

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM
BOARD MEETING

Tuesday, February 25, 2014 1:00 PM

The Job Center, Summit County

1040 East Tallmadge Avenue, Akron, OH 44310

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 December 17, 2013 (attachment)
 - b. Election of 2014 NEOSCC Officers and Executive Committee (attachment)
 - c. RESOLUTION NO. 2014-01 Regarding the Endorsement of Vibrant NEO 2040 Vision, Framework and Action Products (attachment)
4. For Discussion
 - a. Conflict of Interest Statement (Barcelona)
 - b. Current Budget/Staffing (Morrison)
 - c. Executive Committee Update on NEOSCC 2.0 (Gallucci)
 - i. Board Member Organizations - Priority Objectives
 - d. Outreach/Communications Update (Anderle)
5. For Information
 - a. Standing Committee Reports
 - i. Technical Steering Committee (no business conducted)
 - ii. Finance Committee Report (no business conducted)
 - iii. Communications and Engagement Committee Report (no business conducted)
 - iv. Nominating Committee Report (no business conducted)
 - v. Personnel Committee Report (no business conducted)
 - b. Organization
 - i. Progress and Status of Products (no update)
 - ii. HUD Grant Extension (Morrison)
 - iii. Month End Financial Report (attachment)
 - iv. Open and Pending Contract Update (attachment)
 - v. Leveraged Match Report (attachment)
6. Old Business
7. New Business

Adjourn

**NEXT MEETING: Tuesday, March 25, 2014 - NOACA
1299 Superior Avenue, Cleveland, Ohio 44114**

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

NEOSCC Board Meeting
Tuesday, December 17, 2013
1:30 PM
Akron Urban League

Attendance: Jason Segedy, Fred Wright, Emily Campbell, Brad Whitehead, Gene Nixon, David Beach, Lindy Burt, Grace Gallucci, Bob Nau, John Getchey, Bill D'Avignon, Freddy Collier, Jeff Dutton, Mike Lyons, Mike Challenger, Mark Moore, Erin Gurm, Angie Byington, Anna DeAscentis, Valerie Shea, Ron Chordas

Alternate Board Members: Rachel McCartney, Steve Hambley, Nancy Cook, Bethia Burke

Staff/Other: Lucy Miller, Hunter Morrison, Emma Petrie Barcelona, Sara Maier, Mike Nichols, Jeff Anderle, Anthony Kobak, Kelley Britt, Joe MacDonald

The meeting started at 1:42 p.m. by the chair Grace Gallucci. Welcome and introductions were made.

There was a **motion** to approve the Board Meeting Minutes for November 19, 2013 by **Mr. Challenger**, seconded by **Mr. Whitehead**. Motion approved.

Ms. Gallucci started the meeting off by congratulating everyone for all the work they have done to get NEOSCC to the point they are currently at. Ms. Gallucci also thanked the public for all feedback that they have given as it has been extremely critical to the process.

There was a **motion** to open up discussion on the release of the Vibrant NEO Vision, Framework, and Products by **Mr. Challenger**, seconded by **Mr. Getchey**. Motion approved.

Mr. Morrison started the discussion by mentioning that there would be a three-part presentation. The first part would be Mr. Anderle going over the past work NEOSCC has done, as well as the culmination of the whole process. Part two would consist of Ms. Maier speaking about the Action Products, and part three would consist of Mr. Anderle speaking about the next steps and the future.

Mr. Anderle started off the first part of the presentation by playing a video from the Vision Sessions. Mr. Anderle continued the presentation by mentioning that in total 5,600 people were engaged throughout the process. This number included the meeting attendance, ImagineMyNEO, and public opinion surveys.

Mr. Morrison came back to the podium and spoke about the NEOSCC Vision. Mr. Morrison mentioned that the work NEOSCC did was groundbreaking for Northeastern Ohio.

Mr. Morrison spoke about the NEOSCC Vision, which includes the:

- **8 Objectives:** The outcomes the Vision aims to achieve
- **13 Indicators:** Regional performance metrics that will tell us if we are on track to attain the Vision
- **4 Themes:** Four key Vision Topic Areas
- **9 Recommendations:** Steps and tools for realizing the Vision, which include **41 Initiatives**
- **22 Development Strategies:** Local resources for creating great places consistent with the Vision Objectives
- **20 Everyday Actions:** Steps and actions that the public can take in supporting the Vision

Mr. Morrison mentioned that all of the Vision narrative portions would be complete and available by the end of 2013. The graphic layout will be available by January 20, 2014.

Ms. Gallucci recognized Kelley Britt and Joe MacDonald for devoting their time to finishing up their work for NEOSCC.

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

Ms. Maier gave a walkthrough on the Action Products. The Action Products were developed to encourage, equip, and support Northeast Ohioans to learn, share, create, and act together to build a more vibrant future. There are four main action products, which include:

- Dashboard
- Tool Kit & Best Practices
- Policy Framework
- Pilot Projects

Ms. Maier mentioned that the Action Products are aligned with the final Vibrant NEO 2040 Vision themes, recommendations & initiatives.

Mr. Anderle spoke about the next steps. Mr. Anderle went over the current timeline as well as the presentation schedule.

Ms. Gallucci requested from the board an approval to release the Vibrant NEO Vision, Framework and Products. Ms. Gallucci asked the Board if they were all in favor to say I, everyone said I. She then asked if anyone was opposed, no one was opposed. The motion carried.

Ms. Gallucci requested from the Board that the resolution be adopted that has the Board acknowledging that NEOSCC will continue past the HUD phase. When the HUD grant expires, NEOSCC will continue to serve as a non-profit that was formed to create a collaborative community of practice to establish a vibrant, resilient, and sustainable Northeast Ohio. There was a **motion** to adopt the resolution by **Mr. Nixon**, seconded by **Mr. Segedy**. Motion approved.

Mr. Morrison mentioned that a separate green sheet for the watch list wasn't published this month because NEOSCC is focused on completing the documentation for publication, and preparing for the round of meetings with Consortium member Boards in December, January, and February.

Ms. Gallucci mentioned that on January 14th the Executive Committee would meet for a workshop related to the future of NEOSCC. The Executive Committee will continue to meet on the second Tuesday of every month for the first six months of the year. Ms. Gallucci also mentioned that July 1st would be the goal date for seating a new Board for NEOSCC 2.0.

Ms. Gallucci commented that in February NEOSCC would ask the Board Members to adopt the Vision. Ms. Gallucci pointed out that the Board Members must ensure that they have all their concerns regarding the Vision resolved so that in February Board Members can vote with confidence that their respective organizations will support the Vision. Ms. McCartney asked whether a super majority or a simple majority was needed to approve the Vision. Mr. Morrison mentioned that a super majority or a 2/3 vote was needed to pass the document.

Ms. Gallucci mentioned that NEOSCC received a no-cost extension from HUD that would take them through the end of June. There is no anticipated change in the work plan given the additional time. The HUD grant ends June 30th and the next phase of NEOSCC's work would begin July 1st.

Ms. Gallucci spoke about her previous positive conversations with The Fund for Our Economic Future. Ms. Gallucci commented on the timeline NEOSCC put forward on how they would like to spend the Fund's cash match commitment. NEOSCC created a menu of items for which the organization needed funding. The list was broken down between NEOSCC 1.0, the immediate needs to complete the Vision, Framework, and Products, and NEOSCC 2.0, which would be the implementation of those Vision, Framework, and Products. Ms. Gallucci announced that the Fund For Our Economic Future has granted nearly NEOSCC's entire request for NEOSCC 1.0, which totals \$30,575. Ms. Gallucci thanked the Fund for their continued support.

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

Ms. Gallucci mentioned that the Annual Board Meeting is scheduled for January 28, 2014. During the meeting the Board will elect the officers.

Mr. Dutton gave a report on behalf of the Nominating Committee. Mr. Dutton mentioned that the Nominating Committee recommends that the existing officers stay the same going into next year for a period not to exceed six months. Since NEOSCC is in a transition period, the Nominating Committee felt it made sense to keep familiarity. Considering that NOACA is the fiscal agent, it also made sense that Ms. Gallucci stay as Chair of the Board.

Mr. Hambley spoke about a conference call the Finance Committee had to discuss the financials and the Cash Position. The Finance Committee recommended a budget for 2014 for review and discussion. Ms. Petrie Barcelona mentioned that the proposed budget would be based off of the \$300,000 remaining funds. The Finance Committee expects to bring forward a formal budget for adoption during the January meeting.

Mr. Morrison mentioned that the Board is very close to meeting the full leveraged match requirements and encouraged Board Members to fill out their forms so that they could present the documents to HUD.

Mr. Wright mentioned that he believes that this Board Meeting is the last one being hosted at the Akron Urban League. Mr. Wright thanked NEOSCC for holding their meetings at the Akron Urban League.

There was a **motion** to adjourn by **Mr. Collier**, seconded by **Mr. Lyons**. Motion was approved and the meeting was adjourned at 3:21 p.m.

NEOSCC Annual Board Meeting: Tuesday, January 28, 2014

Memo

To: NEOSCC Board of Directors
From: Jeff Dutton, Nominating Committee Chair
CC:
Date: 1/22/14
Re: NEOSCC 2014 Officers and Executive Committee

As we discussed at the December 2013 Board meeting, it is standard that the election of officers takes place at our annual meeting in January.

The Nominating Committee has discussed the slate of Officers and Executive Committee and proposed the following:

- Based on the extension of the HUD-funded Vibrant NEO 2040 project spanning into the first quarter and second quarter of 2014, we would propose retaining the current slate of Officers and Executive through June 2014. This will allow for continuity in the Board leadership as the project comes to completion and close-out of the HUD funding is finished.
- The Nominating Committee would reconvene in May to propose a new slate officers and executive committee members to begin serving on July 1, 2014. This slate of officers would be presented to the entire board at the June 2014 Board meeting. At this time, the nominating committee would propose if the term would be six months through the end of 2014 or a different alternative.

The following represents the 2013 officers and executive committee that would continue in their current positions through June 2014:

NEOSCC Officers

Chair/NOACA: Grace Gallucci
First Vice-Chair/SCATS: Bob Nau
Second Vice-Chair/AMATS: Jason Segedy
Third Vice-Chair/Eastgate alternate: Rachel McCartney
Treasurer/NOACA alternate: Steve Hambley
Secretary: Fred Wright

Executive Committee (in addition to officers, when applicable)

AMATS Director: Jason Segedy (Curtis Baker)

Eastgate Director: John Getchey (Rachel McCartney)

NOACA Director: Grace Gallucci (Steve Hambley)

SCATS Director: Bob Nau

NEFCO Director: Joe Hadley (Connie Krauss)

FFEF Director: Brad Whitehead (John Mitterholzer) (Bethia Burke)

RPI Director: Mike Lyons (Bill Currin)

AMATS Region At-large: Gene Nixon (Donna Skoda)

Eastgate Region At-large: Bill D'Avignon (Alternate TBD)

NOACA Region At-large: Freddie Collier (Alternate TBD)

SCATS Region At-large: Jeff Dutton (Alternate TBD)

**CONFLICT OF INTEREST POLICY
OF THE
NORTHEAST OHIO SUSTAINABLE
COMMUNITIES CONSORTIUM, INCORPORATED**

Article I - Purpose

The purpose of the conflict of interest policy is to protect Northeast Ohio Sustainable Communities Consortium, Incorporated's (the "Consortium") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, or employee of the Consortium or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. It is the policy of the Consortium that Directors, Officers, and employees should take great care to avoid actual conflicts of interest or even the appearance of a conflict.

Article II - Definitions

1. Interested Person

Any director, principal officer, member of a committee with governing board delegated powers, or employee who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Consortium has a transaction or arrangement,
- b. A compensation arrangement with the Consortium or with any entity or individual with which the Consortium has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Consortium is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides after a full disclosure by the individual that a conflict of interest exists.

Article III - Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- b. After exercising due diligence, the governing board or committee shall determine whether the Consortium can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
If a more advantageous transaction or agreement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Consortium's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. Degree of Participation

If it is determined that a conflict of interest exists, the affected Board or Committee of the Board shall determine the degree of participation a member may have, based on the degree and extent of the conflict. The Board can decide:

- a. to allow a member to stay in the Board or Committee room and speak to a motion, but not vote where the conflict is slight and indirect; or
- b. to allow a member to stay in the Committee or Board room, but not speak to a motion or a vote upon that motion where the conflict is slight to moderate and indirect; or
- c. to leave the Board or Committee room, be precluded from speaking to a motion or voting upon it where the conflict is serious and direct; or
- d. where a conflict is not situational but is serious, direct and pervasive and will continue over a long period of time, the Board or Committee can ask for a resignation for the Committee and/or the Board.

5. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board of committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action up to and including expulsion from the Committee and/or the Board..

Article IV - Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V - Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Consortium for services is precluded from voting on matters pertaining to that member's compensation. This Section includes prohibit a member voting on any contract between the Consortium and the entity that member represents or entity by whom the member is employed.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Consortium for services is precluded from voting on matters pertaining to that member's compensation. This Section includes prohibit a member voting on

any contract between the Consortium and the entity that member represents or entity by whom the member is employed.

- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Consortium, either individually or collectively, is prohibited from providing information to any committee regarding compensation provided a full disclosure of a conflict of interest is made to that committee.

Article VI - Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Consortium is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Article VII - Periodic Reviews

To ensure the Consortium operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Consortium's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Consortium may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**CODE OF CONDUCT
OF THE
NORTHEAST OHIO SUSTAINABLE
COMMUNITIES CONSORTIUM, INCORPORATED**

ANNUAL STATEMENT

I do hereby acknowledge that I have received and read the Code of Conduct, including the imbedded Conflict of Interest Policy, of the Northeast Ohio Sustainable Communities Consortium, Incorporated (hereinafter known as the “Code”).

Furthermore, I do hereby acknowledge that I understand the Code as written and agree to comply with all regulations set forth in the Code.

Furthermore, I understand that Northeast Ohio Sustainable Communities Consortium, Incorporated is a tax-exempt 501(c)(3) non-profit charity, and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one of more of its tax-exempt purposes.

Name _____ Organization _____

Signed _____ Date _____

RESOLUTION NO. 2014-01
(Regarding the Adoption of the Vibrant NEO 2040 Vision, Framework and Action Products)

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM, INC.**

WHEREAS, the Northeast Ohio Sustainable Communities Consortium, Inc. (NEOSCC) is an Ohio non-profit corporation established to develop and maintain a regional visioning and decision-making framework for a 12-county region in Northeast Ohio that includes the counties of Ashtabula, Cuyahoga, Geauga, Lake, Lorain, Mahoning, Medina, Portage, Stark, Summit, Trumbull and Wayne, and

WHEREAS, NEOSCC's Board seeks to engage and support a community of practice among planners, governmental officials, non-profit professionals and citizens who together aspire to create a more vibrant, resilient and sustainable Northeast Ohio region; and

WHEREAS, the Partnership for Sustainable Communities, a collaboration of the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Transportation (DOT), and the U.S. Environmental Protection Agency (EPA), established a Sustainable Communities Regional Planning Grant Program; and

WHEREAS, the Northeast Ohio Areawide Coordinating Agency (NOACA), acting as fiscal agent and lead applicant for NEOSCC, was awarded \$4.25 million in funding from HUD for the Sustainable Communities Regional Planning Grant Program to develop the regional vision;

WHEREAS, the NEOSCC's Board of Directors have contributed \$XXXX in leveraged match to the HUD grant award through in-kind staff services and non-personnel expenditures and financial contributions of \$247,000 from the Fund for Our Economic Future and \$10,000 from the City of Elyria;

WHEREAS, the NEOSCC Board of Directors, the Project Management Office, consultants, volunteer experts and members of the public have collaborated over the three-year period of the HUD grant award to create the Vibrant NEO 2040 Vision, Framework and Action Products; and

WHEREAS the NEOSCC Board of Directors, Project Management Office and consultants prepared and adopted a Communications and Engagement Plan and subsequently undertook an extensive public participation and engagement program to develop the objectives, themes, recommendations and initiatives contained in the Vibrant NEO 2040 Vision, Framework and Action Products,

NOW, THEREFORE, BE IT RESOLVED that NEOSCC's Board of Directors accepts and adopts the Vibrant NEO 2040 Vision, Framework and Action Products as fulfilling the local objectives of the HUD grant award and further endorses for consideration by the region:

Section 1: The following eight Vision Objectives that identify the outcomes that the Vision aims to achieve:

- o Promoting investment in Northeast Ohio’s established communities;
- o Protecting our soil, water, air, and ecologically sensitive areas;
- o Improving our regional fiscal health;
- o Developing our regional economy with accessible employment opportunities;
- o Enhancing our regional transportation network;
- o Cultivating and celebrate our local assets and places of public value;
- o Expanding our parks and open-space network; and
- o Preserving and valuing our prime farmland as a regional economic asset.

Section 2: The following nine Recommendations that identify actions to realize the Vision:

- o Focus new residential and commercial development on sites within established communities;
- o Develop a robust network of regional job centers connected by multi-modal transportation corridors within and between counties;
- o Encourage a higher frequency of mixed-use development and a range of diverse, affordable housing options;
- o Enhance and coordinate the region’s rail and bus systems;
- o Enhance walking and cycling as transportation options to increase regional mobility and public health;
- o Preserve our natural areas for future generations, provide outdoor recreation opportunities, and develop a regional approach to protecting air, water and soil quality;
- o Support sustainable agriculture and local food systems in Northeast Ohio; and
- o Increase collaboration among the region’s government agencies to expand information-sharing and find more cost-effective means of providing essential services.

Section 3: Forty-one implementable Initiatives described by the Vision and Framework with the understanding that:

- o One size does not fit all: Individual Initiatives may not be applicable in all parts of the 12-county region; and that
- o The decision to implement any individual Initiative or group of Initiatives will be made at the local level based on the choices of residents and their elected or appointed representatives;.

Section 4: Twenty-two Development Strategies described by the Vision and Framework with the intention of identifying and documenting local resources and best practices for implementing the Vision and Framework at the local level, and

Section 5: Four prototypical Action Products that will be further developed in subsequent phases of the Consortium’s work, including:

- o A Dashboard that visually communicates a set of regional indicators and metrics against which progress toward the Vibrant NEO2040 vision will be measured;
- o Policy Recommendations that provide a framework for analyzing the effects existing policies have on the region and to identify changes that may be needed to create desired change;
- o A Tool Kit and Best Practices that provide implementation tools and techniques to realize the Vision at the local level; and
- o Pilots to identify emerging best practices that show promise in moving the region toward the preferred Vision.

AND FURTHER RESOLVES to make the Vibrant NEO 2040 objectives, recommendations, initiatives development strategies and action products available for use by metropolitan and local decision makers at their option and to advocate for the use of Vibrant NEO 2040 to create a more vibrant, resilient and sustainable Northeast Ohio.

Certified to be a true copy of a Resolution of the Board of Directors of NEOSCC adopted this 25th day of February 2014.

Secretary/Chair: _____

Date Signed: _____

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

CASH POSITION AS OF JANUARY 31, 2014

<u>DESCRIPTION</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
<i>BEGINNING BALANCE</i>			\$ 245,115.84
<i>HUD LOCCS REIMBURSEMENT</i>	\$ 29,955.00		
<i>FFOEF CONTRIBUTIONS</i>	0.00		
<i>MEMBER CONTRIBUTIONS</i>	0.00		
<i>MISCELLANEOUS</i>	1,193.09		
<i>VENDORS</i>		\$ 1,431.67	
<i>PAYROLL</i>		47,576.50	
<i>ENDING BALANCE</i>			\$ 227,255.76
<i>TOTAL</i>	\$ <u>31,148.09</u>	\$ <u>49,008.17</u>	

RECEIPTED FUNDS:

<i>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)</i>	\$ 4,250,000.00
<i>FUND FOR OUR ECONOMIC FUTURE (FFOEF)</i>	216,667.00
<i>CITY OF ELYRIA</i>	10,000.00
TOTAL	\$ <u>4,476,667.00</u>

ADDITIONAL CASH RESOURCES:

NOACA LINE OF CREDIT \$0

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

JANUARY 2014 - FINANCIAL INFORMATION

	TOTAL PROGRAM BUDGET HUD	TOTAL PROGRAM BUDGET Lev Match	TOTAL PROGRAM BUDGET (A)	EXPENDED THROUGH 01/31/14 (B)	BUDGET REMAINING (A-B)	C TARGET PROGRAM BUDGET (A/36)*36 mo.	PERCENTAGE OF TARGET PROGRAM (B/C)	PERCENTAGE OF TARGET (100%) (B/A)
SALARIES & FRINGES								
SALARIES	\$ 1,350,000		\$ 1,350,000	\$ 1,324,346	\$ 25,654	\$ 1,350,000	98%	98%
FRINGE BENEFITS	200,000		200,000	186,647	13,353	200,000	93%	93%
	\$ 1,550,000	0	\$ 1,550,000	\$ 1,510,993	\$ 39,007	\$ 1,550,000	97%	97%
TRANSPORTATION								
LOCAL PRIVATE VEHICLE	\$ 23,850		\$ 23,850	\$ 25,688	\$ (1,838)	\$ 23,850	108%	108%
AIRFARE	4,100	548	4,648	5,816	(1,168)	4,648	125%	125%
WASHINGTON DC TRANSPORTATION	4,350		4,350	6,847	(2,497)	4,350	157%	157%
WASHINGTON DC PERDIEM	7,700		7,700	5,252	2,448	7,700	68%	68%
	\$ 40,000	548	\$ 40,548	\$ 43,603	\$ (3,055)	\$ 40,548	108%	108%
SUPPLIES AND MATERIALS								
OFFICE SUPPLIES	19,980	520	20,500	\$ 21,447	(947)	20,500	105%	105%
COPIER LEASE/USAGE	15,600		15,600	13,439	2,161	15,600	86%	86%
MEETING ACCOMODATIONS	0		0	8,462	(8,462)	0	#DIV/0!	#DIV/0!
LAPTOPS/WORKSTATIONS	22,500		22,500	23,931	(1,431)	22,500	106%	106%
OFFICE EQUIPMENT	1,000		1,000	1,000	0	1,000	0%	0%
CELLPHONES/IT TELECOMM	30,920		30,920	34,225	(3,305)	30,920	111%	111%
	90,000	520	90,520	\$ 101,504	(10,984)	90,520	112%	112%
CONSULTANTS								
ECONOMIC BASE ANALYSIS	\$ 25,000		\$ 25,000	\$ 31,750	\$ (6,750)	\$ 25,000	127%	127%
BUILT & NATURAL ENVIRON	2,250		2,250	2,250	0	2,250	0%	0%
COMMUNITIES	200,000	385	200,385	169,975	30,410	200,385	85%	85%
TRANSPORTATION & IT CONNECTIONS	2,250		2,250	1,750	500	2,250	78%	78%
PLACE BASED REGIONAL PLAN	35,000		35,000	36,098	(1,098)	35,000	103%	103%
COLLABORATION & GOVERN SUPP	200,000	74,513	274,513	352,981	(78,468)	274,513	129%	129%
GIS & DATA INTEGRATION	75,000		75,000	47,948	27,052	75,000	64%	64%
GOVERNANCE & PMO SUPPORT	43,000	144,316	187,316	233,069	(45,753)	187,316	124%	124%
RESIDENTIAL ENGAGEMENT	2,500	60	2,560	2,060	500	2,560	80%	80%
PUBLIC & PRIVATE SECTOR ENGAGE	250,000		250,000	157,540	92,460	250,000	63%	63%
SASAKI CONSULTING	1,320,000		1,320,000	1,248,050	71,950	1,320,000	95%	95%
OTHER CONSULTING		10,331	10,331	0	10,331	10,331	0%	0%
WEB-BASED MANAGEMENT	200,000	850	200,850	149,561	51,289	200,850	74%	74%
	\$ 2,355,000	230,455	\$ 2,585,455	\$ 2,430,782	\$ 154,673	\$ 2,585,455	94%	94%
LEVERAGED MATCH DETAIL								
CONSORTIUM MEMBER CONTRIBUTION	0	1,208,396	1,208,396	1,208,396	0	1,208,396	100%	100%
Fund for Our Economic Future	0	0	0	0	0	0	N/A	N/A
Elyria	0	10,000	10,000	0	10,000	10,000	0%	0%
Sub-Total	0	1,218,396	1,218,396	1,208,396	10,000	1,218,396	99%	99%
Contracts								
DATA & RESEARCH EVALUATION	600		600	\$ 585	15	600	98%	98%
FISCAL AGENT FEE	89,400		89,400	97,860	(8,460)	89,400	109%	109%
LEGAL	36,000		36,000	39,894	(3,894)	36,000	111%	111%
AUDIT/TAX RETURNS/ACCTG/HR	21,000		21,000	22,434	(1,434)	21,000	107%	107%
FURNITURE MOVING	3,000		3,000	1,400	1,600	3,000	47%	47%
	\$ 150,000	0	\$ 150,000	\$ 162,173	(12,173)	150,000	108%	108%
OTHER DIRECT EXPENSES								
MONTHLY MEETING/INTRA AGENCY	\$ 38,600	13,799	\$ 52,399	\$ 21,965	\$ 30,434	\$ 52,399	42%	42%
SMARTPHONE/CELLPHONE PLANS	14,400		14,400	15,403	(1,003)	14,400	107%	107%
INSURANCE	7,500		7,500	4,751	2,749	7,500	63%	63%
MISCELLANEOUS	4,500	2,253	6,753	52,377	(45,624)	6,753		
	\$ 65,000	16,052	\$ 81,052	\$ 94,496	\$ (13,444)	\$ 81,052	117%	117%
TOTAL HUD BUDGET	\$ 4,250,000	1,465,971	\$ 5,715,971	\$ 5,551,947	\$ 164,024	\$ 5,715,971	97%	97%*

* The Consortium has expended approximately ninety-seven percent of the Sustainable Communities budget.

Total Contributions To Date:
 Members 23.50%
 HUD 76.50%

Memo

To: NEOSCC Board of Directors
From: Emma Petrie Barcelona
Date: 1/24/2014
Re: Open and Pending Contracts and RFPs

Action requested

None

Contract Status

Consultants

Vendor/ Purpose	Expended	Invoices pending	PO Amount	Status
R-Strategy Communications, Website and Market Research 2012-09	\$421,589	\$12,750	\$462,490	Work ongoing, on schedule. Completion date: January 31, 2014
Center for Community Solutions Creating maps and basic GIS work 2012-11	\$15,420	\$9,528	\$24,948	Work complete- all deliverables received
Program Planning Consultant, Scenario Planning and Fiscal Impact 2012-21	\$1,182,400	\$65,650	\$1,300,000	Under contract, on schedule. Completion date: February 28, 2014

Other Contracts

Vendor/ Purpose	Expended	Invoices pending	PO amount	Status
Imagen Photography Board meeting recording 2012-12	\$11,500	\$1,725	\$11,500	Approved 5-8-12, Finance committee authorized 4-18-13 to complete recording through the end of 2013. Need additional authorization for 2014
FY13 Audit and Tax Services Meaden & Moore	-	-	\$10,000	New agreement signed, PO to be issued
Legal Counsel Buckingham, Doolittle & Burroughs	\$28,272	-	\$50,000	Agreement in place- no retainer, monthly invoices based on work performed. Finance Committee increased the funds authorized 4-18-13
Solar Systems IT and computer support		\$1,560	\$10,000	Hourly agreement in place- will only use hours as needed in order to complete transition

Open and Pending Purchases

- a. Open
- b. Pending or planning phases
 - i. Will need to increase amount to Imagen for recording 2 board meetings in 2014
 - ii. Will need to include amount for Meaden & Moore FY13 audit (to be conducted 2nd week of February 2014).

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
Meaden & Moore Audit 2012-04	\$7,143	\$107	\$7,250	complete
CSU- Kirby Date QCP WS Management 2012-03	\$29,900	\$100	\$30,000	Complete
Schneider, Smeltz, Ranney & LaFond P.L.L. Non-Profit Filing, temporary legal services 2011-01	\$13,210	-	\$13,210	All work complete and invoiced.
Cobalt Group Community Engagement Plan Implementation 2012-13	\$126,760	-	\$126,760	Work to be concluded in March- additional work will be part of Sasaki contract
Currere Board Facilitation 2012-07, 2012-17 extension	\$167,393	\$11,670	\$179,063	Work to be completed in January
Analysis of Impediments to Fair Housing Western Economic Services 2012-14	\$163,140	-	\$163,140	Complete
Center for Community Solutions Regional Data Identification and Availability 2011-10	\$23,000	-	\$23,000	Complete
FY12 Audit and Tax Services Meaden & Moore	\$12,320	-	\$12,320	Agreement in place for FY2012
Cleveland.com network/google.com Internet promotion, advertising through regional online networks	\$30,250	-	\$67,350	Not-to-exceed amount approved by Finance Committee 4-18-13
Non-profit future support Strategy Design Partners	\$40,000	-	\$40,000	Complete

NEOSCC Consortium Membership & Leveraged Match Tracking - as of January 23, 2014

# Consortium Board Member	Notes	Committed Match per Consortium Agreement	Cummulative Reported Match	Percentage of Reported to Committed Match
1 Akron, City of	received through 4Q13	\$ 69,000	\$ 141,530.00	205.1%
2 Akron Metropolitan Area Transportation Study (AMATS)	received through 3Q13	\$ 127,812	\$ 128,321.28	100.4%
3 Akron Metropolitan Housing Authority	nothing received	\$ 77,642	\$ -	0.0%
4 Akron Urban League	received through 4Q12; pending update through 4Q13	\$ 69,000	\$ 8,877.56	12.9%
5 Ashtabula County	received through 4Q13	\$ 69,000	\$ 38,961.71	56.5%
6 Catholic Charities, Diocese of Youngstown	received through 4Q13	\$ 30,000	\$ 7,656.86	25.5%
7 Center for Community Solutions	received through 3Q13	\$ 42,900	\$ 13,606.93	31.7%
8 Cleveland, City of	received partial through 4Q13	\$ 69,000	\$ 14,923.45	21.6%
9 Cleveland Metroparks	pending	\$ 69,000	\$ -	0.0%
10 Cleveland Museum of Natural History	received through 4Q13	\$ 71,022	\$ 42,099.64	59.3%
11 Cleveland State University	received through 4Q13	\$ 79,188	\$ 119,258.75	150.6%
12 Cuyahoga County	received partial through 4Q13	\$ 69,000	\$ 46,839.52	67.9%
13 Cuyahoga Metropolitan Housing Authority	received through 4Q12	\$ 69,000	\$ 7,427.47	10.8%
14 Eastgate Regional Council of Governments (Eastgate)	received through 4Q13	\$ 69,000	\$ 121,080.64	175.5%
15 Elyria, City of*	received through 4Q13	\$ 69,000	\$ 35,064.24	50.8%
16 Fund for Our Economic Future**	received through 2Q12	\$ 850,000	\$ 393,454.50	46.3%
17 Greater Cleveland Regional Transit Authority	received through 4Q13	\$ 69,000	\$ 61,610.30	89.3%
18 Lorain County (Lorain County Growth Partnership)	received through 4Q13	\$ 83,897	\$ 28,596.69	34.1%
19 Lorain County Community College	received through 4Q13	\$ 49,000	\$ 11,573.55	23.6%
20 Mahoning County	received through 4Q13	\$ 69,000	\$ 24,837.78	36.0%
21 Northeast Ohio Areawide Coordinating Agency (NOACA) (Fiscal Agent)	received through 4Q13	\$ 179,415	\$ 393,665.21	219.4%
22 Northeast Ohio Community Development Alliance	nothing received	\$ 28,771	\$ -	0.0%
23 Northeast Ohio Four County Regional Planning & Development Organization (NEFCO)	received partial through 4Q13	\$ 69,000	\$ 71,416.41	103.5%
24 Policy Bridge	received through 3Q13	\$ 45,000	\$ 27,995.00	62.2%
25 Regional Prosperity Initiative	received through 4Q12	\$ 15,000	\$ 89,731.74	598.2%
26 Stark County	received through 3Q13 (began tracking 2Q12 when SCATS hit \$69,000)	\$ 69,000	\$ 69,024.06	100.0%
27 Stark County Regional Planning Commission/Stark County Area Transportation Study (RPC/SCATS)	received through 2Q12 - completed; see above	\$ 69,000	\$ 69,000.00	100.0%
28 Stark Metropolitan Housing Authority	received through 2Q13	\$ 69,018	\$ 6,826.58	9.9%
29 Summit County	received through 4Q13	\$ 97,728	\$ 19,171.22	19.6%
30 Summit County Health District	received through 4Q13	\$ 69,000	\$ 65,556.72	95.0%
31 Trumbull County	received through 4Q13 - completed	\$ 38,034	\$ 38,388.31	100.9%
32 Youngstown, City of	received through 4Q13	\$ 69,000	\$ 54,796.05	79.4%
33 Youngstown State University	completed match; no further updates needed	\$ 60,000	\$ 60,000.00	100.0%
Total		\$ 3,048,427	\$ 2,211,292.13	72.5%

*Includes \$10,000 cash match

**Includes \$500,000 cash match, of which \$213,000 has been released