



Michigan Municipal Services Authority

PO BOX 12012, LANSING MI 48901-2012

**EXECUTIVE COMMITTEE
REGULAR MEETING**

Thursday, September 14, 2017 at 1:30 PM

Capitol View Building
201 Townsend St Suite 900
Lansing, MI 48933

AGENDA

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Approval of Minutes**
 - a. Minutes of the August 10, 2017 regular Executive Committee meeting
- V. Administrative Report**
- VI. Old Business**
 - a. Resolution 2017-10 Change in Provider of Auditing Services
- VII. New Business**
 - a. Resolution 2017-11 Change Notice NO. 4 to State of Michigan Contract
 - b. Resolution 2017-12 FY 2016-2017 General Appropriations Act Amendment
 - c. Resolution 2017-13 FY 2017-2018 General Appropriations Act
 - d. Resolution 2017-14 Administrative Services Agreement with LCSA
- 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, August 10, 2017 at 1:30 p.m.

Capitol View Building
201 Townsend St Suite 900
Lansing, MI 48933

MINUTES

Proposed Minutes Approved Minutes

MEETING TYPE: Regular Special

I. Call to Order

The meeting was called to order at 1:34 PM.

II. Roll Call

Executive Committee Member Attendance:

Stacie Behler, Chairperson	Present	Absent
James Cambridge, Secretary*	Present	Absent
Eric DeLong, Treasurer	Present	Absent
Kelly Scott, Member*	Present	Absent
Doug Smith, Member	Present	Absent

*Participated via teleconference.

Other attendees:

- Robert Bruner, Michigan Municipal Services Authority
- Kristen Delaney, Michigan Municipal Services Authority
- Steven Liedel, Dykema

III. Approval of Amended Agenda

Agenda for August 10, 2017 was amended to include Resolution 2017-10
Authorize Change in Provider of Auditing Services

Moved by: Cambridge
Supported by: Scott

Yes: X No: ___

IV. Approval of Minutes

a. Minutes of the May 11, 2017 and June 8, 2017 regular Executive Committee meetings

Moved by: Cambridge
Supported by: Scott

Yes: X No: ___

V. Administrative Report

The administrative report was delivered by CEO Robert Bruner.

VI. New Business

a. Resolution 2017-04 CGAP Amendment Request

Moved by: Cambridge
Supported by: Scott

Yes: X No: ___

b. Resolution 2017-05 CY 2017 Regular Meeting Schedule Amendment

Bruner noted that since the July meeting had been cancelled, the Executive Committee will need to hold a September meeting to adopt the budget.

Moved by: Cambridge
Supported by: Scott

Yes: X No: ___

c. Resolution 2017-06 FY 2017-2018 Budget Time Schedule

Moved by: Cambridge
Supported by: Scott

Yes: No:

d. Resolution 2017-07 FY 2017-2018 Budget Notice

Moved by: Cambridge
Supported by: Scott

Yes: No:

e. Resolution 2017-08 Due Diligence for Administrative Services Agreement

Moved by: Cambridge
Supported by: Scott

Yes: No:

f. Resolution 2017-09 Dykema Engagement Letter

Moved by: Cambridge
Supported by: Scott

Yes: No:

g. Resolution 2017-10 Authorize Change in Provider of Auditing Services

Motion by Scott to table this agenda item until the September 14, 2017
Executive Committee meeting.

Moved by: Cambridge
Supported by: Scott

Yes: No:

h. Presentation of FY 2017-2018 Budget Recommendation

Moved by: Cambridge
Supported by: Scott

Yes: No:

VII. Public Comment

None

VIII. Other Business

None

IX. Adjournment

Motion to adjourn the meeting at 2:58 PM.

Moved by: Cambridge

Supported by: Scott

Yes: X No:

Certification of Minutes

Approved by the Executive Committee on September 14, 2017.

Authority Secretary

Date



Michigan Municipal Services Authority

Administrative Report

Prepared September 8, 2017

Collaborate • Innovate • Serve

Financial Report

MMSA Administrative Report

**Michigan Municipal Services Authority
General Fund**

Fund	Activity	FYE 2017 Adopted	August 2017	FYE 2017 Year to Date	FYE 2017 Budget to Date	Variance
Operating Revenues						
101	539		\$ -	\$ -	\$ -	
		\$ 127,706	\$ 9,412	\$ 109,619	\$ 117,064	-6.4%
		\$ 127,706	\$ 9,412	\$ 109,619	\$ 117,064	-6.4%
TOTAL OPERATING REVENUES		\$ 255,412	\$ 18,824	\$ 219,238	\$ 234,128	-6.4%
Operating Expenses						
101	101	\$ 2,000	\$ -	\$ -	\$ 1,833	-100.0%
101	173	\$ 224,812	\$ 17,696	\$ 202,541	\$ 206,078	-1.7%
101	191	\$ 5,000	\$ 528	\$ 6,096	\$ 4,583	33.0%
101	223	\$ 10,600	\$ -	\$ 10,000	\$ 9,717	2.9%
101	228	\$ 4,000	\$ 600	\$ 600	\$ 3,667	-83.6%
101	266	\$ 9,000	\$ -	\$ -	\$ 8,250	-100.0%
TOTAL OPERATING EXPENSES		\$ 255,412	\$ 18,824	\$ 219,237	\$ 234,128	-6.4%
Change in Net Position		\$ -	\$ 0	\$ 1	\$ -	

**Michigan Municipal Services Authority
VHWM**

Fund	Activity	FYE 2017 Adopted	August 2017	FYE 2017 Year to Date	FYE 2017 Budget to Date	Variance	
Operating Revenues							
501	539	State Grants	\$ -	\$ -	\$ -	\$ -	
501	600	Charges for Services	\$ 600,000	\$ -	\$ 696,746	\$ 550,000	26.7%
		TOTAL OPERATING REVENUES	\$ 600,000	\$ -	\$ 696,746	\$ 550,000	26.7%
Operating Expenses							
501	266	Attorney	\$ 6,000	\$ 3,292	\$ 28,131	\$ 5,500	411.5%
501	271	Program Management	\$ 60,000	\$ -	\$ -	\$ 55,000	-100.0%
501	272	Contractual Services	\$ 540,000	\$ 109,398	\$ 771,638	\$ 495,000	55.9%
501		Transfer to General Fund	\$ 127,706	\$ 9,412	\$ 109,619	\$ 117,064	-6.4%
		TOTAL OPERATING EXPENSES	\$ 733,706	\$ 122,101	\$ 909,388	\$ 672,564	35.2%
		Change in Net Position	\$ (133,706)	\$ (122,101)	\$ (212,642)	\$ (122,564)	73.5%

**Michigan Municipal Services Authority
FMS**

Fund	Activity	FYE 2017 Adopted	August 2017	FYE 2017 Year to Date	FYE 2017 Budget to Date	Variance
Operating Revenues						
502	539	State Grants	\$ -	\$ -	\$ 1,500,000	\$ - 0.0%
502	600	Charges for Services	\$ 2,863,430	\$ -	\$ 1,889,620	\$ 2,624,811 -28.0%
TOTAL OPERATING REVENUES			\$ 2,863,430	\$ -	\$ 3,389,620	\$ 2,624,811 29.1%
Operating Expenses						
502	266	Attorney	\$ 6,000			\$ 5,500 -100.0%
502	271	Program Management	\$ 50,000	\$ -	\$ -	\$ 45,833 -100.0%
502	272	Contractual Services	\$ 2,679,047	\$ 4,400	\$ 3,305,866	\$ 2,455,793 34.6%
502		Transfer to General Fund	\$ 127,706	\$ 9,412	\$ 109,619	\$ 117,064 -6.4%
TOTAL OPERATING EXPENSES			\$ 2,862,753	\$ 13,812	\$ 3,415,485	\$ 2,624,190 30.2%
Change in Net Position			\$ 677	\$ (13,812)	\$ (25,865)	\$ 621 -4267.9%

**Michigan Municipal Services Authority
All Funds**

	FYE 2017 Adopted	August 2017	FYE 2017 Year to Date	FYE 2017 Budget to Date	Variance
OPERATING REVENUES					
General	\$ 255,412	\$ 18,824	\$ 219,238	\$ 234,128	-6.4%
VHWM	\$ 600,000	\$ -	\$ 696,746	\$ 550,000	26.7%
FMS	\$ 2,863,430	\$ -	\$ 3,389,620	\$ 2,624,811	29.1%
TOTAL OPERATING REVENUES	\$ 3,718,842	\$ 18,824	\$ 4,305,604	\$ 3,408,939	26.3%
OPERATING EXPENSES					
General	\$ 255,412	\$ 18,824	\$ 219,237	\$ 234,128	-6.4%
VHWM	\$ 733,706	\$ 122,101	\$ 909,388	\$ 672,564	35.2%
FMS	\$ 2,862,753	\$ 13,812	\$ 3,415,485	\$ 2,624,190	30.2%
TOTAL OPERATING EXPENSES	\$ 3,851,871	\$ 154,737	\$ 4,544,110	\$ 3,530,882	28.7%
CHANGE IN NET POSITION	\$ (133,029)	\$ (135,913)	\$ (238,507)	\$ (121,943)	95.6%

MICHIGAN MUNICIPAL SERVICES AUTHORITY

Summary of Revenues and Expenditures

Date	Check Number	Invoice Number	Description	Check Amount	Deposits/ Other Credits	Account Balance
7/31/17			Beginning Balance			\$ 505,145.39
8/4/17	ACH		Dykema Gossett	\$ 3,291.75		\$ 501,853.64
	ACH		Segal Consulting	341.19		\$ 501,512.45
	ACH		Segal Consulting	5,375.00		\$ 496,137.45
	ACH		Benefit Express	47,963.11		\$ 448,174.34
8/10/17	Direct Deposits		Payroll	5,068.26		\$ 443,106.08
	ACH	payroll Taxes	Internal Revenue Service	3,234.92		\$ 439,871.16
	ACH	payroll Taxes	State of Michigan	472.94		\$ 439,398.22
	ACH	payroll Taxes	Internal Revenue Service	1,617.44		\$ 437,780.78
	s/c		Bank Service Charge	28.09		\$ 437,752.69
8/11/17	ACH	expenses	Robert J Bruner	1,358.54		\$ 436,394.15
		expenses	Robert J Bruner	557.95		\$ 435,836.20
8/15/17	ACH		Blackwell Insurance	892.00		\$ 434,944.20
8/18/17	7507		Revize LLC	600.00		\$ 434,344.20
	ACH		Benefit Express	47,963.11		\$ 386,381.09
	ACH		Benefit Express	1,438.92		\$ 384,942.17
	ACH		Michael A Tawney	500.00		\$ 384,442.17
	ACH		Plante Moran	4,400.00		\$ 380,042.17
8/24/17	Direct Deposits		Payroll	5,068.25		\$ 374,973.92
	ACH	payroll Taxes	Internal Revenue Service	1,617.46		\$ 373,356.46
8/25/17	ACH		Segal Consulting	341.19		\$ 373,015.27
	ACH		Segal Consulting	5,975.00		\$ 367,040.27
8/28/17	ACH		Blue Cross Blue Shield	1,042.86		\$ 365,997.41
TOTAL MI MUN SERV AUTH CASH BALANCE						\$ <u>365,997.41</u>

Michigan Municipal Services Authority
Balance Sheet
As of August 31, 2017

ASSETS

CURRENT ASSETS

Cash in Bank	\$ 365,997.41
Due From Cities	<u>136,647.65</u>

Total Current Assets 502,645.06

PROPERTY AND EQUIPMENT

TOTAL ASSETS \$ 502,645.06

CURRENT LIABILITIES

Accounts Payable	\$ 132,744.79
Accrued State W/H	473.32
Accrued FICA	530.20
Accrued MESC	27.64
Accrued Salaries & Wages	<u>6,930.77</u>

Total Current Liabilities 140,706.72

LONG-TERM LIABILITIES

Total Liabilities 140,706.72

FUND BALANCE

Fund Balance Retained	600,442.27
Current Revenue over Expenses	<u>(238,503.93)</u>

Total Fund Balance 361,938.34

TOTAL LIABILITIES AND FUND BALANCE \$ 502,645.06

Michigan Municipal Services Authority
Statement of Income
For the 1 Month and 11 Months Ended August 31, 2017

	<u>1 Month Ended</u> <u>August 31, 2017</u>	<u>11 Months Ended</u> <u>August 31, 2017</u>
Revenues		
Contract Revenue	\$ 0.00	\$ 4,086,365.88
Operating Expenses		
Salary Director	\$ 8,498.90	\$ 105,356.04
Wages - Administrative Staff	4,400.00	52,800.00
Outside Service Contractors	113,797.52	4,077,289.02
Payroll Taxes	945.45	11,489.45
MESC Taxes	0.00	489.61
FUTA Taxes	0.00	84.00
Website Costs	600.00	600.00
Office Expense	1,358.54	15,296.35
Legal & Accounting	3,791.75	43,620.50
Insurance - General	892.00	892.00
Insurance - Health	1,042.86	9,385.74
Mileage Reimbursement	557.95	5,247.61
Dues	0.00	1,500.00
Bank Service Charges	28.09	819.49
	<hr/>	<hr/>
Total Operating Expenses	135,913.06	4,324,869.81
Revenues over Expenses	<u>\$ (135,913.06)</u>	<u>\$ (238,503.93)</u>

BANK RECONCILIATION

Name of Client: Michigan Municipal Services Authority

Month: Aug, 2017

Bank: Fifth Third

Prepared By: _____

General Ledger Acct Balance:		\$ 505,145.39	Balance per bank statement: 8/31/17	\$ 418,678.95
Add Debits:			Add Deposits in Transit:	
Deposits	\$ -			
Total Dr		\$ -		
Total		\$ 505,145.39		
Less Credits:			Total in Transit:	\$ -
checks	\$ 600.00		Total:	\$ 418,678.95
Payroll	\$ 17,079.27			
Online payments	\$ 120,397.76			
SC	\$ 28.09		Less Checks Outstanding:	
BCBS	\$ 1,042.86		(see list below)	
Total Cr	\$ 139,147.98		Total:	\$ 52,681.54
Bank Balance - Per General Ledger:		\$ 365,997.41		\$ 365,997.41

Checks Outstanding

Number	Amount	Number	Amount	Number	Amount
7507	\$ 600.00				
	\$ 47,963.11				
	\$ 4,400.00				
	\$ 892.00				
	\$ 341.19				
	\$ 5,975.00				
	\$ (1,214.76)				
	\$ (6,275.00)				
	\$ 52,681.54		\$ -		\$ -



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



MICHIGAN MUNICIPAL SERVICES
AUTHORITY
PO BOX 12012
LANSING MI 48901-2012



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Statement Period Date: 8/1/2017 - 8/31/2017
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

Account Summary - 7166385711

08/01	Beginning Balance	\$505,145.39	Number of Days in Period	31
	Checks			
18	Withdrawals / Debits	\$(86,466.44)		
	Deposits / Credits			
08/31	Ending Balance	\$418,678.95		

Withdrawals / Debits

18 items totaling \$86,466.44

Date	Amount	Description
08/01	341.19	Michigan Municip PAYMENTS 4616288140 080117 OFFSET TRANSACTION
08/01	3,291.75	Michigan Municip PAYMENTS 4616288140 080117 OFFSET TRANSACTION
08/01	5,375.00	Michigan Municip PAYMENTS 4616288140 080117 OFFSET TRANSACTION
08/01	47,963.11	Michigan Municip PAYMENTS 4616288140 080117 OFFSET TRANSACTION
08/08	557.95	Michigan Municip CREDITS 4616288140 080817 OFFSET TRANSACTION
08/08	1,358.54	Michigan Municip CREDITS 4616288140 080817 OFFSET TRANSACTION
08/09	5,068.26	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 080917
08/10	28.09	SERVICE CHARGE
08/15	500.00	Michigan Municip PAYMENTS 4616288140 081517 OFFSET TRANSACTION
08/15	1,438.92	Michigan Municip PAYMENTS 4616288140 081517 OFFSET TRANSACTION
08/15	3,234.92	IRS USATAXPYMT 270762762125671 MICHIGAN MUNICIPAL SER 081517
08/16	1,617.44	IRS USATAXPYMT 270762833130614 MICHIGAN MUNICIPAL SER 081617
08/21	472.94	MI Business Tax Payment SMIBUS001342072 TawneyMichael 082117
08/23	5,068.25	Michigan Municip CSI PAYROLL PAYROLL Michigan Municipal Ser 082317
08/28	1,042.86	BCBS Michigan PREMIUM MS283851 MICHIGAN MUNICIPAL SER 082817
08/30	1,214.76	Michigan Municip PAYMENTS 4616288140 083017 OFFSET TRANSACTION - 9/1
08/30	1,617.46	IRS USATAXPYMT 270764242497414 MICHIGAN MUNICIPAL SER 083017
08/30	6,275.00	Michigan Municip PAYMENTS 4616288140 083017 OFFSET TRANSACTION - 9/1

Daily Balance Summary

Date	Amount	Date	Amount	Date	Amount
08/01	448,174.34	08/15	435,987.66	08/23	428,829.03
08/08	446,257.85	08/16	434,370.22	08/28	427,786.17
08/09	441,189.59	08/21	433,897.28	08/30	418,678.95
08/10	441,161.50				

INTRODUCTORY OFFER FROM OUR NEW CHECK PROVIDER, HARLAND CLARKE: RECEIVE 20 PERCENT OFF ANY BUSINESS CHECK PRODUCT ORDERED THROUGH SEPTEMBER 30, 2017. USE OFFER CODE: JD. CALL 1-800-503-2345 OR VISIT 53.COM/CHECKS. MENTION THE OFFER CODE WHEN ORDERING BY PHONE. THIS OFFER IS NOT VALID WITH ANY OTHER OFFER AND NOT REDEEMABLE FOR CASH.

FMS Program Update

MMSA Administrative Report

FMS Program Update

Grant Management

- CGAP Grant FY 2014 (Round 1)
 - Amendment request was submitted on August 11
 - Q3 2017 grant report is due October 30

VHWM Program Update

MMSA Administrative Report

VHWM Program Update

- To be distributed later

Program Development Update

MMSA Administrative Report

Program Development Update

Medicare Coordination Program

- Interviews held on August 22
- Identified preferred service provider
- Agreement is being negotiated

Program Development Update

21st Century Infrastructure Program

- September 5: Met with Grand Rapids
- Waiting for Treasury to answer the Authority's amendment request