

## OFFICIAL MINUTES

### THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

**DATE:** July 12, 2023

**LOCATION:** Meeting via Teams: [Teams link](#)  
Teams Meeting ID: 230 219 020 867

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**Call to Order:**

Mr. Corlett called the meeting to order at 12:11 P.M. following technical difficulties

**Roll Call:**

Present: Frank Corlett, Bob Dolan, Matt Rubino

Others: David J. Akers, Josh Fitzgerald, Keith McDevitt, David Robbins

**Motion to Approve Minutes from 2023.05.16 CCOG Board of Directors Meeting:**

Motion: Mr. Dolan

Second: Mr. Corlett

Discussion: None.

Ayes: 3

Nays: 0

**Discussion – CCOG Financials:**

The Board reviewed the June 30, 2023 Statement of Financial Position and Statement of Activity. CCOG's cash position as of June 31, 2023 was \$16,412.67 vs. budget of \$25,564.72, a negative variance of \$(9,152.05). 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 \$71,799.72 represent a negative variance of \$(8,052.72) versus the budgeted YTD expenses of \$63,747. YTD net operating revenue of \$(12,021.97) represents a negative variance of \$(9,142.97) vs. the YTD net operating revenue budget of \$(2,879).

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 utilizing a competing Ohio Schools Council contract with northern Ohio school districts and there has not been a large installation similar to the East Cleveland Schools project in 2022. Waibel (a company similar to Gardiner in southern Ohio) is outperforming budget. Mr. Fitzgerald stated that Equalis and CCOG revenue is growing overall. Mr. McDevitt discussed Equalis Group's geographic growth. The second quarter administrative fee payment to CCOG has been calculated and will be paid in July. Ms. Fuentes added a column to the Statement of Activity to show the second quarter revenue generated by each supplier.

The largest expense variance is in Publications due to i) additional RFPs conducted for Ohio and Michigan state-level JOC programs that required publication in numerous outlets in both states, and ii) the one-time annual payment for CCOG's Bonfire subscription, which is the online procurement platform CCOG utilizes for RFPs.

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

- ***Cuyahoga County Public Library.***
  - Construction breaks ground for the Brooklyn branch tomorrow at 11 AM.
  - The Library is securing and working with contractors and architects for Solon (major renovation, plus addition of auditorium), Parma Heights (full replacement) projects.
  - The new ILS goes live at the end of August.
  - Mr. Dolan and his staff are training on the new payroll system.
  - Mr. Dolan believes the challenges with the recent ComDoc installation have been resolved. Paper is stocked again after the second time this year branches stopped getting paper. There was a toner issue at one branch in which a staff member was trying to stockpile toner rather than rely on the auto refresh system, which automatically stopped toner delivery. Keith will contact Frank Vigliucci re. the paper situation.
  - W.B. Mason is going well.
  - Mr. McDevitt spoke with Jeff Mori regarding the MeTEOR designs and Jeff's team is exploring other options, while using MeTEOR for one of the branches.
- ***City of Solon.***
  - The City went live with the new ERP payroll system three weeks ago and goes live with utility/sewer billing next week.
  - The Service Department is looking at NAPA IBS, with a potential deployment early next year. Ron Nelson is the business manager for that contract. Bill is part of NAPA IBS as well. Ron helped with a compressor earlier in the year.
  - The City continues to work with Mammoth Construction on the design-build for the community park and there is a council work session tonight streaming live. The rest of this year and next year will focus on forming the actual construction group to begin the actual improvements. Mr. Rubino has heard only good things about Mammoth from the Public Works Commissioner; Bill is excited about Mammoth and he doesn't get excited. Mr. Corlett mentioned that the City's legal team is working through the terms of the contract with Mammoth.
- ***Kenston Local Schools.***
  - Mr. Sayers is traveling and not available to attend the Board meeting.

#### **General Discussion & Strategic Priorities:**

##### ***Procurement***

Mr. Robbins is reviewing responses from the four RFPs CCOG published in May.

- The Staffing Services RFP generated significant interest with a record of 37 proposals submitted.
- Construction Equipment is a large category and generated seven responses, including one company that is a rep group for 10 original equipment manufacturers with four primary brands.
- Building Materials did not generate the expected interest. There was one large respondent whose offering includes a network of applicators/installers.

- The PublicSmart program offerings are expanding through the Ancillary Employee & Voluntary Benefits RFP that complement state-mandated benefits. Three companies submitted responses and Mr. Robbins anticipates a single award in this category.

Region 10 published six RFPs in May. Mr. Merkle is traveling and not available to attend the Board meeting. The six Region 10 RFP categories with responses currently under evaluation are:

- Armored Vehicles
- Educational Expense Management and Payment Solutions
- Fleet Tools, Diagnostic, and Related Products and Services
- Landscape and Irrigation Supplies, and Equipment
- Virtual Reality Hardware and Software
- Test Preparation Curriculum and Services

Mr. Robbins discussed categories he is exploring for the October RFP publications, including:

- Furniture is a sizeable category and Region 10 has some suppliers under contract today. There are some voids in the current Region 10 furniture portfolio and there is an opportunity for CCOG to fill those voids. The goal is to expand the contract offering and engage more at the dealer level vs. manufacturers. Mr. Robbins has identified 70 potential suppliers and anticipates significant market interest in the RFP.
- Grounds Maintenance Equipment is a potential RFP category.
- Tires & Related Equipment is a category that has been solicited previously without success, with suppliers who committed to responding not submitting responses. Mr. Robbins has identified a small number of suppliers that have expressed interest in responding to another RFP in this category.
- Design Professional Services includes an architectural orientation. One consideration is that this category would fall under professional services in some states, which are sometimes excluded from cooperative purchasing authorization.
- Foodservice Equipment is a category that ranges from standard kitchen items through disposables and other ancillary supplies.

Region 10 is currently exploring:

- Catering Services
- Equipment Rental, Sales, and Service
- Experience Management Software
- Maintenance, Repair, and Operational (MRO) Supplies
- Oracle Products
- Playground Equipment
- School Security Support

Mr. Robbins presented two resolutions to the Board for consideration.

- **Resolution 2023.07.1** approves and ratifies contract awards to two additional Ohio job order contracting suppliers that were not included in the previous resolution in May.
- **Resolution 2023.07.2** approves and ratifies the extension of the Master Agreements with three existing Ohio job order contracting suppliers who did not respond to the most recent RFP, but have renewal options remaining on their existing contracts.

**Motion to Approve Resolutions 2023.07.1 - 2023.07.2:**

Motion: Mr. Dolan  
Second: Mr. Rubino

Discussion: None.

Ayes: 3  
Nays: 0

***Marketing & Supplier Engagement***

Mr. Akers discussed his team's progress in launching May 1, 2023 contracts, high levels of activity with certain suppliers, training and informational webinars Equalis offers to awarded suppliers, and various conferences and trade shows that Equalis attends. Mr. Corlett suggested Equalis look into ICMA and pursue national organizations or Ohio chapters that are focused on procurement. Both Mr. Corlett and Mr. Rubino discussed the national and in-state scope of GFOA.

***Sales***

Mr. McDevitt discussed the continued pipeline and geographic growth and trendlines all going in the right direction. July has been a quiet month with school out of session and summer vacations. Construction contracts flow with the schedule of construction and typically are structured to pay administrative fees on progress payments. He also discussed high levels of activity, opportunities, and sales with certain suppliers.

**Nantucket Trivia:**

The "roofwalks" atop many Island homes were used to spot incoming whaleships or for pouring a bucket of sand down a burning chimney. These walks were not called, as they often are today, "widow's walks" it is a modern misnomer.

**Motion to Adjourn: 1:10 PM.**

Motion: Mr. Dolan  
Second: Mr. Rubino

Discussion: None.

Ayes: 3  
Nays: 0

**Next Board Meeting:**

The next CCOG Board of Directors Meeting is scheduled on September 13, 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) - 2023.07.12.pdf*

**Respectfully submitted:**

David J. Akers, CCOG Secretary