



**COURTS AND LAW ENFORCEMENT MANAGEMENT INFORMATION SYSTEM  
(CLEMIS) AUTHORITY**

**EXECUTIVE COMMITTEE**

November 10, 2025  
6:00 p.m.  
White Lake Charter Township Hall  
7525 Highland Road  
White Lake, MI 48383

**MINUTES**

☐ Proposed Minutes   ☒ Approved Minutes

**Meeting Type:** ☒ Regular   ☐ Special

**1. Call To Order**

The meeting was called to order by Ken Theis at 6:13 p.m.

**2. Roll Call**

Executive committee member attendance:

Ken Theis, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
James Gallagher, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Daniel Keller, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
David Woodward, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Eric Hawkins, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Greg Flynn, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Joe LaRussa, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent
Laura Dodd, Member	<input type="checkbox"/> Present	<input checked="" type="checkbox"/> Absent
Troy Bevier, Member	<input checked="" type="checkbox"/> Present	<input type="checkbox"/> Absent

Other attendees: Bo Cheng, April Lynch, Tom Wydra, Sean Carlson, Steve Liedel, and Rowan Conybeare.

**3. Approval of Agenda**

No objections to the adoption of the agenda.

**4. Approval of Minutes**

No minutes to approve.

**5. Reports**

No reports were given.

**6. Old Business**

No old business.

**7. New Business**

**A. Resolution 2025-1-Adopt Initial Bylaws**

Ken Theis asked if there were any objections to adopting the initial bylaws so that the executive committee could continue with organizing. There was a brief discussion regarding the number of committee members required to amend the bylaws. Hearing no objections, the initial bylaws were adopted by unanimous consent.

**B. Resolution 2025-2-Elect Initial Officers**

The executive committee moved to elect James Gallagher as vice-chairperson, Joe LaRussa as secretary, and Daniel Keller as treasurer.

Moved by: David Woodward

Supported by: Eric Hawkins

Yes: ☒ No:

**C. Resolution 2025-3-Retain Legal Counsel**

Motion to retain Dykema Gossett PLLC as legal counsel to the Authority.

Moved by: Joe LaRussa

Supported by: Daniel Keller

Yes: ☒ No:

**D. Resolution 2025-4-Adopt Ethics and Conflict of Interest Policy**

Motion to adopt the prepared ethics and conflict of interest policy.

Moved by: Troy Bevier

Supported by: Joe LaRussa

Yes: ☒ No:

**E. Resolution 2025-5-Format for Agendas, Minutes, and Resolutions**

Motion to adopt the resolution on format for agendas, minutes, and resolutions.

Moved by: James Gallagher

Supported by: Troy Bevier

Yes: ☒ No:

F. Resolution 2025-6-Designate Chief Administrative Officer

Motion to designate the chairperson as the chief administrative officer.

Moved by: Daniel Keller

Supported by: Greg Flynn

Yes: ☒ No:

G. Resolution 2025-7-Obtain Employer Identification Number

Motion to adopt the resolution to obtain an employer identification number.

Moved by: Joe LaRussa

Supported by: James Gallagher

Yes: ☒ No:

H. Resolution 2025-8-Designate Financial Institution as Depository

Motion to designate Huntington Bancshares Incorporated as the depository for the money of the Authority.

Moved by: James Gallagher

Supported by: David Woodward

Yes: ☒ No:

I. Resolution 2025-9-Adopt Investment Policy

Motion to adopt the prepared investment policy.

Moved by: Troy Bevier

Supported by: Eric Hawkins

Brief discussion regarding why Huntington was chosen and whether the committee can consider other financial depositories.

Yes: ☒ No:

J. Resolution 2025-10-Adopt Disbursement Policy

Motion to adopt the prepared disbursement policy.

Moved by: Eric Hawkins

Supported by: Greg Flynn

Brief discussion regarding who handles the money under different circumstances.

Yes: ☒ No:

K. Resolution 2025-11-Designate Accountant

Motion to designate Plante & Moran, PLLC as accountant to the Authority.

Moved by: James Gallagher

Supported by: Daniel Keller

Brief discussion regarding why Plante Moran was chosen and whether the executive committee can consider other accountants, and when the committee will be provided a draft contract.

Yes: ☒ No:

L. Resolution 2025-12-Authorize Issuance of Request for Proposals for Audit Services

Motion to authorize issuance of RFP for audit services.

Moved by: Joe LaRussa

Supported by: Troy Bevier

Yes: ☒ No:

M. Resolution 2025-13-Confirm Tax Exempt Status

Motion to authorize the chairperson, with the assistance of the Authority's legal counsel or accountant, or both, to take necessary action to confirm tax exempt status.

Moved by: Daniel Keller

Supported by: James Gallagher

Yes: ☒ No:

N. Resolution 2025-14-Authorize Chairperson to Accept Gifts or Grants

Motion to authorize the chairperson to accept gifts or grants on behalf of the Authority.

Moved by: Joe LaRussa

Supported by: Eric Hawkins

Yes: ☒ No:

O. Resolution 2025-15-Designate Place for Meeting Notices and Responsible Person

Motion to direct the chairperson or the chairperson's designee to post meeting notices at the principal office of the Authority to assure compliance with the Open Meetings Act.

Moved by: Joe LaRussa

Supported by: Greg Flynn

Yes: ☒ No:

P. Resolution 2025-16-Adopt Freedom of Information Act Procedures and Guidelines and Public Summary

Motion to adopt the prepared procedures and guidelines to comply with FOIA.

Moved by: Troy Bevier

Supported by: Eric Hawkins

Brief discussion on what information is and is not exempt under FOIA.

Yes: ☒ No:

Q. Resolution 2025-17-Designate Domain Name and Contracts with Service and Internet Providers

Motion to designate domain name and enter into contracts with a domain name service provider and an Internet service provider.

Moved by: Greg Flynn

Supported by: James Gallagher

Brief discussion on whether the domain should be ".org" or ".gov."

Yes: ☒ No:

R. Resolution 2025-18-Adopt Regular Meeting Schedule for 2025

Motion to comply with Open Meetings Act and adopt a schedule of regular meetings for 2025.

Moved by: Daniel Keller

Supported by: James Gallagher

Brief discussion on when the next meeting should be held.

Yes: ☒ No:

S. Resolution 2025-19-Adopt FY 2025-2026 Budget and Appropriations Time Schedule

Motion to adopt FY 2025-2026 budget and appropriations time schedule.

Moved by: Eric Hawkins

Supported by: Greg Flynn

Brief discussion on when the executive committee will receive more information on the recommended budget.

Yes: ☒ No:

T. Resolution 2025-20-Adopt Public Hearing Date for Recommended Budget

Motion to adopt public hearing date for FY 2025-2026 recommended budget.

Moved by: Joe LaRussa

Supported by: James Gallagher

Yes: ☒ No:

U. Resolution 2025-21-Obtain Insurance for Directors and Officers

Motion to authorize the chairperson to purchase insurance for the benefit of the Authority, the members of the authority board of the Authority, the members of the executive committee, and the officers of the Authority.

Moved by: Daniel Keller

Supported by: Troy Bevier

Yes: ☒ No:

V. Resolution 2025-22-Adopt Anti-Fraud Policy

Motion to adopt the prepared anti-fraud policy.

Moved by: Greg Flynn

Supported by: Eric Hawkins

Yes: ☒ No:

W. Resolution 2025-23-Designate Executive Director

Motion to designate Bo Cheng as the executive director and chief executive officer of the Authority.

Moved by: Daniel Keller

Supported by: Joe LaRussa

Yes: ☒ No:

**8. Public Comment**

No public comments made.

**9. Other Business**

Steve Liedel of Dykema Gossett PLLC raised temporarily hiring a public relations firm to respond to media inquiries.

Moved by: Greg Flynn

Supported by: Eric Hawkins

Brief discussion on sending notification of the Authority to the CLEMIS members.

Yes: ☒ No:

No other business.

**10. Adjournment**

Motion to adjourn at 6:48 p.m.

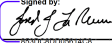
Moved by: Eric Hawkins

Supported by: Daniel Keller

Yes: ☒ No:


CERTIFICATION OF MINUTES

Proposed minutes respectfully submitted,

Signed by:  
  
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\_\_\_\_\_  
Joe LaRussa  
Secretary

11/24/2025  
\_\_\_\_\_  
Date

Approved by the executive committee on December 10, 2025.

Signed by:  
  
4BF078A2B93A44B8  
\_\_\_\_\_  
Joe LaRussa  
Secretary

12/15/2025  
\_\_\_\_\_  
Date

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