

OFFICIAL MINUTES
THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

DATE: September 11, 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 12:03 P.M.

Roll Call:

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

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

Motion to Approve Minutes from 2024.07.10 CCOG Meeting:

Motion: Mr. Dolan

Second: Mr. Mori

Discussion: None.

Ayes: 6

Nays: 0

Discussion – CCOG Financials:

The Board reviewed the August 31, 2024 Statement of Financial Position and Statement of Activity. CCOG’s cash position as of August 31, 2024 was \$99,608.32 vs. \$58,578.77 on August 31, 2023. CCOG’s 2024 year-to-date (YTD) revenue totaled \$204,304.44, representing a positive variance of \$8,505.44 from the \$195,799 YTD 2024 budgeted revenue. 2024 YTD expenditures of \$133,428.61 represent a positive variance of \$4,271.39 versus the budgeted 2024 YTD expenses of \$137,700. 2024 YTD net operating revenue of \$70,875.83 represents a positive variance of \$12,776.83 vs. the 2024 YTD net operating revenue budget of \$58,099.

Mr. Akers and Mr. Dolan notified the Board Voting Member distributions budgeted at \$19,000 per Voting Member are being increased to \$25,000. The City of Solon received one check combining the May and September distribution payments.

Mr. Fitzgerald highlighted continued reporting growth from Ameresco, FieldTurf, Gordian projects in Ohio, and LandTek, which continues to grow and is not at capacity yet. Mammoth revenues are below budget, but there

are several projects in progress now. Musco Lighting revenue is under-performing budget; however, Equalis is pursuing a strategic partnership opportunity with Musco, which commands 83% of sports lighting market share, and we are now connecting directly with Musco's sales team.

Mr. Hull discussed Equalis Group's optimism with the January 1, 2024 furniture contracts. The State of Oklahoma is adopting 25 of those contracts for the state agencies and political subdivisions in Oklahoma. Equalis hired Ryan Mansueto for the furniture Supplier Development position.

Mr. Corlett observed that, when making a purchase through Amazon, the website provides a "Customer Also Viewed" notification and suggested the Equalis website could include a similar function for visitors who view one contract landing page to encourage them to view another contract landing page.

Mr. Akers reviewed the 2024 Q2 fee share report and highlighted numerous suppliers reporting for the first time.

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

- ***City of Solon.***
 - Mr. Rubino shared the City is reviewing the next contract phase with Mammoth for the park upgrade, which could approach \$12 million in spending. Phase 1 is \$4 million including design. This next contract will be awarded towards the end of this year or beginning of next year.
 - Mr. Corlett provided an update regarding the ERP project. The payroll module is going live in April 2025. The final phase will include employee HR and an employee self-service system. The City's first evaluation of these modules is scheduled from October 8th through October 10th.
 - There is no update regarding the NAPA implementation. The City did hire a Mechanics Manager, who recently started.
- ***Cuyahoga County Public Library.***
 - Mr. Mori updated the Board re. the Library's capital construction projects:
 - The Library is finalizing the guaranteed maximum price for the Parma Heights branch and submitted the project to the Library Board for approval. This project includes a Garland roof on the building.
 - The Beachwood branch construction will begin shortly and the project will cost approximately \$18 million. The Turner Construction Construction Manager at Risk contract is going to the Library Board for approval. Garland is part of design standard.
 - Mr. Mori shared MeTEOR workstations are part of the Library's design standard following the successful deployment at the Brecksville branch.
 - Mr. Mori is developing budgetary numbers for smaller internal projects such as furniture and carpet replacements.
 - The capital plan includes elevator modernization in 2025. Mr. Akers mentioned Equalis Group's TK Elevator contract.
 - Mr. Dolan noted that Connor, the Library's W.B. Mason account representative, left W.B. Mason a few months ago and no replacement has been identified. Mr. Fitzgerald took identifying the new account rep as an action item.
 - Mr. Dolan discussed the ongoing dialogue with ComDoc situation re. coin boxes on patron copiers deployed throughout the Library's branches.

• **Kenston Local Schools.**

- The Board welcomed Dr. Willingham to the Board and congratulated him on his new role as the Kenston Superintendent.
- Dr. Willingham shared he is focused on the Permanent Improvement Levy campaign, with the vote in November. If passed, the Levy will fund more work on campus.
- Following a recent conversation with Dr. Willingham, Mr. Cales, and Mr. Akers, Mr. Cales is reviewing Equalis contracts to identify current Kenston vendors that have Equalis cooperative contracts and present an opportunity to transition Kenston to the Equalis contracts.
- Mr. Cales is pursuing a broad range of continued improvements, including developing a five-year capital plan and conducting an inventory assessment.
- Mr. Merkle discussed Equalis Group's Food & Nutrition Program, which started with Rockies Procurement Service and 45 school districts in Colorado. Equalis Group works with state governing bodies to make sure Food and Nutrition contracts are compliant and conducts the procurement work.

General Discussion & Strategic Priorities:

Procurement

- Mr. Robbins presented four resolutions to the Board for consideration. The Board consolidated the last three resolutions approving the most recent contract amendments into a single motion.
 - **Resolution 2024.09.1** authorizing the establishment of programs in the following categories: Online Marketplace; Utilities and Related Infrastructure Services; and Retail & Wholesale Merchandise.
 - **Resolutions 2024.09.2 - 2024.09.4** approving and ratifying contract amendments with Musco Sports Lighting, McKesson Corporation, and Interface Americas.

Motion to Approve Resolution 2024.09.1:

Motion: Mr. Dolan
Second: Mr. Rubino

Discussion: None.

Ayes: 6
Nays: 0

Motion to Approve Resolutions 2024.09.2 – 2024.09.4:

Motion: Mr. Dolan
Second: Mr. Rubino

Discussion: None.

Ayes: 6
Nays: 0

- Mr. Robbins and Mr. Merkle discussed proposals received in the most recent solicitation wave.
 - CCOG received four Commercial Flooring proposals, zero Waste Removal and Recycling proposals, and one Vehicle Rental Services proposal.
 - Region 10 received six Online Marketplace proposals, three Lighting proposals, and eight Multi-Functional Devices & Managed Print Services proposals.

Lead Agency	Category Name	Proposals Received	Notable Responses
CCOG	Commercial Flooring Products and Services	4	Mohawk, Mannington, Gerflor
CCOG	Waste Removal & Recycling Services	0	
CCOG	Vehicle Rental Services	1	Avis
Region 10	Online Marketplace and E-Commerce Purchasing Solutions	6	HiTouch, EPIC Business Solutions, Lakeshore
Region 10	Lighting Products and Services	3	Veregy, NetZero
Region 10	Multi-Function Devices & Managed Print Services	8	Sharp, Canon, Xerox, Brother, Riso, Novatech

- Mr. Robbins reviewed the categories in consideration for the next two RFP waves:
 - RFPs for Online Marketplace and Janitorial Supplies will be published in October with a January 1, 2025 effective date.
 - The Procurement Team is evaluating seven categories that will be published in November with a March 1, 2025 effective date.
 - Mr. Dolan asked if the laptop category will include lease as well as purchase options. Mr. Robbins responded he has not gotten to that level of detail and can include lease options as a requirement. The Library currently leases laptops and IT Director Jim Haprian is the point of contact for Mr. Robbins.

Contract Effective Date	Category Title	Total Suppliers	Targeted Suppliers
1.1.2025	Online Marketplace	4	Amazon, Walmart
1.1.2025	Janitorial Supplies	9	Distributors
3.1.2025	Scoreboards, Digital Displays, and Audio Systems (REBID)	48	Manufacturers and Regional Sign Companies
3.1.2025	Internet Service Provider	16	Spectrum, AT&T,
3.1.2025	Retail & Wholesale Merchandising	7	Walmart, BJ's, Home Depot
3.1.2025	Laptops	12	Manufacturers
3.1.2025	Curriculum Development Services	6	
3.1.2025	IT Managed Service Provider	38	
3.1.2025	Plumbing Services	2	National/Regional

Marketing & Supplier Engagement

Mr. Akers reviewed the status of the July 1, 2024 contract launches and summarized the Marketing & Supplier Engagement Teams’ responsibilities for Dr. Willingham.

Sales

Mr. Fitzgerald compared CCOG contract utilization in through August 2024 vs. through June 2024. The trendlines are all positive.

Nantucket Fun Facts:

Mr. Akers shared insights regarding a Nantucket “Underground Moon” and the connection (or not) to weather.

Motion to Adjourn: 1:28 PM.

Motion: Mr. Dolan
Second: Mr. Rubino

Discussion: None.

Ayes: 6
Nays: 0

Next Board Meeting:

The next CCOG Board of Directors Meeting is scheduled on November 20, 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) – 2024.09.11.pdf*

Respectfully submitted:

David J. Akers, CCOG Secretary