

OFFICIAL MINUTES

THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

DATE: January 22, 2025

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 12:05 P.M.

Roll Call:

Present: Seth Cales, Greg Cordek, Frank Corlett, Jeff Mori, Matt Rubino

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

Motion to Approve Minutes from 2024.11.20 CCOG Meeting:

Motion: Mr. Mori

Second: Mr. Rubino

Discussion: None.

Ayes: 5

Nays: 0

Discussion – Officer Slate:

Mr. Akers summarized the roles of each of the three officer positions. Per CCOG’s Code of Regulations, the Board President and Treasurer must be CCOG Board members and the Secretary can be a non-Board member.

The following 2025 CCOG Board officer slate was proposed:

- Board President – Frank Corlett
- Treasurer – Greg Cordek
- Secretary to the Board – David J. Akers

Motion to Approve 2025 CCOG Board of Directors Officer Slate:

Motion: Mr. Cales

Second: Mr. Rubino

Discussion: None.

Ayes: 5

Nays: 0

Discussion – CCOG Banking:

Mr. Akers revisited the November 20, 2024 Board meeting discussion regarding the need to update the signatories on CCOG's PNC bank accounts. Mr. Pestello (former Board Member) and Mr. Dolan (former Treasurer) are currently the authorized signatories of record at PNC. Both gentlemen are no longer on the Board.

Following the November 20, 2024 Board meeting, Mr. Dolan contacted PNC to arrange updating the CCOG Board signatories at PNC to include Mr. Cordek, Mr. Cales, and Mr. Rubino as agreed at the November Board meeting. Mr. Cordek brought the required paperwork to today's Annual Meeting for execution by the Board's newly appointed signatories. As the newly elected Treasurer, Mr. Cordek will serve as the controlling party for CCOG's PNC accounts. The Board acknowledged and unanimously agreed to proceeding with these revisions to CCOG's PNC accounts.

Following today's Annual Meeting, Mr. Cordek and Mr. Dolan will meet with PNC to affect the transition to Mr. Cordek as controlling party and Mr. Cordek, Mr. Cales, and Mr. Rubino as CCOG's PNC account signatories.

Per Mr. Corlett's request made at the November 20, 2024 Board meeting to transition to electronic payment of Voting Member distributions, Mr. Akers requested each Voting Member provide the proper account and routing number to enable the electronic payment of Voting Member distributions going forward, thereby eliminating the need for wet signatures on paper checks. The Board acknowledged and unanimously agreed to transition to the electronic distribution of Voting Member payments going forward.

Discussion – Composition of Public Records Committee:

The Board discussed the role and composition of the Public Records Committee. The Committee meets one time per year in conjunction with the Annual Meeting to discuss the prior year's public records requests and any potential revisions to the Public Records Policy and/or Records Retention Schedule. The Committee is currently comprised of Mr. Dolan, Mr. Cales, and Mr. Akers. Mr. Dolan has left the Board and his vacant position is to be filled by another Board member. Mr. Cordek agreed to join the Committee and fill the vacancy left by Mr. Dolan's November 2024 departure.

Discussion – CCOG Financials:

The Board reviewed the December 31, 2024 year-end Statement of Financial Position and Statement of Activity. CCOG's cash position as of December 31, 2024 was \$20,595.74 vs. \$28,699.66 on December 31, 2023. CCOG's 2024 revenue totaled \$299,207.39, representing a positive variance of \$41,977.39 from the \$257,230 2024 budgeted revenue. 2024 expenditures of \$307,311.31 represent a negative variance of \$(47,515.31) versus the budgeted 2024 expenses of \$259,796. 2024 net operating revenue of \$(8,103.92) represents a negative variance of \$(5,537.92) vs. the 2024 net operating revenue budget of \$(2,566).

Mr. Akers reviewed the 2024 year-end financials. Actual revenues exceed budget by nearly \$42,000, driven by suppliers such as Garland, Gordian, LandTek, RoofConnect, School Specialty, SportMaster, and Waibel. Mr. Akers described Job Order Contracting (**JOC**) available to members through the state-level JOC program established in conjunction with Gordian as an efficient alternative to traditional repair, renovation, and maintenance-related construction through an already-procured contract award.

Mr. Akers noted the Euna Procurement (online procurement platform for publishing CCOG solicitations) of almost \$5,000 in 2024 was misallocated as a Publication Expense and is now properly categorized as a Computer Software expense in the year-end financials. Mr. Akers discussed the 2024 Voting Member distributions, which were originally budgeted at \$78,000 per Voting Member. Actual distributions due to revenue received in excess of budget were \$95,000 per Voting Member. Mr. Hull and Mr. Akers anticipate Voting Member distributions will continue to grow significantly in 2025 and beyond.

The Board reviewed and discussed the year-end Administrative Fee reports. Mr. Akers noted the January 2025 payment to CCOG for Q4 2024 performance will set another record at approximately \$111,500.

Discussion – CCOG 2025 Budget:

Mr. Akers reviewed the proposed 2025 CCOG budget, the development of which was a collaborative effort by Mr. Merkle, Mr. Robbins, Ms. Fuentes, and Mr. Akers. Revenue estimates only include suppliers who reported in 2024; they were established for each supplier using a combination of 2024 performance and Equalis Group’s pipeline report. The revenue budget numbers are intentionally conservative. Expense line items are based on historical trends and planned solicitation publication cycles. Voting Member distribution budget numbers are developed once the revenue and expense budget line items are established; the objective is to distribute the maximum amount of funds possible to Voting Members while maintaining a minimum cash balance of ~\$25,000, which is more than one year’s operating expenses for CCOG.

Mr. Rubino noted the City applies its Voting Member distributions as an offset to the \$136,000 annual maintenance cost of the City’s new ERP system. Mr. Akers shared the City’s 2025 Voting Member distributions could well cover that entire annual cost for the City.

Motion to Approve 2025 CCOG Budget:

Motion: Mr. Cordek

Second: Mr. Cales

Discussion: None.

Ayes: 5

Nays: 0

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

- ***Cuyahoga County Public Library.***
 - Mr. Cordek described the Library’s successful renegotiation of its ComDoc contract, acknowledged ComDoc’s partnership in the effort, and extended his appreciation to Mr. McDevitt and Mr. Akers for their engagement in the discussions.
 - Mr. Mori shared the Library is now in the Furniture, Fixture, and Equipment selection phase for the \$11.5 million Parma Heights branch building project. He is working with the Bialoski Cleveland architectural firm and will be bringing several Equalis suppliers to the table. Mr. Robbins and Mr. McDevitt discussed the already expanded and soon to grow further Equalis portfolio of furniture contracts. Ms. Stoots to follow up with Mr. Mori.

- Mr. Moris stated the Library is engaged in planning for 2025 annual maintenance and anticipates there may be opportunities to leverage Equalis contracts in those efforts.
- **Kenston Local Schools.**
 - The Permanent Improvement levy passed in November and leadership is now working with Information Technology, Maintenance, Transportation, and other departments to plan the expenditure of those funds on various capital requirements. Leadership will present the plan to the School Board in February or March – it will include roofing, asphalt, and other expenditures that align well with the Equalis contract portfolio. Ms. Stoots to follow up with Mr. Cales.
 - Mr. Cales inquired about the types of cameras and other security applications available through the Equalis contract portfolio. Kenston recently entered into a five-year contract with Zero Eyes for cameras. Mr. McDevitt, Mr. Robbins, and Mr. Akers responded and encouraged Mr. Cales to contact Ms. Stoots with any such requirements, many of which can be fulfilled through various Equalis Information Technology, campus one card, and JOC contracts. Mr. Corlett shared the City acquired metal detectors through School Specialty.
- **City of Solon.**
 - Mr. Corlett provided an update regarding the City's ERP implementation. He has held multiple training sessions to begin the deployment of employee self-service capabilities. The City is transitioning from a paper-based system to an electronic-based system, e.g., electronic payments and clocking-in and clocking-out. The City has installed 13 new clocking systems and will run a parallel payroll again next month.
 - Mr. Corlett shared greetings from Will Frank, formerly with ComDoc, who opened a vending company called Healthy Foods. The City awarded a contract to him.
 - Mr. Rubino confirmed City Council approved the community park Phase II contract award to Mammoth.
 - City Hall is undergoing significant renovations and improvements, including access control.
 - The City evaluated various options to secure tactical helmets for officers with a summer delivery. Mr. Rubino anticipates the City will utilize a GSA contract.

General Discussion & Strategic Priorities:

Procurement

- Mr. Robbins reviewed key metrics from 2024's procurement efforts, including proactively engaging with nearly 300 companies as potential respondents to the 11 solicitations CCOG published, the receipt of 80 proposals, and award of 17-20 contracts once the current evaluation and awards from Q4 2024 solicitations are completed. Two strategic initiatives in 2024 were i) focusing on dealer-held contracts for scoreboards and signs (effective) and flooring (not effective – flooring is a manufacturer-based industry when it comes to cooperative contracts), and ii) pursuing two new strategic categories: rideshare (Uber contract awarded) and vehicle rental services (Avis Budget contract negotiations underway).
- Mr. Robbins is immersed in finalizing contract awards with March 1, 2025 effective dates in four categories: IT Managed Services; Scoreboards, Digital Displays, and Signage with Related Services; Internet Services and Related Infrastructure Solutions; and, Computing Equipment and Related Technology Products, Services, and Solutions.
- The current 2025 procurement pipeline consists of eight solicitations: rebids of four categories with expiring contracts and four new categories. Mr. Robbins expects the pipeline to further expand with additional solicitations published in 2025 beyond the eight now in the pipeline.

Marketing & Supplier Engagement

Mr. Akers discussed plans for the expanded May 2025 Supplier Roundtable and marketing KaizenIQ™ Solicitation Builder to members and prospects.

Mr. Corlett inquired how Equalis is leveraging information gathered from utilization of Solicitation Builder. Mr. Akers responded Equalis has visibility into all Solicitation Builder activity, which will help inform future procurement activity, enable Member Engagement Representatives to follow up with users re. existing Equalis contract solutions that meet their needs, and identify potential lead agencies for new categories. Mr. Robbins noted he is leveraging Solicitation Builder to support CCOG's solicitation development process.

Sales

Mr. McDevitt reviewed 2024 performance vs. 2023. Every key indicator shows a significant year-over year increase.

Nantucket Trivia:

The Pacific Ocean is dotted with islands that have been named for Nantucket families who made their fortunes and brought their money back to Nantucket, and include: New Nantucket Island, Swain's Reef, Swain's Island, Starbuck Island, Russell Island, Gardner Pinnacles, Nantucket Inlet, Gardiner Inlet, Mitchell's Peak, Rotch Harbor, and the Folger Cape.

Motion to Adjourn: 1:27 PM.

Motion: Mr. Mori
Second: Mr. Cordek

Discussion: None.

Ayes: 5
Nays: 0

Next Board Meeting:

The next CCOG Board of Directors Meeting is scheduled on March 12, 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 (Annual Meeting Materials) – 2025.01.22.pdf*

Respectfully submitted:

David J. Akers, CCOG Secretary