

OFFICIAL MINUTES
THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

DATE: September 13, 2023

LOCATION: 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: Seth Cales, Frank Corlett, Bob Dolan (Zoom), Matt Rubino, Steve Sayers

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

Motion to Approve Minutes from 2023.07.12 CCOG Board of Directors Meeting:

Motion: Mr. Dolan

Second: Mr. Sayers

Discussion: None.

Ayes: 5

Nays: 0

Discussion – CCOG Financials:

The Board reviewed the August 31, 2023 Statement of Financial Position and Statement of Activity. CCOG’s cash position as of August 31, 2023 was \$58,578.77 vs. \$41,044.37 on August 31, 2022. CCOG’s year-to-date (YTD) revenue totaled \$101,818.89, representing a positive variance of \$8,216.89 from the \$93,602 YTD budgeted revenue. YTD expenditures of \$71,699.80 represent a negative variance of \$(3,561.80) versus the budgeted YTD expenses of \$68,138. YTD net operating revenue of \$30,119.09 represents a positive variance of \$4,655.09 vs. the YTD net operating revenue budget of \$25,464.

CCOG is in a strong cash position and will proceed with a Voting Member distribution in November as planned. BCI Burke is outperforming expectations this year. 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. FieldTurf only remits payment once it has received 100% of its payments from a customer, rather than providing progress payments as FieldTurf receives them, so there is a lengthy delay in receiving administrative fees. Garland continues to perform well, and the HES, Musco, and Watchfire contracts are all outperforming expectations.

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.

Mr. Merkle noted that July and August were record revenue months for Equalis and he expects a historically high 3rd quarter fee share with CCOG.

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

- ***City of Solon.***

- The City is live with utility billing through the ERP system - transitioned to Utility Billing inside of UNIS software. Sent first bills and opened up online payment capabilities. Now, the City is receiving feedback and has identified some potential issues. Next chapter is HCM, with discussions starting in January. Project started in 2018 and will close in 2025.
- Mammoth - approved \$600K Phase I of the design, which includes design work and 3D video rendering. Mammoth presented to City Council, initially received a smaller contract and now received this new contract. Optimists say construction begins Q1 next year. Mammoth is identifying sub-contractors. The first phase is a parking lot and the project is estimated to have a three-year duration.
- Solon is utilizing Office Depot and W.B. Mason.
- Mr. Corlett asked if Mr. McDevitt has spoken with Recreation department and suggested he speak with Mark Howley (Service Director) and Bill, who are doing capital planning for next year. \$170K JOC contract.
- The City may be using NAPA contract for fully outsourced inventory management. High spend volume for a city of this size, with more than 200 vendors to manage.

- ***Kenston Local Schools.***

- The District is now one month into the school year, which began August 15th.
- There is a significant need for bus drivers. Kenston bumped the pay rate to \$25 per hour.
- Mr. Cales is getting up to speed, looking at long term outlook. Kenston eliminated \$1 million in salary expense (2-3 staff, 5 teachers, admin position) through attrition and needs to keep looking at operational efficiencies.
- The District placed a 1.35 mil Permanent Improvement levy on the ballot in November. Only 13% of schools in Ohio don't have one. If successful, proceeds will be utilized for investments in HVAC, doors and windows, furniture flooring, buses, etc.
- Kenston is bargaining with both unions this year. The teacher contract expires at the end of February (usually expiration is in June or July).
- Mr. Cales wants to complete a 3-5-year capital plan similar to what he developed for Cardinal, his prior school district.

- ***Cuyahoga County Public Library.***

- The Library went live on the new ILS on August 28th, concluding a 1.5-year project. The system manages borrowing, returns, etc.
- The new payroll system goes live 1/1/2024 and Mr. Dolan is deeply entrenched in that project. The time cards for 12/12/2023 will be processed for payment through the new system on 1/4/2024.
- The Brooklyn branch construction is moving along, with opening set for this spring.
- The Solon renovation is moving along and the Library received earmarked federal money to cover part of the project cost.

- The Library is building a drive-through for the Brecksville branch and talking with architects on Parma Heights and Beachwood branch projects.
- Mr. Morgan is retiring November 17th and is on vacation this week. His replacement is narrowed to two people, both of whom are meeting with Library board, and the Library will ideally have an offer out in two weeks. Oversight of facilities, finance, and IT was Scott's role. The new role will only oversee Facilities and IT and the Library will hire a separate finance person.
- There is a small problem with ComDoc re. automatic toner replacement, with toner going to wrong branches. Mr. McDevitt to address with Mr. Vigliucci from ComDoc.
- W.B. Mason is running smoothly.

General Discussion & Strategic Priorities:

Procurement

Mr. Robbins updated the Board regarding CCOG’s 9/1/2023 RFPs.

- Building Materials did not generate the expected interest. There was one large respondent whose offering includes a network of applicators/installers. He is completing the evaluation of the cost proposal and will issue a contract award letter if the company qualifies.
- Construction Equipment yielded four contract awards.
- The Staffing Services RFP generated a record of 37 proposals submitted. The Proposal Review Team has narrowed the list to ten qualified respondents and is now beginning the cost proposal evaluation.
- Lincoln Financial won the PublicSmart the Ancillary Employee & Voluntary Benefits RFP that complement state-mandated benefits.

Contracts Effective 2023.09.01

Lead Agency	RFP Title	Awarded Suppliers
CCOG	Building Materials & Supplies	• Still Under Evaluation- Sika/Sarnafil
CCOG	Construction Equipment with Attachments, Accessories, Supplies, and Services	• Federal Contracts Corp. • Kubota • SealMaster • JCB
CCOG	Staffing Services	• Still Under Evaluation- 37 Responses
CCOG	PublicSmart- Ancillary Employee & Voluntary Benefits	• Lincoln Financial
Region 10	Test Preparation Curriculum and Services	• EPS Operations, LLC • MasteryPrep • PrepScholar
Region 10	Virtual Reality Hardware and Software	• Lobaki • Transfr Inc.
Region 10	Landscape & Irrigation Supplies, Tools, and Equipment	• Ewing Outdoor Supply
Region 10	Fleet, Tools, Diagnostics and Related Products and Services	• Snap-On Industrial

Mr. Robbins presented one resolution to the Board for consideration.

- **Resolution 2023.09.1** approves and ratifies contract awards to four awarded suppliers for RFP #COG-2149, the Equalis Group Construction Equipment with Related Attachments, Accessories, Supplies, and Services Program.

Motion to Approve Resolution 2023.09.1:

Motion: Mr. Dolan
Second: Mr. Rubino

Discussion: None.

Ayes: 5
Nays: 0

Mr. Merkle updated the Board regarding Region 10’s 9/1/2023 RFP awards and noted that Ewing Outdoor is on the supply side of landscaping.

Mr. Robbins and Mr. Merkle discussed the short list of categories under consideration for the CCOG and Region 10 January 1, 2024 RFPs.

Upcoming RFP’s

Lead Agency	Campaign Name	RFP Issue Date	Contract Start Date
CCOG	Furniture and Storage Products	10/13/2023	1/1/2024
CCOG	Food Service Equipment	10/13/2023	1/1/2024
Region 10	MRO	10/13/2023	1/1/2024
Region 10	Parks and Recreations Products, Equipment, and Services	10/13/2023	1/1/2024
Region 10	Experience Management Software	10/13/2023	1/1/2024
Region 10	Catering Services	10/13/2023	1/1/2024
Region 10	Armored Vehicle Services	10/13/2023	1/1/2024
Region 10	Equipment Rental	10/13/2023	1/1/2024

The furniture category is massive, with over 150 potential respondents already identified, a mix of manufacturers and dealers. Mr. Merkle discussed the Rockies Purchasing Services food service program management award to Equalis Group and the upcoming Broadline Food Service RFP. The Catering Services program is targeted for events, not outsourced food service. The Armored Vehicle Services program is being republished based on requests from Region 10 members.

Marketing & Supplier Engagement

Mr. Akers provided an overview of the newly awarded supplier onboarding process, including how Equalis develops initial collateral, holds kickoff calls, and then begins engaging with suppliers' sales teams. He attended the Dynamic Fitness & Strength national sales meeting earlier in the month. Equalis' approach to developing tri-branded collateral for suppliers with resellers/dealers/members is a differentiator in the industry. He also discussed the negative findings in a recent NY audit of a school district and how Equalis Group contracts are aligned with both NY statutory and Office of the State Comptroller requirements.

Sales

Mr. McDevitt shared that approximately half of Equalis Group's revenue is being generated through CCOG contracts and the company is in a significant growth mode. Both Mr. McDevitt and Mr. Anderson are seeking sales representatives to take over their respective territories so they can manage their respective halves of the country, eliminating the "player" from their current "player/coach" roles.

Nantucket Trivia:

Maria (pronounced Mariah) Mitchell, the first woman astronomer in America and discoverer of a comet, was born on Nantucket and is buried here. The Maria Mitchell Association was founded in her memory.

Motion to Adjourn: 1:10 PM.

Motion: Mr. Sayers

Second: Mr. Dolan

Discussion: None.

Ayes: 5

Nays: 0

Next Board Meeting:

The next CCOG Board of Directors Meeting is scheduled on November 8, 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) - 2023.09.13.pdf*

Respectfully submitted:

David J. Akers, CCOG Secretary