

OFFICIAL MINUTES
THE COOPERATIVE COUNCIL OF GOVERNMENTS BOARD MEETING

DATE: July 9, 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 (Zoom)

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

Motion to Approve Minutes from 2025.05.14 CCOG Board Meeting:

Motion: Mr. Cordek

Second: Mr. Mori

Discussion: None.

Ayes: 3

Nays: 0

Discussion – CCOG Financials:

The Board reviewed the June 30, 2025 Statement of Financial Position and Statement of Activity. CCOG's cash position as of June 30, 2025 was \$25,979.48 vs. \$50,279.70 on June 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 \$195,247.67 represent a positive variance of \$12,967.33 versus the budgeted YTD expenses of \$208,215. YTD net operating revenue of \$5,355.03 represents a positive variance of \$5,370.03 vs. the YTD net operating revenue budget of \$(15).

Mr. Akers stated any suppliers with \$0 budgeted and revenues reported indicate those suppliers are reporting this year for the first time; either they are pre-existing suppliers that did not report last year or are new suppliers already reporting for the first time. 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. Akers asked Mr. Merkle whether the Euna Procure annual license fee invoice had been received; Mr. Merkle will inquire. Mr. Akers showed the Board the Q2 administrative fee share report of >\$95,000; Equalis has calculated the report and will be issuing payment later in the month.

Discussion – Ohio Auditor of State Fraud Video & Fraud Questionnaire:

Mr. Cordek provided background on the purpose of the fraud [video](#), which is intended to provide insights into and indicators of various types of fraud and is required viewing for all governments in Ohio. The Board and attendees watched the video. Mr. Cordek shared the Auditor distributes fraud questionnaires each year, and Mr. Cales (as Board President) and Mr. Cordek (as Board Treasurer) completed and submitted the 2025 questionnaire as duly authorized representatives of CCOG.

Discussion – Proposed Transition to Quarterly Board Meetings:

Mr. Akers revisited the proposal initially raised at the May 14, 2025 Board meeting to adjust from bi-monthly Board meetings in every odd number month (six per year) to Board meetings held the second month of each calendar quarter (four per year). CCOG receives revenue shares on a quarterly basis, typically by the end of the first month after the end of the prior quarter. With Board meetings scheduled every other month, there are currently two Board meetings each year in which CCOG has received no additional revenue since the prior Board meeting; therefore, there is no material change in the financial reporting for those two Board meetings. Additionally, the process for approving new solicitation categories and authorizing the execution of contracts is working well; Mr. Robbins believes CCOG's ongoing procurement and contracting work can be completed effectively with four Board meetings per year.

The Board discussed the proposed change and agreed to shift to a quarterly Board meeting going forward. The September 10, 2025 Board meeting was cancelled and the Board's next regularly scheduled meeting will be held November 12, 2025. Beginning in 2026, Board meetings will be held the second Wednesday of the second month of each quarter, with the February 2026 meeting serving as the Annual Meeting. Mr. Akers updated calendar invitations and the Board meeting calendar on the CCOG website accordingly following the Board meeting.

Discussion – New City of Solon CCOG Board Members:

Mr. Akers met with Matt Rubino and City of Solon Mayor Krause on June 9, 2025 to discuss the status of the Mayor identifying Board Members to replace Matt Rubino and Frank Corlett and represent the City of Solon on the CCOG Board. The Mayor indicated the City is searching for both a new Finance Director and Director of Procurement. He indicated he would have those individuals contact Mr. Akers once they are in place.

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

- Kenston Local Schools.
 - Mr. Cales stated summer is the busiest time of the year. He closed FY 2025, finalized the budget for 2026, and reported both to the Kenston Board. The District ended the year in the black for the first time in some years. The District has achieved positive outcomes from creative staffing and leveraging attrition.
 - Mr. Cales shared Ms. Stoots is engaged with numerous Kenston staff people and is the first point of contact for upcoming expenditures.
- Cuyahoga County Public Library.
 - Mr. Cordek shared the Governor signed the State budget and there is increased clarity about the levels of public library funding going forward. The State is transitioning from a formula in which 1.7% of all State revenue was distributed by county to a new formula with a specified "hard" dollar amount. The biggest drawback is the security of that hard number going forward; the biggest positive is budget certainty that comes with a fixed annual budget number.
 - Mr. Cordek and the Library just completed the annual audit.

- Mr. Cordek hired Mr. Dolan’s replacement in the finance department. Mr. Dolan is scheduled to retire from the Library at the end of 2025. The new fiscal officer is the Finance Director at the City of Wickliffe and brings excellent experience in bank reconciliations and payroll.
- Mr. Mori and Facilities Director Dan Ridgeway are meeting with Mr. McDevitt and Ms. Stoots next week.
- Mr. Mori had a fire panel start to fail in the admin building last week. It is a Simplex proprietary system originally installed in 1991. He is using the JCI contract and secured approval for the \$41,500 expenditure from the Library Board last week.
- Mr. Mori secured approval of a \$212,000 Gardiner contract last week and is working to secure approval to replace a generator at the Maple Heights branch through Gordian and GMB Electric at the July Board meeting.

General Discussion & Strategic Priorities:

Motion to Approve Resolutions 2025.07.1 to 2025.07.5, ratifying and approving contracts (to Musco Lighting, Great Southern Recreation, BCI Burke, FieldTurf, AstroTurf, and Tencate Grass) awarded in the July 1, 2025 contract effective date solicitation wave, extending an Ohio JOC contract with Ohio Paving, and approving an amended and restated master agreement with PROCEDEO, which was assigned the contract by awardee Core Construction.

Motion: Mr. Cordek

Second: Mr. Mori

Discussion: None.

Ayes: 3

Nays: 0

Procurement

- Mr. Robbins provided an update regarding the July 1, 2025 contract wave awards:
 - Sports & Facility Lighting – Musco (re-award); 10 proposals received.
 - Playground Equipment – BCI Burke (re-award) and Great Southern Recreation; eight proposals.
 - Sports Surfacing – FieldTurf (re-award), TenCate Grass, and AstroTurf; five proposals.
- Mr. Cales asked what percentage of solicitation respondents typically earn contract awards – 25%? Mr. Robbins responded the goal is to award less than 50% of respondents.
- Mr. Robbins reviewed the contract extension with Ohio Paving.
- Mr. Robbins discussed Core Construction’s transitioning of its Owner Advocacy business to PROCEDEO, necessitating amending and restating the existing Core Construction contract.
- Mr. Robbins is working on up to four solicitations for publication on August 1, 2025:
 - Generators (re-bid)
 - Medical Supplies (re-bid)
 - Shredding (re-bid)
 - Court, Judicial, and Public Safety Software (new category)

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. Cordek shared the upcoming Ohio Government Finance Officers Association is in Columbus in September.

Sales

Mr. McDevitt reviewed utilization and performance of CCOG contracts through June 2025 vs. June 2024.

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: 1:17 PM.

Motion: Mr. Cordek

Second: Mr. Mori

Discussion: None.

Ayes: 3

Nays: 0

Next Board Meeting:

The next CCOG Board of Directors Meeting is scheduled for November 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 (Board Meeting Materials) - 2025.07.09.pdf

Respectfully submitted:

David J. Akers, CCOG Secretary