

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM
BOARD OF DIRECTORS MEETING
Tuesday, October 23, 2012, 1:00 p.m.
Spire Institute Banquet Facility 1822 South Broadway Geneva, OH 44041

1. Welcome and introductions
 - A. Welcome to Local Officials and Local Officials' Comments
 - B. Introduction of Consortium Members and their Work Stream/Product Team
2. Public Comment
3. Report on Board of Directors and Executive Committee
 - A. Minutes of September Meeting
 - B. Executive Committee
 - C. 2012 Board and Executive Committee Meeting Schedule
 - i. Next meeting of the Board, November 27, 2012 in Summit County
 - ii. Meeting Location – December through March
 - iii. Next meeting - Executive Committee: November 13, 2012 at 1:30 pm in 5th Floor Conference Room, 146 S. High Street, Akron Ohio (NEOSCC building)
 - D. Board Member Orientation Sessions
 - E. Nominating Committee Report
4. Organization
 - A. Presentation of Current Financials/Budget Update
 - i. Leveraged Match Report
 1. Survey
 - ii. Monthly Financials
 - iii. Existing and pending contract update
 1. Regional Planning/Scenario Planning/Fiscal Impact RFP Update
 - B. Organizational Work
 - i. Our process, work streams and caucuses
 - C. Vibrant NEO 2040 Work Plan report
 - i. September HUD Monthly Report
 - ii. Understanding the Regional Analysis of Impediments to Fair Housing Choice
 - iii. Dashboard Overview
 - iv. Launch of new website
 - v. Engagement Update
5. Other New Business
6. Adjourn

Next Board Meeting: Tuesday, November 27 Summit County

NEOSCC's

12-County Region

Ashtabula County

Cuyahoga County

Geauga County

Lake County

Lorain County

Mahoning County

Medina County

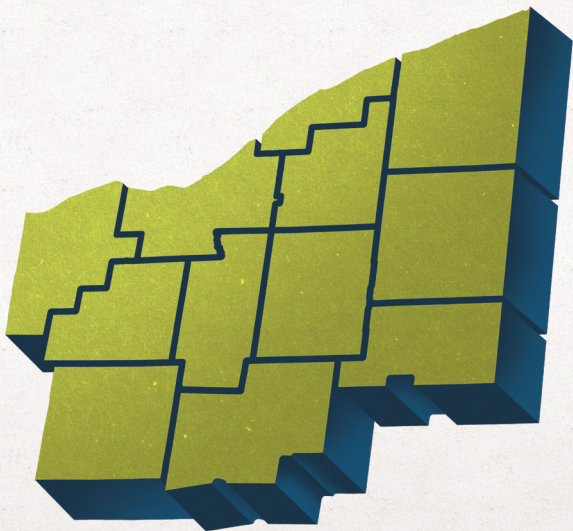
Portage County

Summit County

Stark County

Trumbull County

Wayne County



NEOSCC "12 Counties in 12 Months" in Ashtabula County; October 23, 2012

The following are the details for the October Board meeting in Ashtabula County, please respond by October 19!

9 AM - Arrive at the Spire Institute (1822 South Broadway Geneva, OH 44041)

Spire Banquet Facility which is located in the rear of the complex

9:30 AM – Tour Bus Departs Spire

Tour

- 534 Corridor Plan
- Downtown revitalization in Geneva
- Geneva Lodge & Conference Center
- Lake Erie erosion issues
- Bike trail development
- KSU Ashtabula
- Tour Stop: Point Park Ashtabula Harbor
- Discuss, Bridge Street development, area museums, entrepreneur development, industrial activity...
- Industrial development – Brownfield redevelopment opportunities
- Transportation infrastructure
- Agriculture, vineyards/wineries, and food production opportunity in County...
- Tour Stop: Harpersfield Covered Bridge
- Metropark funding
- Greenspace preservation,
- Scenic rivers
- Harpersfield dam issues

12:00 PM - Return to Spire Center

12:15 PM - Lunch/Local presentations at Spire Banquet Facility which is located in the rear of the complex

1:00 PM - Board Meeting

Spire Banquet Facility which is located in the rear of the complex

3:15 PM - Tour Spire

4:15 PM - Reception at area winery

**NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM
BOARD OF DIRECTORS MEETING**

**Tuesday, September 25, 2012, 1:30 p.m.
Cleveland State University Levin College Atrium**

Board Members: Jason Segedy, Pam Hawkins, Janice Switzer, Kelly Low, Freddy Collier, Holly Brinda, Bill D'Avignon, Brad Chase, Ed Jerse, Shawna Daugherty, John Getchey, John Mitterholzer, Maribeth Feke, Mike Challenger, Dan Mamula, Joseph Hadley, Grace Gallucci, Greg Brown, Bob Nau, Jeff Dutton, Donna Skoda, Ron Chordas

Alternates: Rachel McCartney, Sara Maier, Don Romancak

Others in Attendance: Hunter Morrison, Emma Petrie Barcelona, Jeff Anderle, Anthony Kobak, Kelley Britt, Antoine Buie, Carl Brinkley, Zach Brown, Kelly D. Harris

A QUORUM WAS PRESENT

Jason Segedy called the meeting to order. There were no public comments offered at this meeting. Each consortium member introduced themselves and their work streams. Segedy also welcomed Dr. Roy Church from Lorain County Community College as the newest member to the consortium.

The first action item was the approval of the August 28, 2012 board minutes. The motion to approve the minutes was made by **Holly Brinda** and seconded by **Joe Hadley**. ***Motion passed unanimously.***

Dan Mamula reported on the Executive Committee from the September 11, 2012.

The report included approval of fees for additional Currere work completed in August 2012. The contract was amended to \$147,000 total to reflect the additional fees for August. Also approved was an extension of their contract to provide continuing board facilitation and PMO services through December 2012 (\$23,000).

At the chair's request, a Personnel Committee was formed. The members include: Jason Segedy, Grace Gallucci, Tom Tyrell, Dan Mamula, Steve Hambley and Brad Whitehead. Any other committee member is welcome to join and participate in the process. Please let Jason Segedy know if you want to be a part of the committee.

A Finance Committee has also been formed including Grace Gallucci –Chair, Mike Lyons, Sara Maier, Dan Mamula, Holly Brinda and Bob Nau. The Finance Committee will meet immediately after the board meeting.

A memorandum was presented from the Co-Chairs of the Communications and Engagement Committee, Fred Wright and Michael Lyons, expressing the committees' support for the continuation of monthly board meetings and the 12 County meeting program

Hunter Morrison announced the next Executive Committee meeting will be held on October 9, 2012 in Akron. The next board meeting will be held October 23, 2012 in Ashtabula at the Spire Institute.

**NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM
BOARD OF DIRECTORS MEETING**

Morrison gave a presentation on the Board Member Survey that was conducted via email thru Survey Monkey. At least 76% of the member took the survey and 61% fully completed it. The full presentation is available in the board materials. The PMO will further analyze the survey results for improvements internally and work with the Executive Committee aspects related to Board Leadership. Segedy thanked Morrison and Jeff Anderle for accumulating and reporting the results. The questions used for the survey will be consistent in future surveys so that progress can be measured.

Sara Maier stated that we have 33 members in the consortium. We have just under \$1.3 million in leveraged match funds. Maier stated that over the next month, she will be contacting board members to make sure all leverage match totals are up to date. She asked the board to contact her if they had any questions.

Emma Petrie Barcelona report on the month end financials. Expenditures are just over \$1 million dollars. She also reported that NEOSCC is on track with fund allocation. Her report also included pending contracts that will be issued and that the closure of 2 RFQ's for audit and legal services is approaching. It was announced that the Finance Committee will be review the documents after the board meeting.

The RFP's that are currently open are: Planning Management, Scenario planning and Fiscal Analysis. There will be a pre-bid meeting for vendors or consultants interested in responding any of the open RFP's. Board members were encouraged to spread the word to anyone qualified candidate to submit for open RFP's.

Morrison gave a presentation on the PMO organizational frame work. He discussed how we are organized and who would be responsible for each layer and task. It basically answers the question of "Accountability." This is an organizational structure and frame work that can last beyond the grant. Ed Jerse asked about the role of the workstreams. Morrison stated that the workstreams except for Quality Connected Places have finished the first major product which was the Conditions and Trends report.

Morrison also spoke about the Vibrant NEO2040 plan and the current products such as the Vibrant NEO 2040 Vision and Framework; The Dashboard and defining the needs of it; Toolkit and Practices and what goes into it and Policy recommendations and pilots. He spoke about the Vision and the agreed upon set of values and goals, the Framework and agreed upon structures and policies, practices and relationships. He also discussed the dashboard, toolkit, policies and pilots.

Jeff Anderle gave an update on communications. A new website will be launched in October. The new site will offer engagement opportunities and a better content organization. There is a new board bulletin being sent thru emails to keep members updated on calendar events, notices and announcements. He aslo discussed the Conditions and Trends toolkit that includes newsletter copy, social media, twitter, Facebook content.

There was a motion to adjourn the meeting by **Steve Hambley** and seconded by Mike Lyons. Motion approved. Motion approved.

**The next board meeting
Tuesday, October 23, 2012
Ashtabula County
The Spire Institute**

NEOSCC Consortium Membership & Leveraged Match Tracking - as of October 18, 2012

# Consortium Board Member	Notes	Committed Match per Consortium Agreement	Cummulative Reported Match	Percentage of Reported to Committed Match
1 Akron, City of	received through 3Q12	\$ 69,000	\$ 43,136.29	62.5%
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 1Q12	\$ 69,000	\$ 3,850.34	5.6%
5 Ashtabula County	received through 2Q12	\$ 69,000	\$ 3,600.90	5.2%
6 Catholic Charities, Diocese of Youngstown	received through 2Q12	\$ 30,000	\$ 3,657.11	12.2%
7 Center for Community Solutions	received through 2Q12	\$ 42,900	\$ 5,858.30	13.7%
8 Cleveland, City of	received partial through 2Q12	\$ 69,000	\$ 9,942.34	14.4%
9 Cleveland Metroparks	in process for 2Q12	\$ 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 2Q12	\$ 79,188	\$ 80,996.76	102.3%
12 Cuyahoga County	received through 2Q12	\$ 69,000	\$ 36,875.30	53.4%
13 Cuyahoga Metropolitan Housing Authority	received through 4Q11	\$ 69,000	\$ 2,246.35	3.3%
14 Eastgate Regional Council of Governments (Eastgate)	received through 2Q12	\$ 69,000	\$ 53,960.02	78.2%
15 Elyria, City of*	received through 2Q12	\$ 69,000	\$ 25,311.66	36.7%
16 Fund for Our Economic Future**	received through 4Q11	\$ 850,000	\$ 266,835.90	31.4%
17 Greater Cleveland Regional Transit Authority	received through 2Q12	\$ 69,000	\$ 15,754.11	22.8%
18 Lorain County (Lorain County Growth Partnership)	received through 2Q12	\$ 83,897	\$ 5,485.02	6.5%
19 Lorain County Community College	just joined August 2012	\$ 49,000	\$ -	
20 Mahoning County	received through 3Q12	\$ 69,000	\$ 17,076.04	24.7%
21 Northeast Ohio Areawide Coordinating Agency (NOACA) (Fiscal Agent)	received through 3Q12	\$ 179,415	\$ 154,558.53	86.1%
22 Northeast Ohio Community Development Alliance	nothing received	\$ 28,771	\$ -	0.0%
23 Northeast Ohio Four County Regional Planning & Development Organization (NEFCO)	received through 2Q12	\$ 69,000	\$ 33,391.94	48.4%
24 Policy Bridge	received through 2Q12	\$ 45,000	\$ 12,677.50	28.2%
25 Regional Prosperity Initiative	received through 2Q12	\$ 15,000	\$ 66,340.49	442.3%
26 Stark County	began tracking 2Q12 when SCATS hit \$69,000	\$ 69,000	\$ 15,172.98	22.0%
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 2Q12	\$ 69,018	\$ 3,609.76	5.2%
29 Summit County	received through 2Q12	\$ 97,728	\$ 9,530.07	9.8%
30 Summit County Combined Health District	received through 3Q12	\$ 69,000	\$ 27,800.03	40.3%
31 Trumbull County	nothing received	\$ 38,034	\$ -	0.0%
32 Youngstown, City of	received through 3Q12	\$ 69,000	\$ 21,657.95	31.4%
33 Youngstown State University	completed match 2Q11	\$ 60,000	\$ 60,000.00	100.0%
Total		\$ 3,048,427	\$ 1,153,749.22	37.8%

*Includes \$10,000 cash match

**Includes \$500,000 cash match, of which \$167,000 has been released

Memo

To: NEOSCC Board of Directors
From: Sara Byrnes Maier
Date: 10/18/2012
Re: Leveraged Match Update

As part of the Sustainable Communities Regional Planning Grant program NEOSCC members have committed to contribute leveraged match resources in the form of in-kind services, facilities, and cash contributions. The leveraged match that is required to draw down the entirety of the \$4.250 million grant from the US Department of Housing and Urban Development (HUD) is \$1.998 million, but as the Consortium grew beyond the original application members the match committed to as part of Consortium Agreements increased to \$3.048 million. Members agreed to make their best good-faith effort to honor these pledges, understanding that the success of the initiative depended on “a commitment to devote their understanding, resources and personal participation to build the collaborative capacity of the region and develop a comprehensive strategy for its future.”

Leveraged Match Survey & Resource Allocation Plan:

As detailed in the Scope of Work that the Board adopted in August, a Leveraged Match Resource Allocation Plan is being developed to better manage committed Consortium in-kind resources throughout the remainder of the grant period. During the week of October 22 Consortium members will receive a brief email survey that asks about their skills, time, availability, subject matter expertise, and what types of NEOSCC products or processes interest them. This survey should be forwarded to all staff who may work on the project in the next year. Additionally, it will be distributed to workstream members and other interested volunteers. Results will be used to develop an inventory of available in-kind resources and skills so that Consortium members and volunteers can be effectively recruited for and assigned to activities and projects that will be planned throughout the upcoming visioning and product development phases.

Leveraged Match Reporting:

Twenty months into the 36-month grant period members have submitted leveraged match reports totaling \$1.154 million, or 37.8% of the total pledged and 57.8% of the amount required in the contract with HUD. Though several Consortium members have already met or exceeded their leveraged match commitments, a number of others are not on track to do so, and five of the 33 members have never reported their leveraged match. Assuming an even

distribution throughout the 36-month period, about \$1.693 million, or 55.5%, should have been reported by this point.

The Leveraged Match Resource Allocation Plan will allow for more direct management of in-kind resources going forward, but we want to ensure that the records we have on file are accurate and that Consortium members are current with their reporting. To aid in this effort, also during the week of October 22 Consortium members will receive by email a status report of all leveraged match reporting received to date by quarter and employee. This provides an opportunity for members to identify if they may have overlooked time spent but not logged or reported. Members will also be asked to update the hourly direct, indirect, and, if available, fringe rates for each employee committed to the project. Additionally, a copy of the leveraged match tracking form will accompany this email.

Next Steps:

Please fill out the leveraged match survey when you receive it and bring any leveraged match reporting up to date. Leveraged match reports should be emailed directly to sustainablecommunities@mpo.noaca.org.

If you have any questions or comments please contact Sara Byrnes Maier at smaier@mpo.noaca.org or 216.241.2414, ext. 308.

Memo

To: NEOSCC Board of Directors
From: Emma Petrie Barcelona
Date: 10/18/2012
Re: Open and Pending Contracts and RFPs

Action requested

None

Contract Status

Vendor/ Purpose	Consultants			Status
	Expended	Invoices pending	PO Amount	
Center for Community Solutions Regional Data Identification and Availability 2011-10	\$16,565	-	\$20,000	In progress- Hunter working with group for alignment with work plan
CSU- Kirby Date QCP WS Management 2012-03	\$0	-	\$24,700	Work ongoing- no invoice received to date.
Currere Board Facilitation 2012-07 2012-17 extension	\$147,613	-	\$179,063	Work details are being finalized. - New not to exceed amount
R-Strategy Communications, Website and Market Research 2012-09	\$179,744	-	\$356,320	Work commenced on existing trends and issues report, media relations
Center for Community Solutions Creating maps and basic GIS work 2012-11	\$12,730	-	\$24,948	Approved 4-10-12, Under contract
Cobalt Group Community Engagement Plan Implementation 2012-13	\$39,890	\$18,765	\$394,120	Approved 6-26-12 Under contract
Analysis of Impediments to Fair Housing Western Economic Services 2012-14	\$17,167	-	\$163,140	Approved 8-28-12 Contract awaiting signature

Program Planning Consultant, Scenario Planning and Fiscal Impact	-	-	TBD	RFP issued
Program Evaluation Consultant			TBD	If separate from Program Management Consultant- awaiting guidance from HUD

Other Contracts

Vendor/ Purpose	Expended	Invoices pending	PO amount	Status
Temporary Legal Services Schneider, Smeltz, Ranney & LaFond P.L.L.	-	\$4,145	\$3,000	Term work complete- awaiting final invoice for final payment authorization
Meaden & Moore Audit 2012-04	\$7,143	-	\$7,250	Work and submissions complete August 2012
Imagen Photography Board meeting recording 2012-12	\$2,875	\$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	-	-	\$25,000	Agreement in place- no retainer, monthly invoices based on work performed

Open and Pending RFQs/RFPs

- a. Open
 - i. Planning management, scenario planning, and fiscal impact analysis consultant RFP open
 - 1. Pre-bid meeting and Q&A process complete- closing Oct. 22
- b. Pending or planning phases
 - i. Program Evaluation- awaiting additional information/guidance from HUD (based on HUD visit 7-6-12 and call 8-7-12)
 - ii. Quality Connected Places consulting- ongoing need assessment

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

Memo

To: NEOSCC Board of Directors

From: Emma Petrie Barcelona & Sara Byrnes Maier

Date: 10/18/2012

Re: For Information: Review Process for Request for Proposals for Regional Planning Services & Project Management, Scenario Planning & Fiscal Impact Analysis

A Request for Proposals (RFP) for Regional Planning Services & Project Management, Scenario Planning & Fiscal Impact Analysis was issued by NEOSCC on September 20, 2012. In an effort to keep the Board informed of this extremely important next phase of NEOSCC's work, we have outlined the following below: the purpose for seeking the consultant(s) and what work will be performed for each of the three tasks, along with an overview of how and when the proposals will be reviewed,.

Purpose:

Following on the project approach detailed in the update to the Scope of Work, adopted by the Board in August, NEOSCC issued an RFP for services to assist the PMO and the consultants already in place to engage its constituents to generate a vision and framework for the region's future, called *Vibrant NEO 2040*.

The regional vision (where we want to go) is the next step following development of a Conditions & Trends Platform (where we have been and where we are now). In order to elicit a collective vision from a diverse array of regional stakeholders, NEOSCC is looking for both scenario planning and fiscal impact analysis expertise from professionals who have helped other regional constituencies articulate their comprehensive vision. The PMO will concurrently work on developing tools and products that will assist the region in implementing this vision (how we get there).

- Task 1. Regional Planning Services & Project Management: NEOSCC seeks to augment its in-place project management team by engaging a consultant to manage and coordinate the regional visioning effort. The consultant will directly manage a team of consultants (engaged and to be engaged) that together with PMO and in-kind staff, will create *Vibrant NEO 2040*. The consultant will provide overall increased operational capacity to the PMO through its project management resources, and will be responsible for ensuring that work on scenario planning, fiscal impact analysis, community engagement, and communications, along with smaller scale subject matter areas, is coordinated and synthesized to produce *Vibrant NEO 2040*.

- Task 2. Scenario Planning: A critical component of the NEOSCC's work is the engagement of stakeholders in regional visioning through scenario planning. Fiscal impact analysis will also be employed as part of the regional visioning process, as described under Task 3 below. The NEOSCC intends to develop, analyze, and evaluate alternative scenarios beyond the base case, an alternative that assumes that present day trends and conditions continue unchecked. NEOSCC will address issues of regional collaboration and competitiveness and recommend a broad range of strategies that will make Northeast Ohio more competitive, equitable, and sustainable (economically, environmentally and socially). The Conditions & Trends Platform, regional land use map, regional zoning map, and "typologies" or place type manual will serve as the basis for inputs and trends for the base case scenario.

The consultant will integrate its efforts with those of the Consortium's community engagement consultant (Cobalt Group) and its communications consultant (R Strategy) to execute a scenario planning process that will produce *Vibrant NEO 2040*, inclusive of mapping, and goals related to areas including land use, housing, transportation, economic development and environmental protection. The Conditions & Trends Platform, regional land use map, and regional zoning map will serve as the basis for inputs and trends for the base case scenario.

- Task 3. Fiscal Impact Analysis: Expertise is sought to assess the short- and long-term financial impacts of the base case and alternative regional scenarios that will be developed through Task 2 above. As part of the regional visioning process, fiscal impact analysis will be used to understand the total costs and economic impacts of the region's development and infrastructure investment decisions.

There currently is a lack of coordinated implementation of fiscal impact analysis across jurisdictions within the region, so the visioning process will be used to build scenarios that describe plausible, distinct futures. These alternatives translate broad concepts and possibilities into compelling narratives or stories that can help planners, politicians, the public, and others weigh and consider their choices and priorities. The scenarios provide a common framework for all parties to discuss the costs and benefits of public investment, while taking future uncertainties into consideration.

Respondents may submit proposals for one, two, or all three task areas.

Review Committee & Schedule:

An RFP review committee made up of PMO staff, Board members or alternates, and Workstream volunteers has been assembled to evaluate proposals. This group was brought together based on individual areas of expertise along with their representation of NEOSCC's geographic and subject areas to allow for a balanced and fair review. Review committee members have been arranged in three groups, one for each of the tasks in the RFP. Given people's schedules, it is understood that all may not be able to participate in every of the meetings and/or interviews throughout the process.

- Oct. 18: Meeting from 2-3:30 pm at NEOSCC's offices (CitiCenter Building; 146 South High Street, Suite 800; Akron, OH 44308).

- The purpose is to go over the RFP, what NEOSCC is looking for in terms of the three task areas, and to confirm evaluation criteria and scoring.
- Oct. 22: RFP closes at 5 pm
 - Proposals that are received by on time that require clarification will be given an opportunity to cure by 5 pm on Oct. 25.
- Oct. 23 – Nov. 5: Individual review and scoring period.
- Nov. 5: Individual scores are collected by the PMO for aggregation.
- Nov. 6: Meeting from 1-5:00 pm at NEOSCC's offices.
 - The purpose is to discuss and finalize group scores for each task and determine consultants to bring in for interviews and who will participate in these interviews (target is 3-4 committee members, including 1-2 staff).
- Nov. 8-15: Interview Period
- Nov. 15: Meeting tentatively set for 2 pm at NEOSCC's offices.
 - The purpose is to finalize consultant recommendations to the Executive Committee and Board.
- Nov. 20: Web-based Meeting at 1 pm
 - The purpose is to present the RFP Review Committee's recommendations, go over the review and selection process, and give Board members and other interested parties the opportunity to ask questions in advance of the Board meeting.
- Nov. Nov. 27: Consultant selection anticipated to be an action item at 12:30 pm Executive Committee meeting and 1:00 pm Board meeting.

Next Steps:

No action is requested at this time, but staff anticipates that the Board will be asked to take action on the RFP Review Committee's recommendations at its November meeting. If you would like to participate in the proposal review process, please contact Emma Petrie Barcelona at ebarcelona@neoscc.org or 330-375-2949.

1) Regional Network Development

Presentations

- Participated in panel discussion on sustainable development at IEDC Annual Conference in Houston (Hunter Morrison and Mark Barbash)

Media coverage

- Continued outreach with media
 - Focus on op-ed and editorial board visits
- Met with Ideastream and Cleveland.com on partnerships (Kit Jensen and Tom Furnas)

Communication

- Updated website
 - Developed new pages, design- organizational website
- Issued monthly newsletter (100 recipients)
- Mailed more C&T Executive Summaries (250)
- Completed executive summary of Communications Plan
- Developed standard power point overview of the initiative
- Developed branding for VibrantNEO2-4
- Implemented tool kit for Board to use for the C&T Platform
- Continued to promote Facebook and Twitter social media profiles for NEOSCC
- Developed invitation to QCP charette and plans for attracting a larger audience for the event

Outreach & Engagement

- Outreach to new and prospective members:
 - All 4 MPOs, COG, NEFCO
 - Trumbull County
 - City of Cleveland
 - Mahoning County Commissioners
 - Cuyahoga County
 - Center for Community Solutions
 - Met with John Begala regarding social services institutions and CCS's work in data assembly
 - Lorain County
 - Lorain Community College
 - City of Elyria
 - Akron Urban League
 - Medina County
 - City of Youngstown
 - Ashtabula County
 - Lorain County Community College

Northeast Ohio Sustainable Communities Consortium
Monthly Report September 2012

- New member- review support and consortium membership with Dr. Church and Ms. Davis
 - Greater Cleveland RTA
 - Met with Peter Rogoff, FTA administrator sponsored by Greater Cleveland RTA on Map 21 Transportation Bill
 - Attended groundbreaking of University Circle Rapid Station
- Other Outreach
 - Local HUD office
 - City of Canton Engineer
 - Wean Foundation
 - Mahoning River Corridor Initiative
 - JumpStart
 - Geauga County FCFC
 - Lake County Port Authority
 - Lake County Workforce Development
 - Lorain Community Foundation
 - Team Lorain County
 - The Oberlin Project
 - Portage Area Regional Transportation Authority
 - Portage County Regional Planning Commission
 - Growth Partnership of Ashtabula County
 - Greater Cleveland Partnership
 - City of Canton
 - City of Mentor
 - Cuyahoga Falls
 - City of Lakewood
 - City of East Cleveland
 - The Nature Conservancy
 - Downtown Cleveland Alliance
- Board meeting tours in Cleveland neighborhoods
- Sarah Lowry, Sherrod Brown's office
- Exhibited at Youngtown's Grey to Green Festival
- Attended Sustainable Cleveland 2019 Summit
- Met with Jill Miller Zimon, Efficient Gov Network
- Participated in Legacy Cities Design Assembly Advisory Committee
- Participated in Oberlin Transportation Working Group meeting
- LEAP public policy & advocacy sub-committee meeting in Elyria
- Met with REEAct Group- HUD technical assistance provider

Northeast Ohio Sustainable Communities Consortium
Monthly Report September 2012

- Attended presentation from National Resources Defense Council about poll results in Cuyahoga County on transportation issues
- Attended Lake Erie Allegheny Partnership 2012 Conservation Symposium, *Forest Management: Seeing the Forest and the Trees* at the Cleveland Museum of Natural History
- Attended the Nature Conservancy's Global Freshwater Program Series, *From Burning Rivers to Living Rivers: Challenges and Opportunities for Global Water Sustainability* with Jeff Opperman at the Lake Erie Nature and Science Center
- Ongoing work with Engagement consultant and network weaving

2) **Information Management and Policy & Systems Analysis**

Dashboard

- **NEO Conditions & Trends Platform**
 - Reviewed data on site usage
 - Responded to comments on site
- **Dashboard**
 - Met with possible leaders of working group
 - Organized information about the dashboard working group
 - Initiated review of dashboards around the US and history of economic Indicators Dashboard in northeast Ohio (sponsored by FFEF since 2006)
 - Set up meeting speak with Fund regarding the dashboard initiative and to understand more about their dashboard
- **Scenario planning**
 - RFP drafted and revised- is part of the Planning Consultant RFP now open
- **Fiscal Impact**
 - RFP drafted and revised- is part of the Planning Consultant RFP now open

Tool Kit & Practices

- Began to establish work group members and strategy
- **12-county land use and zoning maps**
 - Started creating local maps from the 12-county land uses and zoning maps
 - Continued cleaning data files to support further analysis
 - Began breaking out the individual zoning types for analysis/ zoning datasheet
- **Fair Housing**
 - Western Economic Services is under contract to conduct the Regional AI
 - Review and development of detailed scope
 - Entitlement city map developed to review AI work spatially and plan for outreach
 - Helped develop/write City of Youngstown letter of support with Bill D'Avingnon
 - Prepared for and held 2 orientation meetings in Akron
 - The first for entitlement communities (18 or 22 entitlement communities participated)
 - The second for NEOSCC and internal purposes (5 participated)
 - Research began with complaint information in addition to economic and demographic data
 - Developed process review team
 - Prep for October Orientation meeting for non-entitlements and stakeholders
 - Additional outreach with HUD and State of Ohio on the activities

Policy & Pilots

- Met with Land Studio on pilot programs
- Outreach with Jason Segedy regarding pilots
- Research conducted on top policies of regional significance
- Policy working group assembled
- Framework for pilots developed through research, dialogue with board members, staff, and work stream members

Work streams

- **Economic Development**
 - Realignment with new co-chairs- now Connie Krauss- Summit County, Pat Kelly- First Energy, and Bethany Dentler- Medina County
 - Leadership calls
 - Developed framework for competitive job centers/corridors product through research, dialogue with Board members, staff, and work stream members
 - Updated status of RECS status (Regional Economic Competitiveness Strategy)
- **Housing & Communities**
- **Connections**
- **Environments**
- **Quality Connected Places**
 - Held September meeting
 - Prepped for (logistics and documents)
 - Posted and emailed information and documents after the meeting
 - Developed draft of “regional Assets” list for work stream review including
 - Developing criteria for,
 - Collecting data on, and
 - Assessing regional significance of each asset
 - Methodical county-by-county review to search out additional assets
 - Developed draft of “Similar Communities” assessment including
 - Developing criteria for,
 - Collecting data on, and
 - Assessing typical characteristics of all 393 communities in the region
 - Reviewing rough categorization of each
 - Contract and intern management and reporting
 - Reviewed findings from previous meeting
 - Detailed planning for Charette planned for late October
 - Map materials drafted- base maps, GIS, and CAD translations

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- Identify prototypes, appropriate scales, applying land use and zoning data
- Finding CAD data for prototype communities (including outreach to communities)
- Developed typology materials- scales and stickers

Support Committees

- Data GIS
- Outreach & Engagement
 - Meeting conducted

3) Organization and Administration

Organizational Development

- Staff meetings conducted weekly - updates, resource needs, and priorities identified
- Joint staff and consultant planning meeting scheduled
 - Additional consultant team meetings regarding communication and engagement
- Completed compilation and review of 4th quarter 2012 weekly planning information
 - All staff and consultants contributed to weekly schedule
- Monthly status call with HUD
 - Focus of call was on the RFP challenges, documents, questions, and outcomes
- Information technology
 - Developed plan to meet data and backup needs
- Continued work on getting savings plan set up for staff- reviewed options
- Training
 - Met with REEAct group- plan for peer to peer meetings (HUD TA)
 - Car, Streets, and Policy Webinar
 - Housing and Transportation for the Boomers and Beyond Webinar
- Organizational Design and org. chart completed, approved by board

Fiscal

- Budget forecasting and line item recasting revised
 - Projections completed through different quarters in 2014 and with different amounts of funds available
- Processed invoices for approved expenditures, processed POs
- Implemented procurement standards and processes
 - finance committee met for first time
- Met with NOACA on process and paperwork
- Audit and taxes
 - 990 submission complete
- Worked with counsel to review contracts and agreements
 - In person review and over the phone
- Pending and open RFPs and other contracts
 - Planning Management/Scenario Planning/Fiscal Impact
 - RFP issued after HUD approval
 - Open until 5:00 PM Monday Oct. 22.
 - Planned for pre-bid meeting
 - Outreach and emails with interested respondents
 - Firms will be able to respond to any or all of the three sections
- Contracting
 - Contract negotiations concluded for Cobalt and WES
 - Negotiations ongoing with Currere
 - Selected firm for audit & tax services and legal services
 - 3 responses for audit & tax

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- 6 responses for legal services
 - Open, pending and current contracts noted below:

Consultants

Vendor/ Purpose	Expended	Invoices pending	PO Amount	Status
Center for Community Solutions Regional Data Identification and	\$16,565	-	\$20,000	In progress- Hunter working with group for alignment with work
CSU- Kirby Date QCP WS Management	\$0	-	\$24,700	Work ongoing- no invoice received to date.
Currere Board Facilitation	\$134,042	\$13,571	\$179,063	Work details are being finalized. - New not to exceed
R-Strategy Communications, Website and	\$179,744	-	\$356,320	Work commenced on existing trends and issues report, media
Center for Community Solutions Creating maps and basic GIS work	\$12,730	-	\$24,948	Approved 4-10-12, Under contract
Cobalt Group Community Engagement Plan	\$39,890	-	\$394,120	Approved 6-26-12 Under contract
Analysis of Impediments to Fair Housing Western Economic Services	-	\$17,167	\$163,140	Approved 8-28-12 Contract awaiting signature
Program Planning Consultant, Scenario Planning and Fiscal Impact	-	-	TBD	RFP issued
Program Evaluation Consultant			TBD	If separate from Program Management Consultant-

Other Contracts

Vendor/ Purpose	Expended	Invoices pending	PO amount	Status
Temporary Legal Services Schneider, Smeltz, Ranney & LaFond P.L.L.	-	\$4,145	\$3,000	Term work complete- awaiting final invoice for final payment
Meaden & Moore Audit 2012-04	\$7,143	-	\$7,250	Work and submissions complete August 2012
Imagen Photography Board meeting recording 2012-12	\$2,875	\$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	-	-	\$25,000	Agreement in place- no retainer, monthly invoices based on work performed

Completed Contracts

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

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Legal Counsel Non-Profit Filing 2011-01	\$9,065	\$935	\$10,000	Complete
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NEOSCC

- Conducted executive committee meeting (planning, agenda, minutes, paperwork, etc.)
- Conducted finance committee meeting (planning, agenda)
- Conducted monthly board meeting (planning, agenda, minutes, paperwork, etc.)
 - September meeting in Cuyahoga County- City of Cleveland in addition to board meeting participation 25 participated on tours
 - Tour of CMHA facilities
 - Tour of Forgotten Triangle area
 - Tour of University Circle
 - Visit with Midtown
 - Tour of Playhouse Square complex
- Work plan and documents- approved by HUD
- Provided information in response to letters and information requests
 - Further review and questions regarding Fund's revised grant agreement