

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM  
BOARD MEETING

Tuesday, February 26, 2013, 1:00 PM

Akron Urban League 440 Vernon Odom Boulevard, Akron, OH

1. Welcome and Introductions
  - a. Welcome to Local Officials
  - b. Introduction of Consortium Members
2. Public Comment
3. For Action
  - a. Approval of Meeting Minutes January 8, 2013 (attachment)
4. For Discussion
  - a. Board Organization (H. Morrison/attachment)
    - i. Primary and Alternate Representatives
    - ii. Conflict of Interest Forms
  - b. Work Plan Review (H. Morrison)
    - i. Scenario Planning
    - ii. Regional Analysis of Impediments to Fair Housing Choice
    - iii. Action Products (S.Maier)
  - c. Objectives for March, April, and May (J. Anderle)
    - i. Communications and Engagement (J. Anderle/Cobalt/RStrategy)
5. For Information
  - a. Standing Committee Reports
    - i. Executive Committee Report
    - ii. Technical Steering Committee (attachment)
    - iii. Finance Committee Report (no business conducted)
    - iv. Communications and Engagement Committee Report (attachment)
    - v. Nominating Committee Report (no business conducted)
    - vi. Personnel Committee Report (no business conducted)
  - b. Organization
    - i. Month End Financial Report (attachment)
    - ii. Open and Pending Contract Update (attachment)
    - iii. Leveraged Match Report (attachment)
    - iv. HUD Monthly Report (attachment)
6. Old Business
  - a. Meeting Protocols (attachment)
7. New Business
8. March Watch List (H. Morrison)

Adjourn

Next Executive Committee Meeting: Tuesday, March 26, 2013  
Akron Urban League 440 Vernon Odom Boulevard, Akron, OH

# NORTHEAST OHIO SUSTAINABLE COMMUNITY CONSORTIUM

---

Tuesday, February 26, 2013  
Akron Urban League  
440 Vernon Odom Boulevard  
Akron, OH

**Board Members:** Jason Segedy, Pam Hawkins, Fred Wright, Janice Switzer, Emily Campbell, Mark Moore, Freddy Collier, Angie Byington, Bill D'Avignon, David Beach, Ed Jerse, Shawna Daugherty, John Getchey, Bethia Burke, Joe Calabrese, Mike Challender, Joe Hadley, Grace Gallucci, Mike Lyons, Bob Nau, Jeff Dutton, Corey Minor Smith, Gene Nixon

**Alternate Board Members:** Rachel McCartney, Maribeth Feke, Steve Hambley

**Non Members:** Hunter Morrison, Jeff Anderle, Emma Petrie Barcelona, Kelley Britt, Anthony Kobak, Julie Whyte, Antoine Buie, Carl Brinkley, Joe MacDonald, Kelly D Harris

A Quorum was present. Grace Gallucci called the meeting to order at 1:25 p.m. Welcome and introductions were made by the board. There was no introduction of public officials or public comment.

There was a motion to approve the January 22, 2013 minutes made by **Joe Hadley** and seconded by **Mike Challender**. The motion was approved.

Hunter Morrison discussed that the Board Organization Code of Conduct and Primary/Alternative forms had not been filled out by all board members. The request was made to fill out and send in forms a.s.a.p. The members were asked to designate alternates if they had none.

Hunter Morrison gave a review of ongoing and future work in relation to Scenario Planning in conjunction with Sasaki. The model should be made around the area you're trying to study. It helps the decision makers understand the long term consequences of the decisions that are made. There are thirty categories in total; four are reserved for housing, which promotes the community, parks, museums, etc.....

The Sasaki team will be at the March 2013 board meeting to discuss Scenario Planning and Fiscal Impact. There was power point presentation discussing the attributes and where we are to date with Scenario Planning. Sara Maier gave a power presentation on work related to the dashboard measures, tool kit and practices, policy recommendations and pilots. Hunter and Sara entertained questions from board members about the related topics.

Most of the discussion was about the scope, nature, level of engagement and those involved in these different sections of the process. Grace Gallucci noted discussing the future of the organization is becoming of increased importance and needs to be discussed at the next meeting. This was also in part to Mike Lyons question of what will happen to the staff and process after the December 31, 2013 HUD deadline.

The Regional Impact forums will be held the week of March 11, 2013. There will be two webinars held on March 21 and 22 to discuss the results of the forum.

# NORTHEAST OHIO SUSTAINABLE COMMUNITY CONSORTIUM

---

Jeff Anderle discussed the upcoming events and new dates for Community Engagement. In the coming months listed on the attached green sheet the dates, times and places for the 2013 Northeast Ohio Fair Housing Forums. Save the Date information will be sent out with details on Scenario Planning Workshops. Review the Networks of Networks list and return comments to Jeff. There will be two webinars to review the Communications Toolkit for the Scenario Planning Process. There will be an outreach regarding member match and involvement lead by the Communications and Engagement workstream. Board members are still asked to turn in their leveraged match forms.

The Communications and Engagement Committee plan is to start a social media blast. There will be online network advertising; Facebook ads; promoted tweets; Google advertisement; festival and fair exhibits; radio interviews and additional webinars.

Help is needed by board members to spread the word about upcoming events and meetings. Get people to commit to come and follow thru with them in process to keep them engaged, committed and possible bring additional contacts to the upcoming meetings. This process will help to ensure that the attendance will be a success.

The contract with the Sasaki Group has been executed. The final contract amount was \$1.3 million dollars including the Cobalt Group. Funds will be drawn to down for the contract amount. The 2012 fiscal year will be closed out shortly. No funds have been drawn from TeamNEO. It was suggested that the Sasaki Community meetings be held in the evenings. Some Saturday meetings have been discussed but not committed.

There was an open discussion about meeting protocols and adopted public body standards. According to the attorneys, the board can set limitations on voting remotely. If members are not able to meet, proper equipment would need to be set up and they can't count towards meeting quorum. According to the Code of Regulations this occurrence should only happen once. Mike Challender asked about what specific electronic equipment would be needed for this process. It will be brought up for further discussion at the March 2013 board meeting.

There was an announcement made by Emily Campbell from the Center for Community Solution about their upcoming event, The 71<sup>st</sup> Annual Human Services Institute at Kent State in Portage County. The event is free and invited everyone to attend.

There was a motion to adjourn the meeting by **Mike Challender** and seconded by **Corey Minor Smith**. The motion was the approved. The meeting ended at 2:45 p.m.

## **NEOSCC Technical Steering Committee Meeting Summary**

**Tuesday, January 29, 2013**

**9:00 – 11:00 am**

NEOSCC Offices & GoTo Meeting Webinar

Mr. Hunter Morrison and Mr. James Miner (Sasaki) gave a summary of the status of the workplan development and noted that the first phase through the end of April was well detailed. All subcontractor agreements need to be folded into the workplan. Cobalt's work under NEOSCC will soon wrap up and future engagement work by the firm will be rolled into and managed by Sasaki. Data requested to begin building the base case has been organized on the NEOSCC Box.com website. Mr. Joe MacDonald is the data lead for NEOSCC.

Availability of current population projections was discussed at length by the group. Because Census 2010 based population projections are not available through the Ohio Department of Development and likely will not be complete until April 2013, plus this data would then need to be allocated by traffic analysis zones (TAZs) by the MPOs, the other option for this source would be to use the Census 2000 based ODOD projections. Members felt it was important to use the most current data available and that it was not necessary to use the ODOD projections. Mr. Horne stated that a third option beyond 2010 Census and the 2000 Census based ODOD projections would be to look at sensitive geographies by tracts or block groups then trend forward.

When asked for his recommendation, Mr. Chris Horne (Sasaki) suggested using Census 2010 as the basis for both population and employment projections and that the RECS data could be the basis for one of more scenarios. The RECS data does not take into account possible shale gas impacts. It projects growth by industry clusters through 2017 and 2022 for an 18-county planning area encompassing the NEOSCC area. The RECS data uses Economy.com (Moody's Analytics) data but adjusts upward somewhat so that Northeast Ohio grows at higher rate than Economy.com predicts. Dr. Ziona Austrian of Cleveland State University will adapt the RECS data to match the NEOSCC territory for a small fee then project it out at an agreed upon rate until 2040. Mr. Miner suggested that for the first pass of data comparison, RECS data, if available by then, could be shown against the Census data as part of decision on the baseline trend.

**The group decided unanimously that Sasaki would gather historical Census data on population and employment back to 1970 through 2010. This data will be compared to see rates of growth/decline so that the TSC could determine the period that projections will be based upon, though most felt for employment that 1990-2010, or possibly 1980-2010, would be most accurate. All agreed that this approach would be acceptable to their boards.**

Scenario planning workshop locations were discussed by the group. There will be six regional meetings run by two teams of facilitators over three days in late April/early May for the pre-alternatives, business as usual phase. Sasaki and Cobalt are working through details of the engagement. Mr. Miner described the agenda and general form of the meeting (150-200 minimum threshold for attendees, approximately two hours consisting of a 30 minute introduction from Sasaki followed facilitated breakouts at tables with 10-12 people, and possibly some "open house" type displays). There was

concern by members about whether the attendance numbers will be achieved across the region. Mr. Miner conveyed the importance of involving elected officials in the process and working the network of networks, especially to reach underserved populations. Mr. Joe Hadley asked whether there would be remote, live connections for the meetings, to which Mr. Miner stated the meetings could be recorded for later viewing, but that the format did not lend itself to real-time connections due to the breakouts.

Ms. Patti Choby stated that Citizen Advisory Board would not be formed due to the limited amount of time and resources, but that she would still be working with the Eastgate Citizens Advisory Board since that had been a prior commitment.

Mr. Jeff Anderle explained that an extensive public relations campaign would be utilized to drive people to meetings and elevate the visibility of NEOSCC. R Strategy is designing a campaign that will involve editorial board outreach in February and March. There was limited discussion on the advertising budget and methods that will be employed.

Members also gave suggestions on possible locations for the workshops. Mr. Jason Segedy asked Mr. Horne for what the “headline” for the first workshop would be, to which he replied that the first round would be all about “where are we headed, do we want to go there, and what are the fiscal impacts.” The scale would be regional at first, but then they would zoom in to the subregional level.

Mr. Anderle distributed the regional AI survey instrument to the group and asked for assistance in getting government officials to fill it out. Ms. Grace Gallucci asked that an email be drafted by staff that the MPO/COG directors could then circulate to their boards. Mr. Anderle agreed to do this by the end of the day.

The NEOSCC proposed list of regional caucuses (public transportation directors, public housing authorities, county health districts, county metroparks/conservancy groups, and economic development) that was sent as part of the meeting materials was discussed. A suggestion was made by Mr. Hadley to add colleges/universities as a caucus. Mr. Morrison agreed to reach out to this group through existing platforms and through Dr. Roy Church of Lorain County Community College. Members agreed to the first two caucuses but wanted more information on the additional three (or four if colleges/universities are added).

Mr. Morrison led the group through a discussion of what would be needed to garner support of the MPO/COG boards for the final deliverables. There was agreement that MPO workshops would need to be scheduled during the fourth calendar quarter to present the vision and framework to the boards. There will need to be additional discussion on this matter at a future meeting.

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

CASH POSITION AS OF JANUARY 31, 2013

<u>DESCRIPTION</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
BEGINNING BALANCE			\$ 685,499.37
HUD LOCCS REIMBURSEMENT	\$ 0.00		
FFOEF CONTRIBUTIONS	67,767.00		
MEMBER CONTRIBUTIONS	0.00		
MISCELLANEOUS	0.00		
VENDORS		\$ 75,426.99	
PAYROLL		48,466.32	
ENDING BALANCE			\$ 629,373.06
TOTAL	\$ <u>67,767.00</u>	\$ <u>123,893.31</u>	

RECEIPTED FUNDS:

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)	\$ 2,303,187.00
FUND FOR OUR ECONMOIC FUTURE (FFOEF)	115,563.63
CITY OF ELYRIA	<u>10,000.00</u>
TOTAL	\$ <u>2,428,750.63</u>

ADDITIONAL CASH RESOURCES:

NOACA LINE OF CREDIT \$0

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

JANUARY 2013 - FINANCIAL INFORMATION

	TOTAL PROGRAM BUDGET (A)	EXPENDED THROUGH 01/31/13 (B)	BUDGET REMAINING (A-B)	C TARGET PROGRAM BUDGET (A/35)*24 mo.	PERCENTAGE OF TARGET PROGRAM (B/C)	PERCENTAGE OF TARGET (68%) PROGRAM (B/A)
<b>SALARIES &amp; FRINGES</b>						
SALARIES	\$ 1,390,000	\$ 769,396	\$ 620,604	\$ 926,667	83%	55%
FRINGE BENEFITS	200,000	114,544	85,456	133,333	86%	57%
	\$ 1,590,000	\$ 883,940	\$ 706,060	\$ 1,060,000	83%	56%
<b>TRANSPORTATION</b>						
LOCAL PRIVATE VEHICLE	\$ 25,850	\$ 13,058	\$ 12,792	\$ 17,233	76%	51%
AIRFARE	5,100	3,523	1,577	3,400	104%	69%
* TRANSPORTATION- OTHER	5,350	4,313	1,037	3,567	121%	81%
* PERDIEM	8,700	3,424	5,276	5,800	59%	39%
	\$ 45,000	\$ 24,318	\$ 20,682	\$ 30,000	81%	54%
<b>SUPPLIES AND MATERIALS</b>						
OFFICE SUPPLIES	19,980	\$ 13,658	6,322	13,320	103%	68%
COPIER LEASE/USAGE	15,600	4,862	10,738	10,400	47%	31%
* LAPTOPS/WORKSTATIONS	22,500	18,876	3,624	15,000	126%	84%
OFFICE EQUIPMENT	1,000	1,000	1,000	667	0%	0%
CELLPHONES/IT TELECOMM	30,920	11,567	19,353	20,613	56%	37%
	90,000	\$ 48,963	41,037	60,000	82%	54%
<b>CONSULTANTS</b>						
ECONOMIC DEVELOPMENT	\$ 25,000	\$ 31,750	\$ (6,750)	\$ 16,667	191%	127%
BUILT & NATURAL ENVIRON COMMUNITIES	2,250	2,250	2,250	1,500	0%	0%
TRANSPORTATION & CONNECTIONS	200,000	87,987	112,013	133,333	66%	44%
PLACE BASED REGIONAL PLAN	2,250	1,750	500	1,500	117%	78%
COLLABORATION & GOVERN SUPP	35,000	4,307	30,693	23,333	18%	12%
GIS & DATA INTEGRATION	200,000	145,733	54,267	133,333	109%	73%
GOVERNANCE & PMO SUPPORT	75,000	61,648	13,352	50,000	123%	82%
RESIDENTIAL ENGAGEMENT	200,000	163,209	36,791	133,333	122%	82%
PUBLIC & PRIVATE SECTOR ENGAGE	2,500	1,000	1,500	1,667	60%	40%
WEB-BASED MANAGEMENT	250,000	131,733	118,267	166,667	79%	53%
SP, FI, AND PM	200,000	95,491	104,509	133,333	72%	48%
OTHER CONSULTANTS	1,320,000	10,000	1,320,000	880,000	0%	0%
	10,000	10,000	10,000	6,667	0%	0%
	\$ 2,522,000	\$ 724,608	\$ 467,392	\$ 1,681,333	43%	29%
<b>CONSORTIUM MEMBER CONTRIBUTION</b>	<b>1,770,500</b>	<b>1,419,702</b>	<b>350,798</b>	<b>1,032,792</b>	<b>137%</b>	<b>80%</b>
<b>CONTRACTS</b>						
DATA & RESEARCH EVALUATION	600	\$ 585	15	367	160%	98%
FISCAL AGENT FEE	89,400	65,287	24,113	54,633	120%	73%
LEGAL	36,000	18,056	17,944	22,000	82%	50%
AUDIT/TAX RETURNS/ACCTG/HR	21,000	9,516	11,484	12,833	74%	45%
FURNITURE MOVING	3,000	1,400	1,600	1,833	76%	47%
	150,000	94,844	55,156	91,667	103%	63%
<b>OTHER DIRECT EXPENSES</b>						
MONTHLY MEETING/INTRA AGENCY	\$ 36,000	\$ 2,882	\$ 33,118	\$ 24,000	12%	8%
PHONE PLAN & CONFERENCE CALLING	18,000	7,975	10,025	12,000	66%	44%
REFRESHMENTS	0	3,529	(3,529)	0	#DIV/0!	#DIV/0!
INSURANCE	7,500	3,103	4,397	5,000	62%	41%
MISCELLANEOUS	18,500	6,864	11,636	12,333	56%	37%
	\$ 80,000	\$ 24,353	\$ 55,647	\$ 53,333	46%	30%
<b>TOTAL HUD BUDGET</b>	<b>\$ 6,247,500</b>	<b>\$ 3,220,728</b>	<b>\$ 1,696,772</b>	<b>\$ 4,009,125</b>	<b>80%</b>	<b>52%**</b>

\* These line items will be within budget as the program progresses toward completion.

\*\* The Consortium has expended approximately fifty-two percent of the Sustainable Communities budget.

Total Contributions To Date:

Members 44.08%  
HUD 55.92%

# Memo

To: NEOSCC Board of Directors  
 From: Emma Petrie Barcelona  
 Date: 2/19/2013  
 Re: Open and Pending Contracts and RFPs

## Action requested

None

## Contract Status

### Consultants

Vendor/ Purpose	Expended	Invoices pending	PO Amount	Status
Center for Community Solutions Regional Data Identification and Availability 2011-10	\$16,565	\$1,360	\$20,000	In progress- additional work supporting Sasaki and dashboard
CSU- Kirby Date QCP WS Management 2012-03	\$0	-	\$30,000	Work complete- no invoice received to date.
Currere Board Facilitation 2012-07 2012-17 extension	\$167,393	-	\$179,063	Work to be completed in January
R-Strategy Communications, Website and Market Research 2012-09	\$245,791	\$9,525	\$356,320	Work ongoing, on schedule
Center for Community Solutions Creating maps and basic GIS work 2012-11	\$12,730	\$1,330	\$24,948	In progress- additional work supporting dashboard and Sasaki
Cobalt Group Community Engagement Plan Implementation 2012-13	\$102,124	-	\$127,000	Work to be concluded in January- additional work will be part of Sasaki contract
Analysis of Impediments to Fair Housing Western Economic Services 2012-14	\$69,717	\$1,055	\$163,140	Work ongoing, on schedule



Program Planning Consultant, Scenario Planning and Fiscal Impact 2012-21	-	-	\$1,300,000	Contract negotiations complete- to be exceeded as exhibits are completed
--	---	---	-------------	--

### Other Contracts

Vendor/ Purpose	Expended	Invoices pending	PO amount	Status
Temporary Legal Services Schneider, Smeltz, Ranney & LaFond P.L.L.	\$3,000	\$1,145	\$3,000	Term work complete- Authorized amount expended, waiting on final invoice.
Imagen Photography Board meeting recording 2012-12	\$5,175	\$575	\$8,050	Approved 5-8-12
FY12 and FY13 Audit and Tax Services Meaden & Moore	-	-	\$12,320	Awaiting agreement
Legal Counsel Buckingham, Doolittle & Burroughs	\$14,749	\$6,268.5	\$25,000	Agreement in place- no retainer, monthly invoices based on work performed

### Open and Pending RFQs/RFPs

- a. Open
- b. Pending or planning phases
  - i. Program Evaluation- awaiting additional information/guidance from HUD

### Completed agreements

Vendor/ Purpose	Expended	Amount unspent	PO amount	Status
Civic Commons Young Professional Events 2012-08	\$20,651	\$1,349	\$22,000	Complete
Cobalt Group Drafting engagement plan 2012-10	\$23,885	-	\$23,885	Complete
Legal Counsel Non-Profit Filing 2011-01	\$9,065	\$935	\$10,000	Complete
Meaden & Moore Audit 2012-04	\$7,143	\$107	\$7,250	complete

**NEOSCC Consortium Membership & Leveraged Match Tracking - as of February 11, 2013**

#	Consortium Board Member	Notes	Committed Match per Consortium Agreement	Cummulative Reported Match	Percentage of Reported to Committed Match
1	Akron, City of	received through 4Q12	\$ 69,000	\$ 87,101.97	126.2%
2	Akron Metropolitan Area Transportation Study (AMATS)	received through 2Q12	\$ 127,812	\$ 83,027.47	65.0%
3	Akron Metropolitan Housing Authority	nothing received	\$ 77,642	\$ -	0.0%
4	Akron Urban League	received through 4Q12	\$ 69,000	\$ 8,868.62	12.9%
5	Ashtabula County	received through 2Q12	\$ 69,000	\$ 3,600.90	5.2%
6	Catholic Charities, Diocese of Youngstown	received through 4Q12	\$ 30,000	\$ 3,927.11	13.1%
7	Center for Community Solutions	received through 4Q12	\$ 42,900	\$ 6,613.80	15.4%
8	Cleveland, City of	received partial through 2Q12	\$ 69,000	\$ 9,942.34	14.4%
9	Cleveland Metroparks	nothing received	\$ 69,000	\$ -	0.0%
10	Cleveland Museum of Natural History	received through 3Q12	\$ 71,022	\$ 22,396.07	31.5%
11	Cleveland State University	received through 4Q12	\$ 79,188	\$ 80,996.76	102.3%
12	Cuyahoga County	received through 3Q12	\$ 69,000	\$ 39,460.90	57.2%
13	Cuyahoga Metropolitan Housing Authority	received through 4Q12	\$ 69,000	\$ 2,833.17	4.1%
14	Eastgate Regional Council of Governments (Eastgate)	received through 4Q12	\$ 69,000	\$ 74,424.30	107.9%
15	Elyria, City of*	received through 4Q12	\$ 69,000	\$ 28,760.53	41.7%
16	Fund for Our Economic Future**	received through 4Q11	\$ 850,000	\$ 316,835.90	37.3%
17	Greater Cleveland Regional Transit Authority	received through 4Q12	\$ 69,000	\$ 27,468.25	39.8%
18	Lorain County (Lorain County Growth Partnership)	received through 4Q12	\$ 83,897	\$ 20,751.81	24.7%
19	Lorain County Community College	received through 4Q12	\$ 49,000	\$ 4,717.95	9.6%
20	Mahoning County	received through 4Q12	\$ 69,000	\$ 19,956.15	28.9%
21	Northeast Ohio Areawide Coordinating Agency (NOACA) (Fiscal Agent)	received through 4Q12 (partial)	\$ 179,415	\$ 214,120.11	119.3%
22	Northeast Ohio Community Development Alliance	nothing received	\$ 28,771	\$ -	0.0%
23	Northeast Ohio Four County Regional Planning & Development Organization (NEFCO)	received through 4Q12 (partial)	\$ 69,000	\$ 38,793.21	56.2%
24	Policy Bridge	received through 3Q12	\$ 45,000	\$ 18,507.50	41.1%
25	Regional Prosperity Initiative	received through 4Q12	\$ 15,000	\$ 87,367.97	582.5%
26	Stark County	received through 4Q12 (began tracking 2Q12 when SCATS hit \$69,000)	\$ 69,000	\$ 24,322.39	35.2%
27	Stark County Regional Planning Commission/Stark County Area Transportation Study (RPC/SCATS)	received through 2Q12 - completed	\$ 69,000	\$ 69,000.00	100.0%
28	Stark Metropolitan Housing Authority	received through 3Q12	\$ 69,018	\$ 3,609.76	5.2%
29	Summit County	received through 4Q12	\$ 97,728	\$ 14,012.17	14.3%
30	Summit County Combined Health District	received through 4Q12	\$ 69,000	\$ 33,889.32	49.1%
31	Trumbull County	nothing received	\$ 38,034	\$ -	0.0%
32	Youngstown, City of	received through 4Q12	\$ 69,000	\$ 29,075.30	42.1%
33	Youngstown State University	completed match 2Q11	\$ 60,000	\$ 60,000.00	100.0%
<b>Total</b>			<b>\$ 3,048,427</b>	<b>\$ 1,434,381.70</b>	<b>47.1%</b>

\*Includes \$10,000 cash match

\*\*Includes \$500,000 cash match, of which \$167,000 has been released and \$50,000 is pending