

OFFICIAL MINUTES
THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

DATE: March 13, 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

Call to Order:

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

Roll Call:

Present: Seth Cales, Frank Corlett, Bob Dolan (Zoom), Jeff Mori, Matt Rubino, Steve Sayers

Others: David J. Akers, Greg Cordek (Zoom), Keith McDevitt, Eric Merkle (Zoom), David Robbins

Motion to Approve Minutes from 2024.01.24 CCOG Annual Meeting:

Motion: Mr. Dolan

Second: Mr. Sayers

Discussion: None.

Ayes: 6

Nays: 0

Discussion – CCOG Financials:

The Board reviewed the February 29, 2024 Statement of Financial Position and Statement of Activity. CCOG's cash position as of February 29, 2024 was \$30,595.69 vs. \$44,206.14 on February 28, 2023. CCOG's 2024 year-to-date (YTD) revenue totaled \$64,913.30, representing a negative variance of \$(.70) from the \$64,914 YTD 2024 budgeted revenue. 2024 YTD expenditures of \$63,228.02 represent a positive variance of \$774.98 versus the budgeted 2024 YTD expenses of \$64,003. 2024 YTD net operating revenue of \$1,685.28 represents a positive variance of \$774.28 vs. the 2024 YTD net operating revenue budget of \$911.

Mr. McDevitt shared the City of Philadelphia joined Equalis Group for the second time related to a second purchase from BlueCrest totaling approximately \$500,000. FieldTurf reported revenue in 2023 Q4 and Mr. McGonigle is making significant progress in New York with FieldTurf, LandTek, and SportMaster. The stadium/sports-related construction contracts, including Mammoth in the upper Midwest, comprise nearly 50% of the total pipeline activities for the CCOG contract portfolio. The Garland contract performed well in 2023, its first full year – the YTD numbers reflect a typical slowdown in construction activities late in the 2023 calendar year. Mr. Merkle noted CCOG's 2023 Q4 payment was another record and expects a dip for 2024 Q1 due to the construction slowdown in winter months. The largest expense is the Voting Member Distribution.

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

- ***Kenston Local Schools.***
 - Mr. Sayers reported Kenston continues to execute its restructuring plan and will move the affected grades into new buildings over the summer.
 - The District is engaged in labor negotiations, which are progressing, which are challenging.
 - Kenston is working with PaveConnect on repaving parking lots and with Garland to replace a portion of the elementary school building roof over the gymnasium.
 - Mr. Jeremy McDevitt is continuing with Kenston through the end of July. Mr. David Parker will become the Director of Buildings & Grounds.
 - Mr. McDevitt discussed Equalis Group's significant expansion to the furniture portfolio with 21 CCOG-awarded contracts effective January 1, 2024. He summarized the intention to expand the furniture program to focus primarily on local dealers across the country, which was a significant effort on behalf of the Procurement and Supplier Engagement teams – Equalis Group is seeing a significant increase in activity as a result of this dealer-focused approach. Mr. Robbins added that manufacturer contract awards are a challenge for dealers as they are limited to selling product from that specific awarded manufacturer(s) and customers are required to provide purchase orders for purchases from each individual manufacturer whose products are utilized. Dealer awards enable the dealers to sell product lines they offer from any manufacturer and require only a single purchase order from the member. Mr. Sayers indicated he thought Kenston might need to acquire more furniture as part of the restructuring plan, but have the furniture the District needs from the Intermediate building.
- ***City of Solon.***
 - The City changed its print service provider to InfoSend for utility billing and is still in early phases of deploying the HR/payroll side of the ERP system.
 - There is no change with Mammoth project. There is an upcoming meeting with the Safety & Public Properties Committee on Phase 2. Mammoth is working on designing Phase 2 and getting the materials to the level for council consideration.
 - The City missed on its estimate for the indoor pool deck replacement at the community center. The City budgeted \$100K, while Gordian provided an estimate of \$500K, which was unexpected. Solon may conduct a competitive bid simply because of the variance. Prevailing wage is a requirement and Mr. Rubino is anticipating the final cost will be in the \$400K range. Mr. McDevitt noted that providing estimates and defining the scope of work on this type of project can be difficult. He inquired whether Bill has provided feedback to Gordian that the estimate was well above the budget number. Mr. Merkle shared that Region 10 is putting out a new Job Order Contracting solicitation, but does not know if timing will work out for the City.
- ***Cuyahoga County Public Library.***
 - The Library is also engaged in contract negotiations. The current contract expires at the end of the month, and a new one will not be established before then.
 - Garland started on the Brookpark branch roofing project that was awarded at the end of last year.
 - The first installation of furniture from MeTEOR went flawlessly. The team likes the design of the workstations with sliding panel underneath for wire management. Mr. McDevitt noted MeTEOR is a dealer contract, and our success with MeTEOR nationally was part of the rationale to implement the dealer approach in the furniture RFP. Mr. Mori indicated he will recommend

MeTEOR as part of the pricing option for future capital projects and MeTEOR will be invited to participate. The Library spends \$200-300K in furniture replacement per year.

- The Brooklyn branch project is moving forward – the building is out of the ground and the roof is almost on it.
- Parma Heights breaks ground late summer/early fall.
- The Beachwood branch replacement is just kicking off, breaking ground in 2025.
- The Solon branch renovation will break ground in May.
- The Library is getting ready for cyber security review, including infrastructure routing, main back up and servers, and is considering the Equalis contract with True North Consulting. Mr. McDevitt will connect Mr. Mori and Mr. Rubino with True North.
- The Library faces a continued challenge in hiring higher level positions and is using search firms more than previously in this employees' market. Mr. Robbins discussed the five staffing suppliers CCOG awarded last year: Tradesman specifically does trade, there is one focused on education staffing, and the remaining three have a broader staffing offering.
- Mr. Dolan shared the payroll system has been live for three months. They will be conducting testing on the app prior to deployment.
- Mr. Cordek wants to hire an asset appraisal firm as the last two appraisals were completed in 2007-2008 and 2016. The Library may issue an RFP and could include Equalis piggybacking language. Mr. Robbins indicated CCOG will be publishing an RFP for a CMMS solution/facilities management system and there could be an opportunity to include appraisal capability in the scope. Mr. Cordek indicated AssetWorks may be an option - Cleveland Public Library used them. His timeframe is to distribute an RFP to prospective vendors by the end of April and, allowing for time to receive and grade responses, then the appraisal could potentially be completed by the end of the year. Mr. Robbins is to follow up with Mr. Cordek regarding the Library's RFP and Mr. McDevitt is to connect Mr. Cordek with AssetWorks.
- Mr. Dolan inquired if Equalis knows any companies that provide pay cards for employees who don't do direct deposit. Most banks do not provide pay cards anymore because they are not profitable. The Library has seven-to-10 employees that do not use direct deposit.

General Discussion & Strategic Priorities:

Procurement

- Mr. Robbins stated the CCOG's procurement is broadening again following the single furniture RFP in the last cycle. The procurement schedule has been modified a bit to fall more heavily later in the year – there will be the same number of releases, just on a different schedule.
- The next RFP round is scheduled for publication March 29th for July 1 effective dates. Architecture, Design, and Engineering Services will not be included in this round and will be solicited under a QBS - qualification-based system. Mr. Robbins is continuing to research this approach. The RFPs that will be published are shown in the following table.

Lead Agency	Campaign Name	RFP Issue Date	Contract Effective Date
CCOG	Architecture, Design, and Engineering Services	3/29/2024	7/1/2024
CCOG	Electrical Supplies (MRO)	3/29/2024	7/1/2024
CCOG	Rideshare & Transportation Services	3/29/2024	7/1/2024
CCOG	Parking Solutions	3/29/2024	7/1/2024
CCOG	CMMS and Facility Management Software	3/29/2024	7/1/2024
Region 10	Educational Supplies (2024 Rebid)	3/29/2024	7/1/2024
Region 10	JOC (2024 Rebid)	3/29/2024	7/1/2024
Region 10	Grounds Maintenance Equipment (2024 Rebid)	3/29/2024	7/1/2024
Region 10	Facility Services	3/29/2024	7/1/2024
Region 10	Ballistic Paneling*	3/29/2024	7/1/2024
Region 10	Integrated Fire Protection and Security	3/29/2024	7/1/2024

- Mr. Merkle shared the Region 10 relationship with Equalis Group is about a year ahead of CCOG. Region 10 is getting to the stage of rebidding contracts awarded early in the relationship now. CCOG will start to see rebids towards year end.
- Mr. Corlett asked if the parking payment RFP includes digital security? Peninsula has parking meters with cameras pointed directly at them. Mr. Robbins responded this function would be a component of the service provided by the supplier and does not anticipate this function being a primary focus of the RFP.

Motion to Approve Resolution 2024.03.1:

Motion: Mr. Cales
Second: Mr. Sayers

Discussion: None.

Ayes: 6
Nays: 0

Motion to Approve Resolution 2024.03.2:

Motion: Mr. Dolan
Second: Mr. Cales

Discussion: None.

Ayes: 6
Nays: 0

Motion to Approve Resolution 2024.03.3:

Motion: Mr. Dolan

Second: Mr. Mori

Discussion: None.

Ayes: 6

Nays: 0

Marketing & Supplier Engagement

Mr. Akers reviewed Engagement Object utilized to track the status of launching new contract awards, the utilization of in-person kickoff meetings for many of the CCOG furniture suppliers, and the types of upcoming online discussions scheduled for members, prospective members, and awarded suppliers.

Sales

Mr. McDevitt reviewed the year-over-year and quarter-by-quarter increase in CCOG contract pipeline activity and usage. He noted the board adoption of CCOG contracts throughout the country, the increased number of CCOG suppliers in the pipeline, increased recognition of Equalis Group in his travels across the country, and the recent furniture awards onboarding in which he and Mr. Anderson participated, which was a significant lift.

Nantucket Trivia:

During its whaling days, Nantucket was the third largest city in Massachusetts, with a population of 10,000. Only Boston and Salem were larger.

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 May 8, 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 (Meeting Materials) – 2024.03.13.pdf*

Respectfully submitted:

David J. Akers, CCOG Secretary