

OFFICIAL MINUTES

THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

DATE: May 16, 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 12:06 P.M.

Roll Call:

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

Others: David J. Akers, Josh Fitzgerald (Zoom), Stephen Hull (Zoom), Keith McDevitt, Eric Merkle (Zoom), David Robbins

Motion to Approve Minutes from 2023.03.08 CCOG Board of Directors Meeting:

Motion: Mr. Dolan

Second: Mr. Sayers

Discussion: None.

Ayes: 5

Nays: 0

Discussion – CCOG Financials:

The Board reviewed the April 30, 2023 Statement of Activity and Statement of Financial Position. CCOG's year-to-date (YTD) revenue totaled \$59,777.75, representing a negative variance of \$(1,090.25) from the \$60,868 YTD budgeted revenue. YTD expenditures of \$10,878.23 represent a positive variance of \$1,203.77 versus the budgeted YTD expenses of \$12,082. YTD net operating revenue of \$48,899.52 represents a positive variance of \$113.52 vs. the YTD net operating revenue budget of \$48,786. CCOG's April 30, 2023 cash position was \$77,351.43 as compared to \$46,404.63 on April 30, 2022.

CCOG's cash position through April 2023 is on budget and Mr. Dolan issued the budgeted Voting Member distributions totaling \$51,000. ComDoc revenues are slightly behind budget due to the z-based administrative fee revenue being evenly allocated throughout the year, while receipts will likely occur in accordance with summer installations. Gardiner is off to a slow start in 2023 and Mr. McDevitt is holding a pipeline meeting with Gardiner this week. Expenses are in line with the YTD budget.

The Ohio Auditor of State published the 2021-2022 CCOG audit earlier this week; the audit is posted on the CCOG website.

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

- ***City of Solon.***
 - The new ERP system is working properly and Mr. Corlett attended the user convention. Utility billing will go live in July for sewer and sanitary services and will include more electronic payment capabilities for residents, such as online bill pay. The City is utilizing Tyler payments for sub-processing. The next major project is transitioning HR and payroll to the ERP system.
 - The Mammoth project was approved. It is currently in design phase and plans are scheduled for delivery shortly.
 - Mr. Corlett provided the Parks & Recreation Department with a list of Equalis contracts that may be relevant. Key contacts are David Pellig (a.k.a., Coach) and Rich Parker (the Departmental Director).
- ***Kenston Local Schools.***
 - The Garland roofing project is scheduled for this summer and Kenston renewed its contract with ComDoc, with installation scheduled for this summer.
 - The School Board approved the three-year strategic plan.
 - The School Board also adopted the first of two resolutions approving the inclusion of a 1.35 mill Permanent Improvement levy on the November ballot. The Board will consider the second and final resolution in June.
- ***Cuyahoga County Public Library.***
 - The Library utilizing the Garland contract at the Maple Heights branch.
 - The new copier and printer installation is now complete and the Library is now working with ComDoc to ensure remote mobile print capability is operating properly.
 - The Library is working on \$50 million in building projects, including:
 - Brooklyn branch – groundbreaking in July
 - Solon branch – designing the innovation center and meeting rooms
 - Parma Heights branch – selecting an architect
 - Beachwood branch - \$21 million project for new branch, including an auditorium. The current collection will be relocated to a temporary site as the new building will be constructed on the site of the current building after the existing building is demolished.
 - Mr. Dolan is kicking off implementation meetings for the new payroll/HRIS. He is navigating challenges in securing the Library's data from ADP (the existing provider) and the go-live date is scheduled for the second week of December to ensure the first payroll payment in January is implemented through the new system.
 - The overall delivery issues with W.B. Mason have been resolved.
 - The Meteor project is moving forward. Brandon Hillman is the Meteor rep and provided numerous design iterations. Jeff Mori will complete an order at one branch initially; there are five total branches included in this project. Mr. McDevitt has not heard any updates from Mr. Mori.

General Discussion & Strategic Priorities:

Procurement

Mr. Robbins discussed contract awards from the most recent RFP cycle. CCOG awarded contracts to CORE Construction (a current supplier) for the Owner Advocate RFP; to Advanced Green Technologies, Veregy (a current supplier), and Johnson Controls (a current supplier) for the Alternative and Renewable Energy Solutions RFP; to ADPRO Sports, Game One, Dynamic Fitness & Strength, and Riddell for the Athletic Sports Related Supplies, Equipment, and Apparel RFP; to Holman Capital Corporation for the Financing Solutions RFP, to six suppliers for the Michigan Job Order Contracting bid; and, to 26 suppliers for the Ohio Job Order Contracting bid. New contract awards with May 1, 2023 effective dates include:

	RFP	Supplier
CCOG	Owner Advocate	CORE Construction
	Alternative and Renewable Energy Solutions	Advanced Green Technologies
		Johnson Controls
		Veregy
	Athletic & Sports Related Supplies, Equipment, and Apparel	ADPRO Sports
		Game One
		Dynamic Fitness & Strength
	Financing Solutions	Holman Capital Corporation
Job Order Contracting Services in the State of Michigan	6 Suppliers	
Job Order Contracting Services in the State of Ohio	26 Suppliers	
Region 10	School Buses & Shuttles (2023)	Lion Electric
		RWC Group
	Alternative Transportation Services	First Student
	In-Person Tutoring, Counseling, and Professional Development Services	Axiom Learning
		Learn-It Systems
		StudentNest
	What Drives Winning Education	

The next round of RFPs will be published on May 22nd and include:

Campaign Name	Contract Start Date	Lead Agency	Supplier Outreach
Construction Equipment	9/1/2023	CCOG	46
Construction Materials	9/1/2023	CCOG	6
PublicSmart - Ancillary Benefits	9/1/2023	CCOG	3
Staffing Services	9/1/2023	CCOG	27
Armored Vehicle & Security Services	9/1/2023	Region 10	18
Educational Expense Management and Payment Solutions	9/1/2023	Region 10	9
Fleet, Tools, Diagnostics and Related Products and Services	9/1/2023	Region 10	20
Landscape & Irrigation Supplies, Tools, and Equipment	9/1/2023	Region 10	9
Oracle Products	9/1/2023	Region 10	13
Total			151

Mr. Morgan asked about the financing solutions award – the Library is not authorized to borrow funds for capital projects. Mr. Robbins indicated there is a difference between “capital expenditures” and “infrastructure/building” projects for which the Library may be prohibited from borrowing.

Mr. Robbins highlighted the supplier outreach efforts totaling 151 potential suppliers contacted in an effort to drive competition in RFP responses.

CCOG upcoming RFPs:

- Construction Equipment - seeking everything but agricultural and landscaping requirements
- Construction Materials - pursuing manufacturers who also offer service/installation capabilities
- PublicSmart - adding voluntary and ancillary benefits
- Staffing - filling voids in the existing contract portfolio and seeking full-service companies

Region 10 upcoming RFPs:

- Armored Vehicle & Security Services - responding to a Region 10 Advisory Council request for cash transit services
- Educational Expense Management and Payment Solutions - seeking payment solutions for students and parents and expense management for staff
- Fleet, Tools, and Diagnostics - focusing on the tools side and complementary to CCOG’s existing fleet-related contracts
- Landscaping & Irrigation Supplies, Tools, and Equipment - pursuing distributors to provide supplies, not services, such as greenhouses, seeds, and tools

Motion to Approve Resolutions 2023.05.1 - 2023.05.8:

Motion: Mr. Dolan
Second: Mr. Morgan

Discussion: None.

Ayes: 4
Nays: 0

Marketing & Supplier Engagement

Mr. Akers discussed his team’s focus on updating collateral to eliminate information that requires regular revisions, implementing supplier trainings at scale, pursuing recurring revenue, and delivering state legal authority webinars. He noted that members tend to respond to marketing communications and webinars when they have a specific need in the moment. Mr. Corlett suggested scheduling time slots that are available for member consultations.

The Board discussed options to include content developed by Equalis on the CCOG website related to the Ohio Attorney General Opinion Letter 2019-028. The final decision was to include some content on the CCOG website and direct readers to a dedicated page that includes reference to the Ulmer opinion letter on the Equalis website.

Sales

Mr. McDevitt discussed the significant quarter over quarter growth in the pipeline for the past several quarters.

Nantucket Trivia:

Cars were not permitted on Nantucket until 1918, after the railroad was washed out.

Motion to Adjourn:

Motion: Mr. Dolan
Second: Mr. Sayers

Discussion: None.

Ayes: 4
Nays: 0

Next Board Meeting:

The next CCOG Board of Directors Meeting is scheduled on July 12, 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) – 2023.05.16.pdf*

Respectfully submitted:

David J. Akers, CCOG Secretary