

## OFFICIAL MINUTES

### THE COOPERATIVE COUNCIL OF GOVERNMENTS ANNUAL MEETING

**DATE:** January 24, 2024

**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 12:03 P.M.

#### **Roll Call:**

Present: Seth Cales, Frank Corlett, Bob Dolan, Matt Rubino, Steve Sayers

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

#### **Motion to Approve Minutes from 2023.11.08 CCOG Board of Directors Meeting:**

Motion: Mr. Sayers

Second: Mr. Dolan

Discussion: None.

Ayes: 5

Nays: 0

#### **Discussion – Officer Slate:**

The following 2024 CCOG Board officer slate was proposed:

- Board President – Frank Corlett
- Treasurer – Bob Dolan
- Secretary to the Board – David J. Akers

#### **Motion to Approve 2024 CCOG Board of Directors Officer Slate:**

Motion: Mr. Dolan

Second: Mr. Cales

Discussion: None.

Ayes: 5  
Nays: 0

**Discussion – CCOG Financials:**

The Board reviewed the December 31, 2023 Statement of Financial Position and Statement of Activity. CCOG's cash position as of December 31, 2023 was \$28,699.66 vs. \$28,443.06 on December 31, 2022. CCOG's 2023 revenue totaled \$167,138.43, representing a positive variance of \$40,810.43 from the \$126,328 2023 budgeted revenue. 2023 expenditures of \$166,865.64 represent a negative variance of \$(40,670.64) versus the budgeted 2023 expenses of \$126,195. This variance is primary comprised of Voting Member distributions totaling \$39,000 more than budgeted for the year due to revenue growth of almost \$41,000 over budget. 2023 net operating revenue of \$272.79 represents a positive variance of \$139.79 vs. the 2023 net operating revenue budget of \$133.

Ms. Fuentes will issue Voting Member distribution checks in the amount of \$21,000 each from PNC Bank. Due to the timing of quarterly reporting and payment of CCOG's share of administration fees, there were no material changes to revenue numbers since the October 31, 2023 financials reviewed at the November 8, 2023 Board meeting. Mr. Akers notified the Board that the fee share paid to CCOG in January will total \$64,913.30, a new quarterly record. Mr. Fitzgerald stated contract utilization is growing and he sees no reason why that growth will not continue to escalate. Mr. Rubino inquired how many active (or purchasing) members there are – there were approximately 1,000 in December 2023 and 2,000 in total over the course of the year.

**Discussion – CCOG Budget:**

The Board reviewed the proposed 2024 budget. Mr. Akers described the conservative approach utilized to develop revenue budgets for suppliers: i) suppliers who have not previously reported spend, such as newer suppliers, are not included in the budget, ii) typically, a supplier's budget number will be the same as prior year actual revenue or show modest year-over-year growth if that supplier's reporting has been trending upwards, and iii) known upcoming changes are reflected, such as if a member project has closed, but not started yet. Mr. Akers noted Voting Member Distributions continue to increase and have grown to the point that Kenston's annual distribution can potentially fill a position that was eliminated as part of Kenston's restructuring plan.

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

- ***City of Solon.***
  - Mr. Corlett recently had the MUNIS ERP kickoff meeting, beginning an 18-month project. The payroll system will go live early next year, followed by the time and attendance functionality in mid-2025. The City has processed three months of billing through the utility billing system – there were some challenges with address of Lockbox in Carol Stream, IL. Overall, the ERP implementation is on track and on budget.
  - Mr. Corlett is still waiting on the service department regarding migrating to the NAPA inventory management system. Mr. McDevitt is in regular communication with Bill and is not aware of any red flags – there have just been some delays on the service department's end.
  - The recreation department needs curtains for the gym.
  - Mr. Rubino shared the Mammoth contract for the \$3.6 million Phase I recreation project has been approved. Council is reviewing next steps and there may be an additional contract approved later this year. The City is trying to frontload more of project into Phase I.
  - Mr. Rubino has completed the 2024 budgeting process.

- **Kenston Local Schools.**

- Mr. Sayers provided an overview of the restructuring plan. The fourth and fifth grad building will be closed, with fourth and fifth grade students moving to the middle school and eighth graders moving to an empty wing in the high school. Mr. Jeremy McDevitt is securing quotes from movers to help with physical move. Mr. Sayers and Mr. Cales are working on staffing for next year. Ms. Stoots asked if the move will require the purchase of new furniture - no. 75% of districts in Ohio have lost some enrollment. Chagrin Falls has lost enrollment too. Solon is flat or showing a slight increase. The Kenston high school has capacity for 1,200 students, with only 750 kids total.
- The District is engaged in labor negotiations now.
- Kenston may do some paving in 2024. Mr. McDevitt offered to connect Kenston with PaveConnect.

- **Cuyahoga County Public Library.**

- The new payroll system is now live, with three payrolls processed. There were a few bumps. CCPL held open enrollment through the system in November. HR is working on additional modules, such as recruiting, FMLA, and leave of absence. Overall, the new system has been a success and Mr. Dolan is working with ADP to pull historical data.
- The Brooklyn branch opens late summer after navigating soil problems because the building would have sunk. Mr. Mori should be placing furniture orders for Brooklyn about now (six months out).
- CCPL has entered into an agreement with the City of Solon to add on to the Solon branch. The goal is to build the innovation center by year end, which will be similar to the Parma branch innovation center.
- The Library has completed architectural phase for the Parma Heights building and the Beachwood auditorium addition and expects to break ground on both projects in 2025.
- CCPL is on schedule with the Master Plan.
- ComDoc and WB are working out fine.
- The IT department is replacing all cell phones this year and staying with Verizon.
- Mr. McDevitt noted the MeTEOR furniture should be arriving soon.
- Library is hosting a solar eclipse event and making glasses available.
- Mr. Akers asked about the Library's approach to two factor authentication (**2FA**). Mr. Dolan shared the Library offers two options for employees without CCPL-issued cell phones: 1) use your personal cell phone, or 2) be issued and utilize a fob. The Library just initiated the fob option and more than 600 employees requested the fobs. The Union's position was the administration could not require employees to utilize personal cellphones for 2FA. At Solon, personal devices are added into and certified in the active directory.

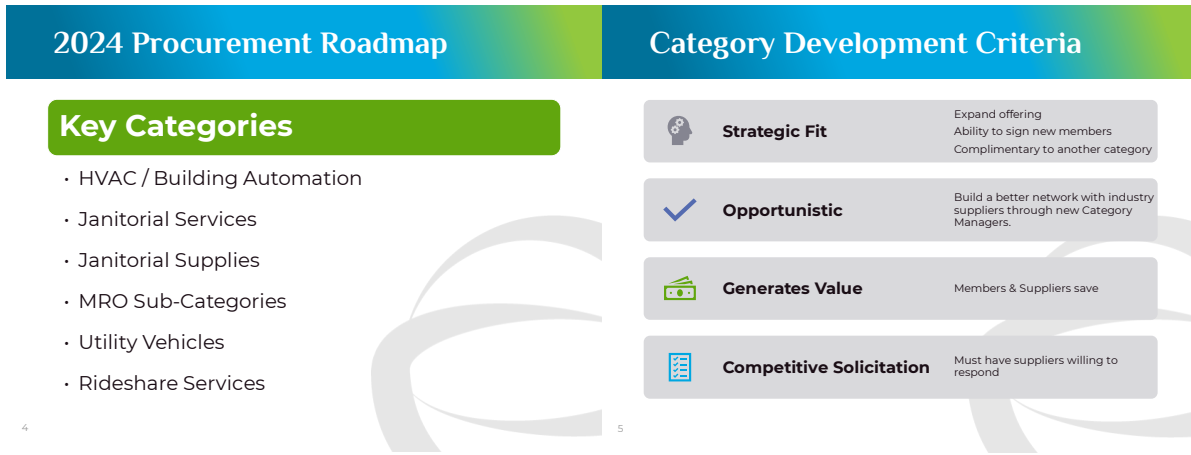
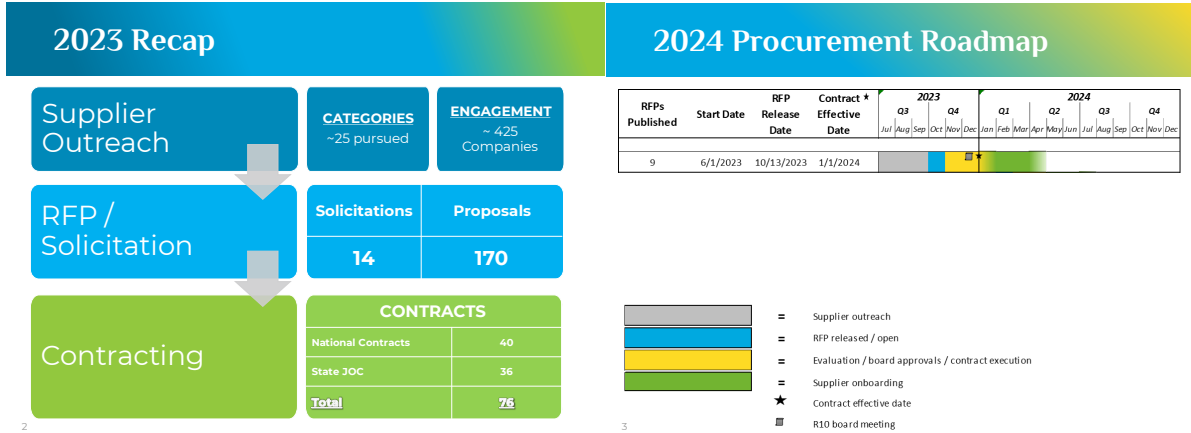
### **General Discussion & Strategic Priorities:**

#### ***Procurement***

Mr. Robbins updated the Board regarding a range of procurement activities. CCOG received 42 furniture proposals and will be issuing 21 awards to a combination of manufacturers and regional dealers. He updated the Board on the revised RFP schedule this year and is working with Chris White to continue to grow the maintenance, repair, and operations category.

Mr. Rubino inquired about the scope of the upcoming ride sharing RFP and said the Solon Senior Center has been using Uber Health to transport seniors to medical appointments. Mr. Corlett identified Jonathan Mendoza as the point of contact at the Senior Center.

Mr. Robbins reviewed the criteria for developing and selecting categories. Mr. Hull shared the background of the Rockies Purchasing Services partnership and the food service program. Shamrock won the distribution award and Equalis is now building out a portfolio of manufacturing contracts for the program. Equalis is seeking lead agents to build out a national food service program.



**Motion to Approve Resolutions 2024.01.1 – 2024.01.3:**

Motion: Mr. Dolan  
Second: Mr. Sayers

Discussion: None.

Ayes: 5  
Nays: 0

**Marketing & Supplier Engagement**

Mr. Akers reviewed the volume of kickoff calls, supplier trainings, and supplier strategy calls scheduled in 2023. He discussed at a high level the process for kicking off new contract awards and showed the Legal Authority map and documents now posted on the Equalis website. He also discussed the accelerated process that will be utilized for the furniture contract awards.

Mr. Rubino discussed the changes to the City of Solon’s procurement process and the addition of language referencing Ohio Revised Code §148. Mr. Corlett recommended tracking website views and comparing them to the member count.

**Sales**

Mr. McDevitt reviewed the year-over-year and quarter-by-quarter increase in CCOG contract pipeline activity and usage.

**Nantucket Trivia:**

Benjamin Franklin would have been born in Nantucket, had his mother not left the island for Boston ten days prior to his birth. However, his mother, Abiah Folger Franklin, was born on Nantucket in 1667. She became the second wife of Franklin’s father, Josiah, in November 1689. Abiah’s mother, Mary Folger (nee Morrill) was one of the first settlers of Nantucket.

**Motion to Adjourn: 1:27 PM.**

Motion: Mr. Dolan  
Second: Mr. Cales  
  
Discussion: None.  
  
Ayes: 5  
Nays: 0

**Next Board Meeting:**

The next CCOG Board of Directors Meeting is scheduled on March 13, 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 (Annual Meeting Materials) – 2024.01.24.pdf*

**Respectfully submitted:**

David J. Akers, CCOG Secretary