

OFFICIAL MINUTES

THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

DATE: May 14, 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. Cales called the meeting to order at 12:05 P.M.

Roll Call:

Present: Seth Cales, Greg Cordek, Jeff Mori, Bruce Willingham

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

Motion to Approve Minutes from 2025.03.12 CCOG Board Meeting:

Motion: Mr. Cordek

Second: Mr. Mori

Discussion: The Board requested the minutes be updated to remove resolutions from a prior Board meeting and eliminate a pasted font error. Mr. Akers made these corrections and sent a revised Summary of Board Meeting Materials to the Board on May 14, 2025.

Ayes: 4

Nays: 0

Discussion – CCOG Financials:

The Board reviewed the April 30, 2025 Statement of Financial Position and Statement of Activity. CCOG's cash position as of April 30, 2025 was \$116,182.87 vs. \$89,613.99 on April 30, 2024. CCOG's year-to-date (YTD) revenue totaled \$200,602.70, representing a negative variance of \$(7,597.30) from the \$208,200 YTD budgeted revenue. YTD expenditures of \$105,041.91 represent a positive variance of \$1,177.09 versus the budgeted YTD expenses of \$106,219. YTD net operating revenue of \$95,560.79 represents a negative variance of \$(6,420.21) vs. the YTD net operating revenue budget of \$101,981.

Mr. McDevitt noted facilities and construction-related contracts are doing very well and administrative fee payments from these contracts area heavily weighted in the second half of the calendar year. Mr. Hull shared CCOG's contracts are growing at a faster rate than the contracts of other Equalis Lead Agencies. Mr. Merkle noted FieldTurf and Garland actuals have large variances versus budget and believes both companies will achieve budget, particularly given the volume of FieldTurf transactions scheduled for payment in the second half of the year. Mr. McDevitt stated Garland reported revenue is approximately 50% "ether", meaning transactions

to which Equalis does not have visibility prior to receiving Garland administrative fee reporting. Mr. Cordek asked to see the spending and revenue detail by customer; Mr. Akers sent the detailed reporting to the Board on May 14, 2025.

Prior to the Board meeting, Mr. Cordek and Mr. Akers reviewed the financials and determined Voting Member distribution payments should be reduced from the budgeted \$99,000 to \$90,000 to maintain a cash balance of more than \$25,000 on hand. Mr. Akers provided each member with a \$30,000 check for the May Voting Member distribution.

Motion to Approve 2025.04.30 Financials:

Motion: Dr. Willingham

Second: Mr. Cordek

Discussion: None.

Ayes: 4

Nays: 0

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

- ***Kenston Local Schools.***
 - Dr. Willingham noted the impending completion of the school year and the District’s focus on the capital projects funded by the Permanent Improvement levy. The District finalized and approved \$1.6 million in capital projects and is encouraging staff members involved in these projects to leverage the Equalis contract portfolio. Team members are working with Ms. Stoots and she is an excellent resource. Projects include:
 - New equipment for the elementary school playground
 - Lighting and paving projects
 - Investments in technology and athletics
 - Mr. Cales completed the five-year forecast; the District will be in the black for the first time in several years. The District is losing some staff through attrition and does not expect to be impacted by H.B. 96 as much as many other districts.
- ***Cuyahoga County Public Library.***
 - Mr. Cordek shared the Library is in the midst of replacing its CEO of the past six years. It is a national search with no internal candidates.
 - Mr. Cordek presented a seven-year capital plan to the Library Board, with five new builds, two substantial renovations, and a completely new facility in Broadview Heights. The plan totals \$120 million in spending and the Library can fund it without debt or another bond if state funding levels are not changed.
 - H.B. 96 affects the Library, with the 1.7% of state revenue allocated to libraries potentially moving to a budget line item that can be eliminated in the future. The legislature is considering adjusting the funding formula based on population, which would cost Cuyahoga County libraries \$15 million due to population loss and provide an additional \$10 million to Franklin County libraries.
 - The renovated Solon branch and innovation center opened in March and has been very successful.

- The Library is working on the Parma Heights reconstruction project with a goal to complete the project approximately year end.
- Mr. Mori shared the Library is utilizing Gardiner for HVAC maintenance issues, with two projects already Board-approved, one pending, and another \$200,000 project if funding is available.
- Mr. Mori hired a Director of Facilities, filling a position that was empty for over one year, and will introduce Mr. McDevitt and Ms. Stoots to this individual, who is scheduled to start May 27th.
- The next major renovation project is the \$8 million Maple Heights project.
 - Mr. McDevitt discussed the breadth of the Equalis portfolio as it relates to refurbishment projects and the Job Order Contracting options available.
 - Mr. Mori sees the utility of having an operations person focusing on maintenance and smaller projects. Mr. Mori has used Job Order Contracting for striping and sealing of payment in prior roles, but has not utilized JOC in his role at the Library.
- **City of Solon.**
 - Mr. Rubino notified Mr. Akers this week that he has accepted an opportunity as Finance Director for the City of Dublin, Ohio and has resigned from the CCOG Board. Mr. Rubino starts his new role in July and will reconnect Mr. Akers and the Mayor to discuss potential City of Solon replacements for the CCOG Board positions vacated by Mr. Corlett and Mr. Rubino.
 - Mr. Akers suggested the Board consider transitioning to quarterly meetings and Mr. Cales requested additional information for the Board to consider.

General Discussion & Strategic Priorities:

Procurement

- Mr. Robbins provided an update regarding the July 1, 2025 contract wave, which includes Sports Surfacing, Playground Equipment, and Sports & Facility Lighting solicitations. The Proposal Review team has completed the Technical Proposal review and is now evaluating Cost Proposals. Mr. Robbins is pleased with the volume of supplier proposals received and noted each of these categories were re-bids.
- Mr. Robbins reviewed the CCOG evaluation criteria, with 65 available points for Technical Proposals (qualitative) and 35 available points for Cost Proposals (quantitative). Supplier Technical Proposals must receive a minimum score of 45 points for Cost Proposals to qualify for opening and review.

7/1 Contract Categories RFPs Under Evaluation				
Submission Deadline	Lead Agency	Category Title	Proposals Received	Notable Responses
4/4/2025	CCOG	Sports Surfacing	10	FieldTurf, AstroTurf, Tencate,
4/4/2025	CCOG	Playground Equipment	8	BCI, Great Southern Rec, CME Playgrounds
4/4/2025	CCOG	Sports & Facility Lighting	5	Musco, Cooper, Tencate

- Mr. Robbins reviewed the November 1, 2025 contract wave pipeline. The goal is to publish RFPs on August 2, 2025, following the NIGP tradeshow. Recent adjustments to the pipeline include adding digitization to shredding and including court software as an additional potential category.
- Mr. Mori noted plumbing was part of the initial pipeline shared with the Board at the March meeting and inquired about the status of a potential plumbing solicitation.
 - Mr. Robbins replied Mr. Erp is working to generate interest in a plumbing solicitation, but has not yet achieved sufficient critical mass to initiate the solicitation process.
 - Mr. Merkle identified a material challenge is identifying plumbing providers who can actually manage a cooperative contract.

11/1 Contract Wave RFPs in Development			
Lead Agency	Category Title	Current Suppliers	Targeted Suppliers
CCOG	Generators (Rebid)	Cummins	Generac, Bobcat
CCOG	Medical / Surgical Supplies (Rebid)	McKesson	Henry Schein, Medline
CCOG	Records Management & Shredding (Rebid)	Shred-It	Iron Mountain
CCOG	Court & Criminal Justice Software	n/a	Fieldware

Marketing & Supplier Engagement

Mr. Akers reviewed Equalis Group’s progress in promoting KaizenIQ Solicitation Builder, the continued evolution of the tool, and shared a range of solicitations members utilized KaizenIQ to help develop. Mr. Akers also discussed Equalis Group’s recent 2025 Supplier Roundtable.

Sales

Mr. McDevitt notified the Board he would revise his reporting approach going forward. He noted that each of the Key Performance Indicators Equalis tracks relating to CCOG contract utilization and growth is trending positively: there is a 50% YOY increase in the number of suppliers reporting and 36% increase in the number of members utilizing contracts. Total sales volumes and revenue are also increasing.

Nantucket Trivia:

Nantucket was home port to two ships that were involved in the Boston Tea Party, the Beaver and the Dartmouth. The ships were owned by the Rotch family whose offices were located at the foot of Main Street in the brick building now called The Pacific Club.

Motion to Adjourn: 1:23 PM.

- Motion: Mr. Mori
- Second: Mr. Cordek

- Discussion: None.

- Ayes: 4
- Nays: 0

Next Board Meeting:

The next CCOG Board of Directors Meeting is scheduled for July 9, 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 (Board Meeting Materials) - 2025.05.14.pdf* as revised

Respectfully submitted:

David J. Akers, CCOG Secretary