

**OFFICIAL MINUTES**  
**THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING**

**DATE:** May 8, 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 12:06 P.M.

**Roll Call:**

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

Others: David J. Akers, Keith McDevitt, David Robbins, Holly Stoots

**Motion to Approve Minutes from 2024.03.13 CCOG Annual Meeting:**

Motion: Mr. Dolan

Second: Mr. Sayers

Discussion: None.

Ayes: 5

Nays: 0

**Discussion – CCOG Financials:**

The Board reviewed the April 30, 2024 Statement of Financial Position and Statement of Activity. CCOG’s cash position as of April 30, 2024 was \$89,613.99 vs. \$77,351.43 on April 30, 2023. CCOG’s 2024 year-to-date (YTD) revenue totaled \$130,826.77, representing a negative variance of \$(2,571.70) from the \$134,357 YTD 2024 budgeted revenue. 2024 YTD expenditures of \$69,920.22 represent a negative variance of \$(5,917.22) versus the budgeted 2024 YTD expenses of \$64,003. 2024 YTD net operating revenue of \$60,906.55 represents a negative variance of \$(8,488.92) vs. the 2024 YTD net operating revenue budget of \$70,354.

Mr. Akers stated CCOG’s cash position is strong and Voting Member distributions totaling \$57,000, \$19,000 for each Voting Member, will be distributed via checks issued by PNC. Ameresco revenue is behind budget, although Mr. McDevitt and Ms. Stoots are working closely with Ameresco and numerous Ohio political subdivisions to leverage a State of Ohio grant program for energy efficiency projects, with additional revenue expected the last half of the year.

FieldTurf issues administrative fees on a quarterly basis and only once the company has collected 100% of project payments – the company does not issue progress payments. Garland is behind budget due to the

seasonal nature of its business. The Gordian program is out-performing expectations, with significant current activity and a sizeable opportunity slated for a special meeting at the Village of Chagrin Falls this evening. In the sports construction category, LandTek is ahead of budget and Mammoth is behind. The Office Depot Retention Bonus was paid late; CCOG’s share will be included in next quarter’s admin fee reporting.

Mr. Robbins reported publication expenses were moved up one month in accordance with the adjustment in the 2024 solicitation publication schedule. Mr. Akers shared Equalis believes \$60,000 in Equalis quarterly revenue reporting to CCOG is the new baseline and that figure should increase in the latter part of the year (CCOG’s 2024 Q4 and 2025 Q1 reports) given the timing trends experienced during the previous two years.

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

The Board tabled this agenda item to accommodate early adjournment.

**General Discussion & Strategic Priorities:**

***Procurement***

- Mr. Robbins discussed the most recent solicitation wave. Proposals were due over the past two weeks. No companies responded to the Electrical Equipment RFP. Mobile parking evolved into a larger category than Mr. Robbins expected – he will be attending an industry tradeshow in Columbus next month. Mr. Akers followed up to Mr. Corlett’s question from the March 2024 Board meeting about license plate recognition (LPR) – Mr. Robbins expects LPR capabilities to be a component of one of the next two parking-related solicitations. Mr. Corlett asked how nonpayment for parking translates into ticketing individuals for failure to pay – Mr. Robbins is not far enough into proposal evaluation to provide an answer to that question.

Category Name	Contract Start Date	Supplier Pipeline	Supplier Responses	Anticipated Contract Awards
Electrical Equipment, Tools, Supplies and Related Services	07/01/2024	30	1	0
CMMS and Facility Management Software	07/01/2024	17	12	1
Mobile Parking Payment and Management Solutions	07/01/2024	18	13	2
Rideshare and Transportation Solutions	07/01/2024	14	10	2

- The next wave of solicitations will be published in July or August with contract effective dates of November 1, 2024. Mr. Robbins anticipates CCOG publishing 3-4 solicitations. Categories currently under consideration include:
  - **Cellular & Mobility Services** – historically, it has been difficult to secure responses from cellular providers because 1) the industry has consolidated to a small number of suppliers, and 2) the cooperative and group purchasing industries are saturated with cellular and mobility contracts.
    - Mr. Dolan and Mr. Mori discussed the Library’s difficulties relating to the hotspots loaned to customers. It has been a challenge to secure a reasonable pricing to buy both the

hotspots and the actual data service. The Library currently utilizes both TMobile and Mobile Beacon and is trying to consolidate to one supplier. Management of the device location, how long they have been lent, renewing them, and turning off service when devices are not returned are problematic.

- **Flooring** – existing flooring contracts awarded in 2020 will be expiring and it is time to rebid them. Mr. Robbins noted that rebidding categories as existing contracts expire will become a component of the procurement work going forward, in addition to soliciting new categories.
- **Parking Solutions** – the team is currently evaluating curbside management and physical point of sale equipment as potential categories.
- **Smaller Categories** – Books & Curriculum Development, Car & Vehicle Rental, Trash Removal & Recycling Services are all under consideration at this time.
  - Mr. Mori indicated there are only three companies that can provide service to the Library, including Republic, Rumpke, and Waste Management. He asked whether the goal is to establish contract(s) with these large providers or more regional players – Mr. Robbins shared a two-pronged approach, with the goal of awarding a qualified national provider and multiple regional providers across the country. Mr. Mori shared his experience while at Kent State, with typically Republic and Waste Management qualified to bid and the goal of achieving pricing below state contract. Mr. Robbins is currently in the education phase, has identified 8-10 potential respondents, and is meeting with Waste Management tomorrow.
  - Mr. Corlett suggested including sludge hauling, which is considered a hazardous waste. Mr. Robbins engaged with a company in Boson that provides hazardous waste hauling and remediation. He anticipates this solicitation will focus on residential and curbside services.

Category Name	Contract Start Date
Books & Curriculum Development	11/01/2024
Car & Vehicle Rental	11/01/2024
Cellular & Mobility Services	11/01/2024
Flooring (Rebid)	11/01/2024
Parking Solutions	11/01/2024
Trash Removal & Recycling Services	11/01/2024

- Mr. Robbins presented two resolutions to the Board for consideration. The Board consolidated consideration of the two resolutions into a single motion.
  - **Resolution 2024.05.1** approves a second short-term renewal of the Grainger agreement following contract negotiations that secured better pricing for members. This renewal provides Equalis and Grainger the opportunity to finalize those terms prior to exercising the first of two, one-year contract renewal options.
  - **Resolution 2024.05.2** approves an adjustment to the Federal Contracts Corporation (FCC) contract to enable the equipment manufacturers identified in the contract to provide sales and service directly to customers. Previously, this capability was contractually limited to FCC.

**Motion to Approve Resolution 2024.05.1 – 2024.05.2:**

Motion: Mr. Sayers  
Second: Mr. Dolan

Discussion: None.

Ayes: 5  
Nays: 0

***Marketing & Supplier Engagement***

Mr. Akers reviewed the status of the January 1, 2024 contract launches, identified several newly awarded suppliers that are leading with Equalis, discussed the April and upcoming October Supplier Roundtable events, presented information regarding the growth of Equalis website visits and activity, shared Equalis is hiring a category manager for furniture to focus on the furniture category and the 21 CCOG furniture contract awards from January, and reviewed registration and attendance to date for Q2 online discussions scheduled for both members and suppliers.

***Sales***

Mr. McDevitt reviewed the year-over-year and quarter-by-quarter increase in CCOG contract pipeline activity and usage, discussed the new sales directors in the West and South Central, and highlighted the roofing opportunity he and Mr. McGonigle are currently developing with Brown University.

***Additional Discussion***

Mr. Dolan shared Mr. Cordek at the Library is working to identify a company to conduct a complete evaluation of the Library's capital assets – Industrial Assets will only evaluate depreciable capital assets valued at >\$5,000. The Library has controlled assets to evaluate worth between \$500 and \$5,000. Capital and controlled assets are tied into the main financials and the Library tracks those assets and valuations for insurance purposes. The Library currently has \$104 million in capital assets on the books, with 3X as many controlled assets vs. capital assets. Mr. Akers inquired whether Mr. McDevitt had connected Mr. Cordek with AssetWorks, an awarded supplier. Mr. Robbins indicated there may be appraisal services included in current responses he has received. Mr. McDevitt asked what the estimated cost of the Library's appraisal is: \$70,000 - \$100,000. The Library last conducted similar evaluations in 2016 and 2008.

Mr. Corlett noted Solon approved the NAPA contract last night

**Nantucket Trivia:**

The Great Fire of 1846 destroyed the wharves and much of the business district. This fire, the dwindling demand for whale oil, the silting-up of the harbor, and the discovery of gold in California in 1849, all marked the end of the whaling-era prosperity and the beginning of an economic depression that lasted until tourism replaced whaling as Nantucket's economic base.

**Motion to Adjourn: 1:08 PM.**

Motion: Mr. Dolan

Second: Mr. Mori

Discussion: None.

Ayes: 5

Nays: 0

**Next Board Meeting:**

The next CCOG Board of Directors Meeting is scheduled on July 10, 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) – 2024.05.08.pdf*

**Respectfully submitted:**

David J. Akers, CCOG Secretary