

OFFICIAL MINUTES

THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

DATE: March 8, 2023

LOCATION: Meeting In Person: 6001 Cochran Road, Suite 333, Solon, Ohio 44139
Meeting via Zoom: <https://zoom.us/j/6210017133>
Zoom Meeting ID: 621 001 7133

Call to Order:

Mr. Corlett called the meeting to order at 12:15 P.M.

Roll Call:

Present: Frank Corlett, Bob Dolan, Scott Morgan, Matt Rubino, Steve Sayers

Others: David J. Akers, Stephen Hull (Zoom), Keith McDevitt (Zoom), David Robbins, Chris White (Zoom)

Motion to Approve Minutes from 2023.01.25 CCOG Board of Directors Annual Meeting:

Motion: Mr. Dolan

Second: Mr. Sayers

Discussion: None.

Ayes: 5

Nays: 0

Discussion – CCOG Financials:

Mr. Akers discussed the transition from monthly administrative fee share payments to quarterly that goes into effect in 2023, with Equalis making the first quarterly payment in April for fees received by Equalis during the first quarter. CCOG's 2023 year-to-date (**YTD**) revenue is comprised of the December 2022 and January 2023 monthly payments received in January.

The Board reviewed the February 28, 2023 Statement of Activity and Statement of Financial Position. CCOG's YTD revenue totaled \$24,690.91, representing a positive variance of \$1.91 from the \$24,689 YTD budgeted revenue. YTD expenditures of \$8,927.83 represent a negative variance of \$(8,056.83) versus the budgeted YTD expenses of \$871. YTD Net Operating Revenue of \$15,763.08 represents a negative variance of \$(8,054.02) vs. the YTD budget of \$23,818. CCOG's February 28, 2023 cash position was \$44,206.14 as compared to \$46,404.63 on February 28, 2022.

The cash position is positive and Voting Member distributions will be issued in May as budgeted. The publication expense variance is due to the publication expenses for the Michigan and Ohio job order contracting RFPs. Mr. Rubino asked if RFPs are published on the State of Ohio website; Mr. Corlett responded that RFPs published in Ohio newspapers are automatically picked up by the State of Ohio.

Discussion – Voting Member Check-in & Utilization of Equalis Group Programs:

- ***City of Solon.***
 - The public works commission pre-approval for the Community Park renovation project through Mammoth is scheduled for tonight. Mr. Rubino is not certain of the contract value or the value of the equipment that will be purchased, which may be procured differently. The total project cost is estimated at \$20 million, including the pool, reconfigured park, turf on the playing fields, and outbuildings. Mr. Corlett reported that Bill, the project leader, is positive about Mammoth. Mr. McDevitt discussed Mammoth's expertise; Bill also evaluated another company and was impressed by Mammoth, who is able to deliver the project in a modular format over multiple years.
 - Mr. Corlett asked Mr. Robbins if Equalis has a contract for mailers. The City is considering seeking quotes and is currently utilizing SmartMail. Mr. Robbins responded that mail service is a category the Equalis procurement team is currently researching as the organization does not currently have a postage and mailing service program. Mr. Corlett is seeking a solution to implement in June for July billing. Mr. Rubino noted that numerous cities use SmartBill; the City provides a .pdf file and the company distributes 8,000 – 8,500 bills each month. Mr. Dolan suggested checking with the Cleveland Water department to determine what billing software they utilize. Mr. Akers inquired if there is an opportunity for Equalis to partner with Solon on an RFP; Mr. Corlett anticipates the cost will be below the \$25,000 RFP threshold.
 - Mr. Corlett is evaluating payment processors.
- ***Cuyahoga County Public Library.***
 - The Library is continuing the design process for the Brooklyn branch replacement, with groundbreaking scheduled in June. Groundbreaking for innovation center addition to the Solon branch is scheduled for the fall. The Board approved the Beachwood, including an auditorium, and Parma Heights projects.
 - Jeff Mori met with Garland and will be implementing roofing projects this year.
 - Mr. Mori is meeting with MeTEOR again. MeTEOR provided numerous designs to Jeff following the first meeting, which were well received.
 - Mr. Akers asked for an update regarding W.B. Mason and ComDoc. Mr. Dolan said the W.B. Mason situation has been resolved. ComDoc has not deployed the copiers due to a software issue. The Coin boxes were installed, but the credit card function was not working properly. There is a meeting scheduled for tomorrow and if the situation is resolved, 60 copiers will be deployed by March 31st.
 - Mr. Dolan is prepared to award the contract for the new payroll/HRIS system and Plante Moran will oversee the implementation. Mr. Akers asked for a quote regarding Plante Moran's work for the Library.
 - Deployment of Bywater IOS system is scheduled for completion by August 31, 2023.
 - The Library has a large upcoming archiving project to manage paper/disk personnel records dating to 2009 and microfiche records prior to 2009. Mr. Sayers suggested Strategic Solutions as

a potential provider; Mr. Robbins asked about Iron Mountain and reported that a previous Equalis RFP that included document management received no responses to the document management component of the RFP. Mr. Robbins raised the possibility of a joint RFP between the Library and Equalis for this category.

• **Kenston Local Schools.**

- Mr. Pestello left the organization January 31, 2023. Ryan Pendleton, formerly at Akron Schools, is serving as the Interim Treasurer through July. Kenston’s goal is to hire a new treasurer by July 31, 2023.
- The District’s three-year strategic planning process begins Tuesday next week.
- The District approved the Garland roofing project and the ComDoc contract for copiers to be installed this summer.
- Mr. Akers inquired if there have been any developments in moving existing spending with awarded suppliers over to Equalis contracts; Mr. Keith McDevitt is working with Mr. Jeremy McDevitt to transition the Global Industrial account.

General Discussion & Strategic Priorities:

Procurement

Mr. Robbins discussed contract awards from the last RFP cycle. CCOG awarded contracts to SportMaster (a current supplier), Mammoth Construction (which serves the middle of the country), and LandTek (which operates primarily along the eastern seaboard) for the Sports Construction Services RFP. CCOG also issued a Cloud Solutions RFP to continue to strengthen the IT portfolio. CCOG awarded contracts to DLT Solutions and EC America (both of which are distributors, but have different manufacturers in their portfolio), GTY (which operates six different companies, including Bonfire, CCOG’s procurement platform), and Kyndryl (an IBM spin-off that provides infrastructure for cloud computing. New contract awards with January 1, 2023 effective dates include:

Lead Agency	RFP Title	Awarded Suppliers
CCOG	Sports Construction Services	<ul style="list-style-type: none"> • The LandTek Group • Mammoth Sports Construction • Thorworks (SportMaster)
CCOG	Cloud Solution	<ul style="list-style-type: none"> • DLT Solutions • EC America • GTY Technology • Kyndryl
CCOG	Owner Advocate	<ul style="list-style-type: none"> • No Award
Region 10	Human Resource Management, Technology, Services & Solutions	<ul style="list-style-type: none"> • Ceridian
Region 10	Energy & Conservation Performance Contracting	<ul style="list-style-type: none"> • E3 • Honeywell • Johnson Controls • Veregy
Region 10	Breach Resistant Window Products	<ul style="list-style-type: none"> • Epic Solar Control • National Glazing Solutions
Region 10	Silent Panic Alert Technology	<ul style="list-style-type: none"> • HQE Systems • Rave Mobile Safety

Mr. Akers provided an overview of Johnson Controls and the Performance Contracting program from Region 10.

The next round of RFPs will be published on February 10th and include:

Lead Agency	Campaign Name	RFP Issue Date	Contract Start Date
CCOG	JOC Michigan	2/6/2023	4/1/2023
CCOG	Alternative & Renewable Energy Generation & Storage (Larry)	2/10/2023	5/1/2023
CCOG	Owner Advocate Services	2/10/2023	5/1/2023
CCOG	Financing Solutions	2/10/2023	5/1/2023
CCOG	Athletic Equipment, Uniforms, Footwear & Supplies	2/10/2023	5/1/2023
CCOG	Open Market Job Order Contracting in Ohio	2/20/2023	5/1/2023
CCOG	Set Aside Job Order Contracting in Ohio	2/20/2023	5/1/2023
Region 10	Agriculture & Groundskeeping Products	2/10/2023	5/1/2023
Region 10	Alternative Transportation Services	2/10/2023	5/1/2023
Region 10	Certifying Entities	2/10/2023	5/1/2023
Region 10	In-Person Tutoring, Counseling & Professional Development	2/10/2023	5/1/2023
Region 10	Pest Control Services	2/10/2023	5/1/2023
Region 10	School Buses & Shuttles (2023)	2/10/2023	5/1/2023

Mr. Robbins is currently engaged in renewing contracts for the Illinois state-level job order contracting program.

The procurement team is evaluating numerous categories to include in the May RFP publications for September 1, 2023 contract effective dates. The following list will be narrowed down:

- Construction Equipment
- Construction Materials
- Electric Supplies
- Electric, Cabling and Networking Equipment, Software, Supplies, and Services
- Facility, Rental & Laundry Services for apparel, garments, and Facility Supplies
- Furniture (2023)
- Grounds Maintenance Equipment (CCOG)
- IT Managed Service Provider (MSP)
- Landscape & Irrigation Supplies, Tools, and Equipment
- Postage and Mail Equipment & Services
- Records Management
- Staffing Services (2023)
- Tires & Related Equipment, Supplies, and Services (2023)
- Utility Vehicles
- Agriculture & Groundskeeping Products (Fertilizer, Pesticide, Herbicide, Grass)
- Armored Vehicle & Security Services
- Behavioral Health and/or Special Education
- Fleet, Tools, Diagnostics and Related Products and Services
- Grounds maintenance services
- Maintenance, Repair and Operations (MRO) supplies and related services
- Oracle Products
- Playground Equipment & Related Solutions (2023)
- Professional Development and Event Speakers
- Retail MRO/Big Box/Online Catalog
- School Security Support Solutions

Sales

Mr. McDevitt discussed the significant pipeline activity since the Annual Meeting, including the rapid growth of the new Mammoth and LandTek contracts.

Marketing & Supplier Engagement

Mr. Akers discussed the development of the CCOG website, targeted for completion by March 31st. Mr. Corlett asked if open solicitations will be published; yes, the solicitation section links to the Equalis solicitation section.

Mr. Rubino complemented the look and feel of the website. Mr. Morgan asked if current members will be posted on the site; Mr. Akers responded the Equalis team is currently evaluating options to provide a member search feature and discussed the pros and cons of various potential solutions. Mr. Corlett asked if a listing could be provided by state.

Nantucket Trivia:

Nantucket was home port to two ships that were involved in the Boston Tea Party, the Beaver and the Dartmouth. The ships were owned by the Rotch family whose offices were located at the foot of Main Street in the brick building now called The Pacific Club.

Motion to Adjourn:

Motion: Mr. Morgan

Second: Mr. Dolan

Discussion: None.

Ayes: 5

Nays: 0

Next Board Meeting:

The next CCOG Board of Directors Meeting is scheduled on May 10, 2023, from 12 P.M.to 1:30 P.M. Board members will have the option to attend in person or via Zoom.

Attachments to Minutes:

- *Summary - CCOG Board of Directors (Board Meeting Materials) – 2023.03.08.pdf*

Respectfully submitted:

David J. Akers, CCOG Secretary