigan Municipal Services Authority has approved the collaboration incentive proposal.
3. The Michigan Municipal Services Authority shall submit an updated total project budget by April 16, 2015. At that time, Treasury will consider the requested changes for review and possible approval by the CGAP grant panel.

We regret to inform you that the requested revision to the terms and conditions (a reduction of the 50% local match requirement) of the grant award issued to the City of Grand Rapids for the project entitled ***Suite of Multi-Tenant Financial Management Software Tools*** (Grant No. 105011-12) has been denied.

The revised maximum grant award amount is **\$5,000,000.00**. Enclosed is the amended intent to award approved budget for your grant project.

**Next Step**

To receive the Final Award, Treasury must receive the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreements for all participating local units (as indicated in the Conditions of the grant application packet), the collaboration incentive proposal, and the updated total project budget by Thursday, April 16, 2015. **If the required information has not been received, the project funding will be subject to automatic cancellation.**

Submission of the resolutions, minutes, or agreements will be considered an agreement to all provisions specified in the grant application packet and this amended intent to award letter, and will signify acceptance of the grant award.

Please send the required documents by e-mail to [TreasRevenueSharing@michigan.gov](mailto:TreasRevenueSharing@michigan.gov) or by mail to:

Michigan Department of Treasury  
Office of Revenue and Tax Analysis  
PO Box 3722  
Lansing, MI 48909

As the primary contact for this grant, we ask that you inform all participating local units of this amended intent to award letter. If you have any questions, please let us know. We can be reached at (517) 373-2697.

Sincerely,



Evah Cole, Division Administrator  
Office of Revenue & Tax Analysis

Enclosure

c: Eric DeLong  
Robert Bruner, Chief Executive Officer





Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

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**EXECUTIVE COMMITTEE  
RESOLUTION 2015-05**

Approval of FMS Business Plan

The Chief Executive Officer (“CEO”) of the Michigan Municipal Services Authority (“Authority”) has presented the Executive Committee of the Authority (“Executive Committee”) with a collaboration incentive proposal (proposal) and business plan in accordance with the Amended Notification of Intent to Award - CGAP FY 2014 (Round 1) from Treasury dated November 5, 2014.

The Executive Committee wants to provide evidence that the governing board of the Michigan Municipal Services Authority has approved the collaboration incentive proposal.

The Executive Committee of the Michigan Municipal Services Authority (“Authority”) therefore resolves:

1. That the collaboration incentive proposal (proposal) and business plan is approved; and
2. That the CEO is authorized to submit the approved collaboration incentive proposal (proposal) and business plan and this resolution to Treasury.

***Secretary’s Certification:***

I certify that this resolution was duly adopted by the Executive Committee of the Michigan Municipal Services Authority at a properly-noticed open meeting held with a quorum present on April 9, 2015.

By: \_\_\_\_\_  
James Cambridge  
Authority Secretary