

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

Executive Committee

Tuesday, August 13, 2013, 1:30 PM

CitiCenter Building, Basement Conference Room, 146 South High Street, Akron, OH

1. Welcome
2. For Action
 - a. Approval of minutes from the June 27th and July 9th meetings (attachments)
3. For Discussion
 - a. Future Committee report
 - b. Finance Committee report
4. For Information
 - a. Standing Committee Reports
 - i. Technical Steering Committee
 - ii. Finance Committee Report (see above)
 - 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. Month End Financial Report (attachment)
 - ii. Leveraged Match Report (attachment)
5. Old Business
6. New Business
 - a. August Board meeting in Medina information
 - i. Does Executive Committee need to meet?

Adjourn

No Executive Committee on Tuesday, August 27 (if approved)

Next Executive Committee Meeting: Tuesday, September 10 (if requested)

Next regularly scheduled Executive Committee meeting: Tuesday, September 24

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

Executive Committee Meeting

Thursday, June 27, 2013
Akron Urban League
44 Vernon Odom, Blvd. OH

Committee Members: Grace Gallucci, David Beach Bob Nau, Jason Segedy, Rachel McCartney, Fred Wright, Mike Lyons, Joe Hadley, John Getchey, Bethia Burke, Gene Nixon, Bill D'Avignon, and Jeff Dutton

Staff: Hunter Morrison, Emma Petrie Barcelona, Kelley Britt, Antoine Buie, Mike Nichols, Julie Whyte, Joe MacDonald and Kelly D. Harris. Lucy Miller from HUD was also present.

The Executive Committee came to order at 11:20 a.m. by the Chair Grace Gallucci.

There was a ***motion*** to approve the Executive Committee minutes for May 28 and June 11, 2013 by ***Mike Lyons***, seconded by ***Joe Hadley***. Motion approved.

David Fitz of Strategy Design Partners, the Board Retreat facilitator, gave a presentation of the findings from the retreat. He discussed the issues presented and the next steps needed to continue the process. The goals are to review the foundation, frame the future and plan for action.

Some challenges noted were: agreement on mission/focus, necessities, complexity of the work, communications, process, and government structures. Some wins were: necessities, network formation, ideas, products, positive, and process). Opportunities were: securing new dollars, pushing public awareness, creating partnerships, maintaining the network, and championing the work).

They provided a handout that discussed the issues and provided options to handle them, such as:

1. Opportunities/Work: Advocate, assist, assemble, and act;
2. The Board: decrease the number of trustees to a nominal amount to represent each county, let the Executive Committee maintain the order; create a regional council or a congressional structure of the three large metro districts;
3. Decide how much staff is needed and also pursue funding;
4. Collaborate with others and share resources. Save by sharing office space and dollars; and
5. Determine and discuss possible membership fees and dues. Add a grant writer and evaluate continued in-kind services.

Steps to move forward are to form a working group of about 5-7 people to address the issues and bring results to the Board of Directors. Evaluate internal issues that address the mission, work, staff and the Board. Address the external issues (collaboration, partnerships and foundation). Meet bi-weekly for the next 60 days to develop a recommendation and present it to the Executive Committee followed by the full Board by no later than September.

There was a motion to authorize the Officers to create an ad hoc group to handle the changes needed to move forward after the end of the grant. Additionally, there was the recommendation to retain facilitation services to manage the process. The motion was made by ***Mike Lyons***, seconded by ***Gene Nixon***. Motion approved.

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For discussion there was a review of the alternative scenarios development. The upcoming Phase 2 Open Houses were discussed and members were asked to commit their participation and staff to assist in help manning the stations and explaining the process. Training will be provided.

The group talked about how to graphically address the scenario planning indicators. The focus was on framing issues regionally, but then drilling down to smaller geographies was appropriate or feasible. It was affirmed that the fiscal impacts of the alternative scenarios will be included in the Open Houses

Standing committees that had business were included in the packet. The Consortium's audit has been completed and the auditors will meet with Finance Committee in early August. There will be an Executive Committee meeting on July 9th. There will be a discussion about adding new Consortium members at this late date. Lake County wants to join the Consortium, possibly under the umbrella of NOACA. The issue of members not meeting their in-kind match will be discussed.

There was a ***motion*** to adjourn the meeting made by ***Jason Segedy*** that was seconded by ***Gene Nixon***. Motion approved. The meeting ended at 12:55 p.m.

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

Executive Committee Meeting

Tuesday, July 9, 2013
CitiCenter Building, Basement Conference Room
146 South High Street, Akron, OH

Committee Members: Donna Skoda, Rachel McCartney, John Getchey, Bob Nau, Joe Hadley, Steve Hambley, Jeff Dutton, Grace Gallucci, Bill D'Avignon, Fred Wright, and Bethia Burke.

Staff: Emma Petrie Barcelona, Sara Maier, Kelly Harris, Mike Nichols, and Jeff Anderle. Lucy Miller from HUD was also present.

The Executive Committee came to order at 1:43 p.m. by the Chair Grace Gallucci.

The first item of business was the assignments for the future of NEOSCC and report from Officers. Ms. Gallucci mentioned that it was recommended at the previous meeting that the subcommittee should be made up of 6-8 board members but, the officers came to an agreement that it should be larger. The proposed committee included members from a number of categories. The committee would need to recommend a course to the board at the September meeting.

A motion to adopt the course of action and committee members was made by Mr. Dutton and seconded by Mr. Hambley. The motion carried.

Adding additional members to the board was discussed. In this instance, Lake County has expressed an interest in joining. In this instance, Ms. Gallucci and NOACA would work with the county to establish appropriate match and related details. Regarding other potential new members, the recommendation was made to leave that in the hands of the Future Committee as they review the board make-up moving forward. Mr. Nau made a motion to invite Lake County to join the NESOCC board that was seconded by Mr. Getchey. The motion carried.

Regarding the organization's course of action for endorsing or supporting other regional initiatives, Ms. Gallucci noted that it was not in the Board's best interest to have outside organizations make presentations at meetings, other than providing time during the public comment period. As is practice, anyone who would like to address the board has the public comment period available. Also, the current policy for NEOSCC endorsing rests with the Chair. Board members who wish to present to the board for consideration should work with the Chair to establish an appropriate time on the agenda.

Technical Steering Committee reported on scenario development, products, workshops, Imagine MyNEO data, and Envision Tomorrow training. Most other committees did not conduct business during the period.

Under new business, the Chair and staff reported on the HUD letter regarding in-kind match where the source is federal funds (primarily DOT and EPA). NEOSCC will still collect full match records from all members, but will need to adjust those totals when necessary for any match from the 5 MPOs and

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COGs. The MPOs and COGs will need to determine what percent of their match, if any, is sourced from DOT or EPA funds and report that percent to the PMO. This is an amendment from the original documents and statements from HUD and the OMB regarding the source of match, but HUD will hold-harmless any and all grantees that may fall below their required match percentage. Even with this change, NEOSCC/NOACA should be able to maintain a high match rate and certainly above the 20% minimum required.

Additionally, it was noted that there was a petition circulating online against NEOSCC that had over 700 signatures. The petition includes some false statements about NEOSCC and its activities. It was determined that NEOSCC would not respond to the petition, but maintain efforts to share accurate information about the organization and its activities.

Finally, it was noted that there would not be an Executive Committee preceding the next Board meeting (July 23rd at the Akron Urban League) due to the Board meeting length. A meeting would be called in the second week of August, if needed; otherwise the next regularly scheduled meeting will be preceding the board meeting on August 27th.

There was a motion to adjourn the meeting made by Joe Hadley that was seconded by Rachel McCartney. Motion approved. The meeting ended at 3:06 p.m.

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

JUNE 2013 - FINANCIAL INFORMATION

	TOTAL PROGRAM BUDGET (A)	EXPENDED THROUGH 06/30/13 (B)	BUDGET REMAINING (A-B)	C TARGET PROGRAM BUDGET (A/35)*29 mo.	PERCENTAGE OF TARGET PROGRAM (B/C)	PERCENTAGE OF TARGET (83%) PROGRAM (B/A)
SALARIES & FRINGES						
SALARIES	\$ 1,590,552	\$ 1,030,855	\$ 559,697	\$ 1,281,278	80%	65%
FRINGE BENEFITS	351,738	140,987	210,751	283,345	50%	40%
	\$ 1,942,290	\$ 1,171,842	\$ 770,448	\$ 1,564,623	75%	60%
TRANSPORTATION						
LOCAL PRIVATE VEHICLE	\$ 35,598	\$ 16,610	\$ 18,988	\$ 28,676	58%	47%
AIRFARE	7,200	3,574	3,626	5,800	62%	50%
* WASHINGTON DC TRANSPORTATION	600	5,241	(4,641)	483	1084%	874%
* WASHINGTON DC PERDIEM	4,200	4,214	(14)	3,383	125%	100%
	\$ 47,598	\$ 29,639	\$ 17,959	\$ 38,343	77%	62%
SUPPLIES AND MATERIALS						
OFFICE SUPPLIES	28,300	\$ 17,267	11,033	22,797	76%	61%
COPIER LEASE/USAGE	8,640	6,784	1,856	6,960	97%	79%
MEETING ACCOMODATIONS	6,000		6,000	4,833	0%	0%
* LAPTOPS/WORKSTATIONS	17,400	21,971	(4,571)	14,017	157%	126%
OFFICE EQUIPMENT	4,250		4,250	3,424	0%	0%
CELLPHONES/IT TELECOMM	19,839	23,087	(3,248)	15,981	144%	116%
	84,429	\$ 69,109	15,320	68,012	102%	82%
CONSULTANTS						
ECONOMIC BASE ANALYSIS	\$ 150,000	\$ 31,750	\$ 118,250	\$ 120,833	26%	21%
BUILT & NATURAL ENVIRON	150,000		150,000	120,833	0%	0%
COMMUNITIES	200,000	144,312	55,688	161,111	90%	72%
TRANSPORTATION & IT CONNECTIONS	150,000	1,750	148,250	120,833	1%	1%
PLACE BASED REGIONAL PLAN	200,000	34,207	165,793	161,111	21%	17%
COLLABORATION & GOVERN SUPP	250,000	166,604	83,396	201,389	83%	67%
GIS & DATA INTEGRATION	225,000	31,985	193,015	181,250	18%	14%
GOVERNANCE & PMO SUPPORT	250,000	77,803	172,197	201,389	39%	31%
RESIDENTIAL ENGAGEMENT	250,000	2,000	248,000	201,389	1%	1%
PUBLIC & PRIVATE SECTOR ENGAGE	250,000	156,880	93,120	201,389	78%	63%
SASAKI CONSULTING	0	500,750	(500,750)	0	#DIV/0!	#DIV/0!
WEB-BASED MANAGEMENT	150,000	127,366	22,634	120,833	105%	85%
	\$ 2,225,000	\$ 1,275,407	\$ 949,593	\$ 1,792,361	71%	57%
CONSORTIUM MEMBER CONTRIBUTION	1,822,903	1,615,396	207,507	1,063,360	152%	89%
BUDGETS TBD						
DATA & RESEARCH EVALUATION		\$ 585	(585)	0		
FISCAL AGENT FEE		72,861	(72,861)	0		
LEGAL		38,659	(38,659)	0		
AUDIT/TAX RETURNS/ACCTG/HR		9,257	(9,257)	0		
FURNITURE MOVING		1,400	(1,400)	0		
		\$ 122,762	(122,762)	0		
OTHER DIRECT EXPENSES						
MONTHLY MEETING/INTRA AGENCY	\$ 90,000	\$ 17,343	\$ 72,657	\$ 72,500	24%	19%
SMARTPHONE/CELLPHONE PLANS	17,280	7,425	9,855	13,920	53%	43%
INSURANCE	18,000	3,103	14,897	14,500	21%	17%
MISCELLANEOUS	0	8,781	(8,781)	0		
	\$ 125,280	\$ 36,652	\$ 88,628	\$ 100,920	36%	29%
TOTAL HUD BUDGET	\$ 6,247,500	\$ 4,320,807	\$ 1,926,693	\$ 4,627,619	93%	69%**

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

** The Consortium has expended approximately sixty-nine percent of the Sustainable Communities budget.

Total Contributions To Date:

Members 37.39%

HUD 62.61%

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

CASH POSITION AS OF JUNE 30, 2013

<u>DESCRIPTION</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
<i>BEGINNING BALANCE</i>			\$ 400,869.51
<i>HUD LOCCS REIMBURSEMENT</i>	\$ 157,578.00		
<i>FFOEF CONTRIBUTIONS</i>	0.00		
<i>MEMBER CONTRIBUTIONS</i>	0.00		
<i>MISCELLANEOUS</i>	0.00		
<i>VENDORS</i>		\$ 142,769.15	
<i>PAYROLL</i>		48,599.05	
<i>ENDING BALANCE</i>			\$ 367,079.31
<i>TOTAL</i>	\$ <u>157,578.00</u>	\$ <u>191,368.20</u>	

RECEIPTED FUNDS:

<i>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)</i>	\$ 3,090,959.00
<i>FUND FOR OUR ECONMOIC FUTURE (FFOEF)</i>	139,120.38
<i>CITY OF ELYRIA</i>	10,000.00
TOTAL	\$ <u>3,240,079.38</u>

ADDITIONAL CASH RESOURCES:

NOACA LINE OF CREDIT \$0

NEOSCC Consortium Membership & Leveraged Match Tracking - Draft as of June 20, 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	\$ 88,730.53	128.6%
2 Akron Metropolitan Area Transportation Study (AMATS)	received through 1Q13	\$ 127,812	\$ 117,194.79	91.7%
3 Akron Metropolitan Housing Authority	nothing received	\$ 77,642	\$ -	0.0%
4 Akron Urban League	received through 4Q12	\$ 69,000	\$ 8,877.56	12.9%
5 Ashtabula County	received through 2Q12	\$ 69,000	\$ 3,645.32	5.3%
6 Catholic Charities, Diocese of Youngstown	received through 4Q12	\$ 30,000	\$ 5,258.11	17.5%
7 Center for Community Solutions	received through 4Q12	\$ 42,900	\$ 6,639.90	15.5%
8 Cleveland, City of	received partial through 1Q13	\$ 69,000	\$ 12,741.23	18.5%
9 Cleveland Metroparks	nothing received	\$ 69,000	\$ -	0.0%
10 Cleveland Museum of Natural History	received through 1Q13	\$ 71,022	\$ 29,681.22	41.8%
11 Cleveland State University	received through 2Q12	\$ 79,188	\$ 81,073.75	102.4%
12 Cuyahoga County	received through 1Q13	\$ 69,000	\$ 41,463.50	60.1%
13 Cuyahoga Metropolitan Housing Authority	received through 4Q12	\$ 69,000	\$ 7,427.47	10.8%
14 Eastgate Regional Council of Governments (Eastgate)	received through 1Q13	\$ 69,000	\$ 87,708.04	127.1%
15 Elyria, City of*	received through 4Q12	\$ 69,000	\$ 28,923.79	41.9%
16 Fund for Our Economic Future**	received through 4Q11	\$ 850,000	\$ 317,393.61	37.3%
17 Greater Cleveland Regional Transit Authority	received through 1Q13	\$ 69,000	\$ 34,688.94	50.3%
18 Lorain County (Lorain County Growth Partnership)	received through 4Q12	\$ 83,897	\$ 20,751.81	24.7%
19 Lorain County Community College	received through 1Q13	\$ 49,000	\$ 6,953.76	14.2%
20 Mahoning County	received through 4Q12	\$ 69,000	\$ 19,933.63	28.9%
21 Northeast Ohio Areawide Coordinating Agency (NOACA) (Fiscal Agent)	received through 4Q12 (partial)	\$ 179,415	\$ 214,120.08	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 1Q13 (partial)	\$ 69,000	\$ 40,818.14	59.2%
24 Policy Bridge	received through 4Q12	\$ 45,000	\$ 24,942.50	55.4%
25 Regional Prosperity Initiative	received through 4Q12	\$ 15,000	\$ 89,731.74	598.2%
26 Stark County	1Q13 (began tracking 2Q12 when SCATS hit \$69,000)	\$ 69,000	\$ 32,339.89	46.9%
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	\$ 3,610.38	5.2%
29 Summit County	received through 1Q13	\$ 97,728	\$ 14,645.71	15.0%
30 Summit County Combined Health District	received through 1Q13	\$ 69,000	\$ 41,579.42	60.3%
31 Trumbull County	received through 4Q11	\$ 38,034	\$ 21,036.67	55.3%
32 Youngstown, City of	received through 1Q13	\$ 69,000	\$ 34,932.09	50.6%
33 Youngstown State University	completed match 2Q11	\$ 60,000	\$ 60,000.00	100.0%
Total		\$ 3,048,427	\$ 1,565,843.54	51.4%

*Includes \$10,000 cash match

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