

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

Executive Committee

Tuesday, July 9, 2013, 1:30 PM

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

1. Welcome
2. For Action
 - a. Assignments for the future of NEOSCC and report from Officers
3. For Discussion
 - a. Course of action for endorsing or supporting other regional initiatives
 - b. New Consortium members
 - i. Discuss adding additional members to the board
 - ii. Terms of consortium membership agreements
4. For Information
 - a. Standing Committee Reports
 - i. Technical Steering Committee
 - 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. Month End Financial Report (attachment)
 - ii. Open and Pending Contract Update (attachment)
 - iii. Leveraged Match Report (attachment)
5. Old Business
6. New Business
7. July Watch List (H. Morrison)

Adjourn

No Executive Committee on Tuesday, July 23

Next Executive Committee Meeting: Tuesday, August 13 (if requested)

Next regularly scheduled Executive Committee meeting: Tuesday, August 27

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

CASH POSITION AS OF MAY 31, 2013

<u>DESCRIPTION</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
<i>BEGINNING BALANCE</i>			\$ 413,999.00
<i>HUD LOCCS REIMBURSEMENT</i>	\$ 503,971.00		
<i>FFOEF CONTRIBUTIONS</i>	0.00		
<i>MEMBER CONTRIBUTIONS</i>	0.00		
<i>MISCELLANEOUS</i>	0.00		
<i>VENDORS</i>		\$ 452,536.52	
<i>PAYROLL</i>		64,563.97	
<i>ENDING BALANCE</i>			\$ 400,869.51
<i>TOTAL</i>	\$ <u>503,971.00</u>	\$ <u>517,100.49</u>	

RECEIPTED FUNDS:

<i>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)</i>	\$ 2,933,381.00
<i>FUND FOR OUR ECONMOIC FUTURE (FFOEF)</i>	139,120.38
<i>CITY OF ELYRIA</i>	10,000.00
TOTAL	\$ <u>3,082,501.38</u>

ADDITIONAL CASH RESOURCES:

NOACA LINE OF CREDIT \$0

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

MAY 2013 - FINANCIAL INFORMATION

	TOTAL PROGRAM BUDGET (A)	EXPENDED THROUGH 05/31/13 (B)	BUDGET REMAINING (A-B)	C TARGET PROGRAM BUDGET (A/35)*28 mo.	PERCENTAGE OF TARGET PROGRAM (B/C)	PERCENTAGE OF TARGET (80%) PROGRAM (B/A)
SALARIES & FRINGES						
SALARIES	\$ 1,590,552	\$ 976,360	\$ 614,192	\$ 1,237,096	79%	61%
FRINGE BENEFITS	351,738	138,877	212,861	273,574	51%	39%
	\$ 1,942,290	\$ 1,115,237	\$ 827,053	\$ 1,510,670	74%	57%
TRANSPORTATION						
LOCAL PRIVATE VEHICLE	\$ 35,598	\$ 15,424	\$ 20,174	\$ 27,687	56%	43%
AIRFARE	7,200	3,844	3,356	5,600	69%	53%
* WASHINGTON DC TRANSPORTATION	600	4,498	(3,898)	467	964%	750%
* WASHINGTON DC PERDIEM	4,200	3,556	644	3,267	109%	85%
	\$ 47,598	\$ 27,322	\$ 20,276	\$ 37,021	74%	57%
SUPPLIES AND MATERIALS						
OFFICE SUPPLIES	28,300	\$ 16,031	12,269	22,011	73%	57%
COPIER LEASE/USAGE	8,640	5,662	2,978	6,720	84%	66%
MEETING ACCOMODATIONS	6,000		6,000	4,667	0%	0%
* LAPTOPS/WORKSTATIONS	17,400	21,896	(4,496)	13,533	162%	126%
OFFICE EQUIPMENT	4,250		4,250	3,306	0%	0%
CELLPHONES/IT TELECOMM	19,839	19,470	369	15,430	126%	98%
	84,429	\$ 63,059	21,370	65,667	96%	75%
CONSULTANTS						
ECONOMIC BASE ANALYSIS	\$ 150,000	\$ 31,750	\$ 118,250	\$ 116,667	27%	21%
BUILT & NATURAL ENVIRON	150,000		150,000	116,667	0%	0%
COMMUNITIES	200,000	150,193	49,807	155,556	97%	75%
TRANSPORTATION & IT CONNECTIONS	150,000	1,750	148,250	116,667	2%	1%
PLACE BASED REGIONAL PLAN	200,000	34,207	165,793	155,556	22%	17%
COLLABORATION & GOVERN SUPP	250,000	174,596	75,404	194,444	90%	70%
GIS & DATA INTEGRATION	225,000	64,338	160,662	175,000	37%	29%
GOVERNANCE & PMO SUPPORT	250,000	172,509	77,491	194,444	89%	69%
RESIDENTIAL ENGAGEMENT	250,000	2,000	248,000	194,444	1%	1%
PUBLIC & PRIVATE SECTOR ENGAGE	250,000	144,465	105,535	194,444	74%	58%
SASAKI CONSULTING	0	417,250	(417,250)	0	#DIV/0!	#DIV/0!
WEB-BASED MANAGEMENT	150,000	109,138	40,862	116,667	94%	73%
	\$ 2,225,000	\$ 1,302,196	\$ 922,804	\$ 1,730,556	75%	59%
CONSORTIUM MEMBER CONTRIBUTION	1,822,903	1,482,987	339,916	1,063,360	139%	81%
Contracts						
DATA & RESEARCH EVALUATION		\$ 585	(585)	0		
FISCAL AGENT FEE		71,648	(71,648)	0		
LEGAL		28,757	(28,757)	0		
AUDIT/TAX RETURNS/ACCTG/HR		9,516	(9,516)	0		
FURNITURE MOVING		1,400	(1,400)	0		
		\$ 111,906	(111,906)	0		
OTHER DIRECT EXPENSES						
MONTHLY MEETING/INTRA AGENCY	\$ 90,000	\$ 14,974	\$ 75,026	\$ 70,000	21%	17%
SMARTPHONE/CELLPHONE PLANS	17,280	9,692	7,588	13,440	72%	56%
REFRESHMENTS	0	3,529	(3,529)	0		
INSURANCE	18,000	3,103	14,897	14,000	22%	17%
MISCELLANEOUS	0	8,362	(8,362)	0		
	\$ 125,280	\$ 39,660	\$ 85,620	\$ 97,440	41%	32%
TOTAL HUD BUDGET	\$ 6,247,500	\$ 4,142,367	\$ 2,105,133	\$ 4,504,713	92%	66%**

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

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

Total Contributions To Date:
 Members 35.80%
 HUD 64.20%

Memo

To: NEOSCC Board of Directors
 From: Emma Petrie Barcelona
 Date: 7/9/2013
 Re: Open and Pending Contracts and RFPs

Action requested

None

Contract Status

Consultants

Vendor/ Purpose	Expended	Invoices pending	PO Amount	Status
Center for Community Solutions Regional Data Identification and Availability 2011-10	\$16,565	-	\$23,000	In progress- additional work supporting Sasaki and dashboard
R-Strategy Communications, Website and Market Research 2012-09	\$302,310.96	\$19,814.02	\$462,490	Work ongoing, on schedule. Increased authorization amount request ongoing.
Center for Community Solutions Creating maps and basic GIS work 2012-11	\$15,420	-	\$24,948	In progress- additional work supporting dashboard and Sasaki
Analysis of Impediments to Fair Housing Western Economic Services 2012-14	\$131,041	\$9,464	\$163,140	Work ongoing, on schedule
Program Planning Consultant, Scenario Planning and Fiscal Impact 2012-21	\$417,250	83,500	\$1,300,000	Under contract, on schedule

Other Contracts

Vendor/ Purpose	Expended	Invoices pending	PO amount	Status
Imagen Photography Board meeting recording 2012-12	\$7,475	\$1725	\$11,500	Approved 5-8-12, Finance committee authorized 4-18-13 to complete recording through the end of 2013

FY12 and FY13 Audit and Tax Services Meaden & Moore	-	-	\$12,320	Agreement in place for FY2012
Legal Counsel Buckingham, Doolittle & Burroughs	\$25,449.50	\$1957.50	\$50,000	Agreement in place- no retainer, monthly invoices based on work performed. Finance Committee increased the funds authorized 4-18-13
Cleveland.com network/google.com Internet promotion, advertising through regional online networks	\$2750	\$12,500	\$67,350	Not-to-exceed amount approved by Finance Committee 4-18-13

Open and Pending Purchases

- a. Open
- b. Pending or planning phases

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	(\$210)	\$13,000	All work complete and invoiced. Reviewing with finance committee
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

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