

## OFFICIAL MINUTES

### THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

**DATE:** November 20, 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 12:02 P.M.

#### **Roll Call:**

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

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

#### **Motion to Approve Minutes from 2024.09.11 CCOG Meeting:**

**Motion:** Mr. Dolan

**Second:** Mr. Rubino

**Discussion:** None.

**Ayes:** 6

**Nays:** 0

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

The Board reviewed the October 31, 2024 Statement of Financial Position and Statement of Activity. CCOG's cash position as of October 31, 2024 was \$115,372.98 vs. \$119,661.44 on October 31, 2023. CCOG's 2024 year-to-date (YTD) revenue totaled \$299,207.39, representing a positive variance of \$41,977.39 from the \$257,230 YTD 2024 budgeted revenue. 2024 YTD expenditures of \$212,566.90 represent a negative variance of \$(13,435.90) versus the budgeted 2024 YTD expenses of \$199,131. 2024 YTD net operating revenue of \$86,640.49 represents a positive variance of \$28,541.49 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 \$30,000 each. Mr. Akers noted 25-30 awarded suppliers reported revenue for the first time in 2024; typically, it takes 12-24 months for new contract awards to begin generating revenue. Mr. Akers reviewed the flow of funds from members to suppliers to Equalis to CCOG for Mr. Cordek.

Mr. McDevitt discussed the high levels of activity and sales through the Garland, Gordian, Musco, and Ameresco contracts. Mr. Merkle noted Ameresco revenues are below budget at this point in the year, however there is a strong and growing pipeline. Mr. Hull discussed the strength of CCOG's new furniture portfolio. Mr. Akers reviewed the Q3 Admin Fee report.

Mr. Cordek inquired about the status of the 2025 budget. Mr. Akers indicated the budget would be circulated to the Board in advance of the Annual Meeting in January for review and approval at the Annual Meeting.

The Board discussed the need to update signatories on the CCOG PNC accounts. Mr. Pestello and Mr. Dolan are the current authorized signatories; Mr. Pestello left the Board in 2023 and Mr. Dolan's last Board meeting as a Member of the Board is today. The Board agreed that one Board member from each Voting Member should be a signatory to the CCOG PNC accounts: Mr. Cordek from the Library, Mr. Rubino from Solon, and Mr. Cales from Kenston. Mr. Dolan agreed to coordinate the signatory transition with PNC, with the goal to remove himself and Mr. Pestello as signatories and add Mr. Cordek, Mr. Rubino, and Mr. Cales in advance of the January 22, 2025 Annual Meeting.

Mr. Corlett recommended transitioning from paper checks and/or online bill pay to ACH transfers for the payment of Voting Member distributions.

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

- ***Cuyahoga County Public Library.***
  - Mr. Dolan shared the Library is approaching a full year utilizing the new payroll system.
  - The Library now has a new account representative from W.B. Mason and Cara is working with the rep to develop a selective list of core items and provide Library employees the ability to purchase any products available through W.B. Mason. Mr. McDevitt asked for the name of the representative.
  - All other relationships with Equalis awarded suppliers are going well, there are no planned buys in the near future, and the Library implemented a new IOS system.
  - Mr. Mori updated the Board re. the Library's capital construction projects:
    - The Brooklyn Branch opened on Saturday, now moving into operations side of building.
    - The \$6 million addition in Solon is underway and wrapping up in March. The Library partnered with Swagelok to sponsor the innovation lab. The agreement gives Swagelok more visibility from SOM Center. The Library is renewing the electronic sign on SOM (through Watchfire), which is on City property and will need approvals from the City.
    - Construction on the Parma Heights Branch is underway. It is an \$11.5 million project and will include a Garland roof.
    - The Beachwood branch is in the design phase. Mr. Mori is managing cost overruns. It is an \$18 million project, including the auditorium and library.
  - Mr. Mori and Mr. Cordek secured passage of a temporary budget for 2025, which includes \$4 million in improvements in IT. These are not capitalized projects and often don't require public bidding.
  - Mr. Cordek introduced himself to the Board. He is the Library's CFO and joined in November 2023. Prior, Mr. Cordek worked for the City of Cleveland for 20 years, where he finished as Budget Administrator. He is new coming into his role as a CCOG Board member and has a decent understanding of what this organization does. The Board and attendees introduced themselves.

- Mr. Cordek asked how many public sector members CCOG has. Mr. Akers replied there are three Voting Members and 8,500 Equalis members.
- Mr. Mori is starting to focus on diversity spend and asked if there is a mechanism that shows suppliers that meet MWBE requirements. Mr. Robbins stated such status is visible in the contracts. Mr. Mori asked if there is a quick reference on Equalis website. Mr. Corlett suggested highlighting the status of minority owned businesses on the Equalis website.
- Mr. Dolan discussed ongoing contract renegotiations with ComDoc to address concerns raised by the Library regarding the coin boxes, collections, and contract costs. ComDoc has been receptive to the Library's concerns. Mr. McDevitt offered to be of continued assistance during the negotiations.
- **Kenston Local Schools.**
  - The Permanent Improvement levy passed and leadership is now focused on expending those funds.
- **City of Solon.**
  - Mr. Rubino shared council is considering Phase II for the community park project with Mammoth. The preliminary value is \$12.5 million and the Mammoth contract should be approved before year end, so implementation of Phase II can begin in the spring. The third phase will likely deploy in three years and would include an outdoor pool. The City wants to sell naming rights for the park.
  - Mr. Rubino is submitting the proposed capital budget this week and submitted the operating budget last week. He anticipates \$4-5 million in capital projects not including the park/Mammoth. There will be another \$10 million in general operating purchases in 2025.
  - Mr. Corlett talked with Service today about NAPA - they are happy. NAPA has a smaller line-item budget for non-NAPA parts and another line item for NAPA parts. The City has 150 vehicles.
  - Mr. Corlett stated the City is using School Specialty for metal detectors. The quote came through yesterday: \$21K for one pair.
  - Mr. Corlett provided an update regarding the ERP system deployment. He is managing extensive training sessions, with the goal of running a parallel pay run in December. Go live is targeted for the beginning of Q2 2025.

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

### ***Procurement***

- Mr. Robbins presented two resolutions to the Board for consideration.
  - **Resolution 2024.11.1** Approving and Ratifying Master Agreements with Commercial Flooring Products and Services Awardees.
  - **Resolution 2024.11.2** Approving and Ratifying Master Agreements with Avis Budget Group.

### **Motion to Approve Resolution 2024.11.1:**

Motion: Mr. Dolan

Second: Mr. Mori

Discussion: None.

Ayes: 6  
Nays: 0

**Motion to Approve Resolutions 2024.11.2:**

Motion: Mr. Dolan  
Second: Mr. Cales

Discussion: None.

Ayes: 6  
Nays: 0

- Mr. Robbins discussed the four RFPs that will be published December 8, 2024, which have a target contract effective date of March 1, 2025.
  - **Computing Equipment:** OEM manufacturers of computers, laptops, etc. The RFP will target dealers and resellers to sell the equipment and include cloud solutions. Mr. Dolan asked about HP and Dell; Mr. Robbins stated Equalis reached out to them and they have no interest right now.
  - **Internet services:** for traditional Internet services and federal funding for infrastructure broadband connectivity, from implementation to training to managed services. New construction is not part of the scope.
  - **Scoreboards, Digital Displays:** a rebid RFP with less focus on AV systems to support digital displays. There is a whole other world of signage through regional and local sign companies CCOG didn't have under contract, including non-digital and non-electric signage.
  - **IT Managed Services:** Equalis has contracts in place for managed cyber-security, but does not have full umbrella of Managed IT Services (**MITS**).
- Mr. Robbins discussed the current strategy for the next RFP wave, which would have a target contract effective date of July 1, 2025. The current, broad list includes seven categories, with four categories as rebids and three new categories. The list will be narrowed prior to publication.
  - Playground Equipment (rebid)
  - Sports Surfacing (rebid)
  - Sports Lighting (rebid)
  - Event Seating (new)
  - Sports Facility Management Services (new)
  - Modular, Pre-cast, Pre-engineered Buildings & Structures (rebid)
  - Parks & Recreation Management Software (new)
- Mr. Merkle conducted a live demonstration of KaizenIQ™ Solicitation Builder.
  - Mr. Rubino stated users should review AI-generated content and highlighted the importance of considering the electrical consumption of AI processing.
  - Mr. Corlett asked if Equalis developed the tool internally or externally. Equalis developed Solicitation Builder internally and soft-launched it yesterday.
  - Mr. Corlett asked what Equalis is tracking through Solicitation Builder. Equalis is tracking trends in category needs, supplier names entered, and any other information entered into the system.

- Mr. Mori asked in what formats he can download the work product. Word, .pdf, and .csv.
- Mr. Corlett noted if there was an option to share his contract awards with others, he might select that option.

**Sales**

Mr. McDevitt briefly updated the Board regarding the continued utilization, sales, revenue, and pipeline growth of CCOG contracts.

**Marketing & Supplier Engagement**

Mr. Akers briefly updated the Board regarding the team’s ongoing new contract launch, sales trainings, and marketing activities.

**Nantucket Trivia:**

Nantucket didn’t always belong to Massachusetts and was once officially part of Dukes County, New York. Geographically, the island belonging to New York didn’t make as much sense as it being a part of Massachusetts. After the English Parliament – which still owned the American colonies at the time – made a decree, Nantucket was joined to Massachusetts in 1691, as was Dukes County itself.

**Motion to Adjourn: 1:28 PM.**

Motion: Mr. Cordek

Second: Mr. Mori

Discussion: None.

Ayes: 6

Nays: 0

**Next Board Meeting:**

The CCOG Board of Directors Annual Meeting and Public Records Committee meeting are scheduled on January 22, 2025, 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) - 2024.11.20.pdf*

**Respectfully submitted:**

David J. Akers, CCOG Secretary