

## OFFICIAL MINUTES

### THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

**DATE:** November 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

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#### **Call to Order:**

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

#### **Roll Call:**

Present: Frank Corlett, Bob Dolan, Jeff Mori, Steve Sayers

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

#### **Motion to Approve Minutes from 2023.09.13 CCOG Board of Directors Meeting:**

Motion: Mr. Dolan

Second: Mr. Sayers

Discussion: None.

Ayes: 4

Nays: 0

#### **Discussion – CCOG Financials:**

The Board reviewed the October 31, 2023 Statement of Financial Position and Statement of Activity. CCOG's cash position as of October 31, 2023 was \$119,661.44 vs. \$ 72,106.30 on October 31, 2022. CCOG's year-to-date (YTD) revenue totaled \$167,138.43, representing a positive variance of \$37,888.97 from the \$126,227 YTD budgeted revenue. YTD expenditures of \$75,936.67 represent a negative variance of \$(4,406.67) versus the budgeted YTD expenses of \$71,530. YTD net operating revenue of \$91,201.76 represents a positive variance of \$33,482.30 vs. the YTD net operating revenue budget of \$54,697.

Mr. Dolan distributed the Voting Member distributions. Mr. Akers noted CCOG is in a strong cash position. Mr. McDevitt stated the Garland contract began producing significant revenue quickly and he hears favorable feedback from members utilizing the contract in Ohio. Gordian activity is increasing, including a \$2+ million opportunity in Chagrin Falls following a referral by the building director at Solon. The City of Solon is now working with NAPA. Mr. Merkle stated that 52 awarded CCOG contracts are now reporting, with more than 1,000 members across 49 states utilizing CCOG contracts. Momentum continues to build. Mr. Akers noted that 17 CCOG suppliers reported in 2023 for the first time.

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

- ***City of Solon.***
  - The City is working on a \$3.6 million contract with Mammoth that is slated for approval by the budget committee on November 20, 2023. This contract will include ballparks, playgrounds, and other Phase I elements of the community park project. Full approval by City Council following three readings is slated for December 18, 2023.
  - The NAPA managed inventory capability is the perfect solution for City of Solon.
  - The City has started year-end budget and finance processes.
  - Mr. Corlett shared the next phase of the ERP implementation begins in January 2024.
- ***Cuyahoga County Public Library.***
  - Mr. Dolan is continuing to work on the implementation of the new payroll system.
  - Mr. Dolan reported that the W.B. Mason and ComDoc contracts are operating smoothly.
  - Mr. Mori discussed the initiation of the roof replacement project at Brook Park through the Garland contract. It is a \$400K project and he is working with Dan O'Leary
  - The Library is utilizing MeTEOR for the first time. The initial order is a relatively small order for office workspaces, staff break areas, meeting rooms at the Brecksville branch.
  - Mr. Mori stated there are no changes on the major projects underway: Brooklyn is moving along, the Solon renovation begins in the spring, Parma Heights in design phase, and nothing has started at Beachwood.
- ***Kenston Local Schools.***
  - The Permanent Improvement levy failed yesterday. The goal was to have a combination of permanent improvement funds and restructuring that would establish firm financial footing for the District.
  - The District is facing financial challenges. In October, Mr. Sayers and Mr. Cales recommended to the board closing one of the buildings so the District could benefit from staffing efficiencies. The District will retain the building, keeping the board office at one end and gym at the other in use. The long-term plan is to seek approval of a bond issue in 2029 when the existing high school bond issue expires and potentially build a new building on the site of the building that will be closed. Population trend: over the last 12 years, Kenston lost 600+ students, contracting from 3,100 down to 2,400. This situation is common across Ohio, with three of four districts losing population.
  - Jeremy McDevitt's position is being eliminated at the end of the current school year as part of restructuring in the board office. Mr. Sayers and Mr. Cales are determining how the responsibilities will be divided between them.
  - The District is beginning to evaluate projects for completion next summer.

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

#### ***Procurement***

Mr. Robbins updated the Board regarding a range of procurement activities.

- The Building Materials & Supplies (Sarnafil, a construction material manufacturer) and Staffing contracts (five suppliers in total) are now awarded. Three of the staffing suppliers are generalists. EduStaff is K-12 focused, providing staffing for all roles except bus drivers. Tradesman specializes in trade labor staffing.

- The open RFP is for furniture, a strategically important category. Mr. Robbins reached out to more than 175 potential respondents and more than 230 companies have downloaded the RFP. We received the first submission today, and responses are due next Friday. Mr. Robbins is expecting as many as 45-60 respondents.
- Mr. Robbins reviewed the procurement calendar for next year. He anticipates publishing 12 RFPs spread out over four solicitation periods. There will likely be two RFPs in both February and April, then four in both August and November. Mr. Robbins has worked with Region 10 to match publication schedules and share the 2024 publication costs 50/50.

RFPs	RFP Release Date	Contract Effective Date
2	2/1/2024	5/1/2024
2	4/1/2024	7/1/2024
4	8/1/2024	11/1/2024
4	11/15/2024	3/1/2025

- Mr. Robbins reviewed the current list of 2024 potential categories, including electrical, plumbing, HVAC, janitorial services and supplies, and flooring.
  - Mr. Corlett asked if Mr. Robbins has looked at benefits administration categories – the City renews its contract for benefits yearly. Mr. Akers discussed the PBM contracts and PublicSmart program. Mr. Robbins is working to finalize the contract award to Lincoln Financial for ancillary benefits. He also discussed a potential meds kitting program for correctional facilities.
  - Mr. Dolan inquired about IT managed services and Mr. Robbins confirmed it is outsourced IT services. There are numerous smaller libraries in Ohio that need IT help, and he recommended promoting that program to libraries.

Design Professional Services	HVAC & Facility Systems, Automation, Installation, Services	Janitorial Supplies (2024)	Rideshare & Transportation Services
MRO Subcategories	Pharmacy Services	Utility Vehicles	Facility Assessment & Planning
Flooring (Rebid)	Janitorial Services	Industrial Equipment	IT Managed Service Provider (MSP)

- Mr McDevitt asked Mr. Dolan if he knows the staff at Dayton Metro Library. Mr. Dolan confirmed he does, which is helpful because Equalis is working on a project with them. Dayton Metro has not registered as a member yet, but Mr. McDevitt has a meeting tomorrow with them re. the ComDoc contract.
- Mr. Merkle noted that there are some rebid categories coming up from 2020 contracts that are expiring. Half of the R10 categories will be rebids. Other categories include elevators/escalators, grounds maintenance equipment, rideshare and transport services, and managed print services/copiers.

Mr. Robbins presented four resolutions to the Board for consideration, which were considered and adopted in two separate groupings.

- **Resolution 2023.11.1** – Approving and Ratifying the Master Agreement with Sarnafil Services, Inc., a division of Sika Corporation
- **Resolution 2023.11.2** – Approving and Ratifying Master Agreements with Multiple Staffing Services Awardees

**Motion to Approve Resolutions 2023.11.1 – 2023.11.2:**

Motion: Mr. Dolan  
Second: Mr. Sayers

Discussion: None.

Ayes: 4  
Nays: 0

- **Resolution 2023.11.3** – Approving and Ratifying an Amendment to the Master Agreement with BlueCrest
- **Resolution 2023.11.4** – Approving and Ratifying an Amendment to the Master Agreement with OPEX

**Motion to Approve Resolutions 2023.11.3 – 2023.11.4:**

Motion: Mr. Sayers  
Second: Mr. Dolan

Discussion: None.

Ayes: 4  
Nays: 0

***Marketing & Supplier Engagement***

Mr. Akers updated the Board regarding the status of onboarding the new suppliers from the September 1, 2023 contract wave, conducting some of the January 1, 2024 contract kickoffs in person, the success of the two Supplier Roundtables in 2023 and plan for 2024, and the addition of Nancy Burns to the Marketing & Supplier Engagement team in 2024.

**Sales**

Mr. McDevitt discussed the addition of Holly Stoots to his team to cover Ohio and surrounding states, eliminating the “player” from Mr. McDevitt and Mr. Anderson’s current “player/coach” roles, and reviewed the year-over-year and quarter-by-quarter increase in CCOG contract pipeline activity and usage.

**Nantucket Trivia:**

The history of Nantucket's settlement by the English begins in 1659, when Thomas Mayhew sold his interests to the "nine original purchasers": Tristram Coffin, Thomas Macy, Christopher Hussey, Richard Swayne, Thomas Bernard, Peter Coffin, Stephen Greenleaf, John Swayne, and William Pike for, "thirty pounds...and two Beaver hats one for myself and one for my wife."

**Motion to Adjourn: 1:17 PM.**

Motion: Mr. Dolan  
Second: Mr. Sayers

Discussion: None.

Ayes: 4  
Nays: 0

**Next Board Meeting:**

The next CCOG Board of Directors Meeting is the 2024 Annual Meeting scheduled on January 24, 2024 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) - 2023.11.08.pdf*

**Respectfully submitted:**

David J. Akers, CCOG Secretary