

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM  
EXECUTIVE COMMITTEE MEETING  
Tuesday, September 24, 2013 11:00 AM  
Akron Urban League

1. Welcome and Introductions
2. Public Comment
3. For Action
  - a. Approval of Meeting Minutes August 27, 2013 (attachment)
4. For Discussion
  - a. Objectives for October/Phase Three (H. Morrison)
  - b. Board Meeting Preview (Morrison)
  - c. Report on Citizen Forums (Gallucci/Morrison)
  - d. Future Committee Report (Gallucci/Strategy Design Partners)
  - e. Board Engagement on Vibrant NEO 2040 Vision and Products
    - i. Review, Discussion and Decision Making Process (including policy recommendations)
    - ii. Expectation/Timing of Board Approval of Vibrant NEO 2040
  - f. Fiscal Year 2012 Audit
5. For Information
  - a. Standing Committee Reports
    - i. Technical Steering Committee (attachment)
    - ii. Finance Committee Report (no business conducted)
    - iii. Communications and Engagement Committee Report (no report)
    - iv. Nominating Committee Report (no business conducted)
    - v. Personnel Committee Report (no business conducted)
  - b. Organization
    - i. Staffing (Morrison)
    - 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
  - Secretary Donovan Potential Visit
8. October Watch List (H. Morrison)

**Adjourn**

**NEXT MEETING: Tuesday, October 22 – Akron Urban League**

# NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

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## NEOSCC Executive Committee Meeting

Tuesday, August 13, 2013  
Citi Center Basement Conference Room  
146 South High Street, Akron OH 44308

**Attendees:** Grace Gallucci, Bob Nau, Rachel McCartney, Steve Hambley, Fred Wright, Joe Hadley, John Getchey, Gene Nixon, Bill D'Avignon, Jeff Dutton, Bethia Burke (via phone)

**Staff/Other:** Hunter Morrison, Emma Petrie Barcelona, Sara Maier, Mike Nichols, Kelly D Harris, David Beach

The meeting started at 1:35 p.m. by the Chair Grace Gallucci. Welcome and introductions were made.

There was a ***motion*** to approve the June 27 and July 9, 2013 minutes made by ***John Getchey*** and ***Steve Hambley***. Motion carried.

The next Futures Committee meeting will be held on Wednesday, August 14, 2013 to discuss board structure and composition. Also, other topics to be discussed will be:

- advocating for change
- shared concerns/interests (such as lobbying for turnpike dollars)
- technical tools and data (who will maintain the data)
- assembling and engaging to provide a forum on board composition
- developing a county based board, smaller board and best practices model
- different options for the board, its role and how to structure the Executive Committee
- what role will the Fund for Our Economic Future (FFEF) be in this process

Recommendations will be brought to the board by September 24<sup>th</sup> meeting.

The Finance Committee reported that the Strategy Design Partners contract is not to exceed \$40,000 for the Futures Committee work (starting from preparation for the Board Retreat through concluding this phase after the September board meeting). The committee met with the auditors from Meaden & Moore regarding the audit and tax return; the FY2012 audit is clean with no problems reported.

There was a discussion about filing for a six-month extension for the HUD grant - there is no change in the funds, rather an extension of time available to expend the grant. If the extension request is approved, it will not change the agreement with Sasaki or deadlines, but it would allow NEOSCC to finish the additional work related to the results of the visioning process. At this time, there is approximately \$250,000 in HUD funds that will remain unspent and unobligated on December 31, 2013 which would then be available for eligible activity during the extension period, should it be granted.

At this time, there is \$283,000 pledged, un-received from the FFEF. The FFEF money will expire and needs to be expended by February 2014. There will be a meeting set up with the Fund, the chair, finance committee, Emma Petrie Barcelona and Hunter Morrison to discuss status of the pledged match. Topics discussed will be how to obligate expenditures, along with current and future project funding. Some ideas for those funds include funding a dashboard, though Bethia Burke stated that funds had to be expended by February.

## NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

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The auditors will need to know information about the future of NEOSCC beyond the grant. There is a section in the audit where auditors comment about the unknown status of the organization after the end of 2013. The documents will need to be approved at the September 2013 board meeting in order for tax documents to be filed by the September 30<sup>th</sup> deadline. The finance committee will meet again on October 8.

Hunter Morrison gave a presentation about the Technical Steering Committee. Grace Gallucci talked about making sure that we are looking for ways to integrate information and data into our decision making. There are adjustments that need to be made to the Sasaki pacing and outreach events.

Phase 3 of the workshops was discussed, including 4-6 public meetings and an implementation strategy summit. The Preferred Scenario/Vision could be either a diagrammatic spatial regional vision or full GIS preferred scenario with indicators. The final documentation discussions will focus on the format and level of detail, products, and data/GIS. The Phase 3 discussion ended with strategy and recommendations. A fifth hybrid scenario would cost approximately \$30k. It was suggested to explain the vision rather than a full fifth\_scenario.

All committee reports were attached to the packet if any busy was conducted to report. Also discussed was the next board meeting in Medina County at the Allardale Lodge.

There was a *motion* adjourn by **Steve Hambley** and seconded by **Joe Hadley**. Motion was approved and the meeting ended at 3:35 p.m.

Next Executive Committee Meeting: Tuesday, September 24, 2013

Next NEOSCC Board Meeting: Tuesday, September 24, 2013

## DRAFT NEOSCC Technical Steering Committee Meeting Summary

Tuesday, September 10, 2013

- **Minutes from the August 13, 2013 meeting were approved.**
- **Final Phase 3 Scope, Engagement & Deliverables:** Mr. James Miner from Sasaki gave an overview of the Phase 3 scope, the strategic and inspirational roadmap for the future of the region, and topics related to the spatial elements. He explained each of the objectives for the regional vision and transitioned into the vision components and spatial interventions, and presented examples. He also discussed the concept of using node and corridor development priorities in the recommendations. He explained the indicator targets while giving details of how they were developed. He noted that rather than including numerous indicators, the recommendation from Sasaki is to hone in on five or six key indicators that are bundled and have the highest yield in terms of tracking change.
- Mr. Miner continued with the policy recommendations of the vision components. He explained how the policies will be incorporated in the vision components. He discussed the design guidelines of the vision components and explained how Sasaki and City Architecture will collaborate to establish the guidelines. Mr. Miner discussed the differences in the scenarios and the feedback from the public expressed around the “do things differently” scenarios.
- Mr. Jeff Anderle presented on engagement and outreach in Phases 1 and 2, then covered the outreach and engagement events that will be occurring for Phase 3, including the vision sessions that are planned. Mr. Miner then gave an overview of the different caucuses and explained their purpose to test policy recommendations derived from the vision. Ms. Rachel McCartney expressed concern about all of the Caucuses taking place in Cleveland rather than a central location. She was concerned that this may diminish regional participation. Mr. Miner said he would discuss this issue with the team. Mr. Anderle continued with his presentation with the MPO/COG workshops in December and the board meeting that month. Mr. Jason Segedy asked if at upcoming Board meetings there could be a break-out session or two to discuss policy recommendations and implementation. It was decided that this topic would be discussed at the Executive Committee meeting in September.
- **Products Update:** Ms. Sara Maier explained recent activities and work on the products and discussed integration with the vision. Mr. David Beach asked about policy recommendation and whether they would be strategically tied into the preferred vision. Ms. Maier explained that it is very important to integrate the products with the vision and Dashboard to show how they are all related.
- There was no old or new business, nor any public comment. The meeting was adjourned at approximately 11:30 am.
- The next regularly scheduled meeting will be held on October 8, 2013, from 10am-12pm, location tbd.

# Memo

**To:** NEOSCC Board of Directors  
**From:** Emma Petrie Barcelona  
**Date:** 9/19/2013  
**Re:** Open and Pending Contracts and RFPs

## Action requested

None

## Contract Status

### Consultants

Vendor/ Purpose	Expended	Invoices pending	PO Amount	Status
Center for Community Solutions Regional Data Identification and Availability 2011-10	\$16,565	-	\$23,000	In progress- additional work supporting Sasaki and dashboard
R-Strategy Communications, Website and Market Research 2012-09	\$382,459	\$15,050	\$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	\$154,622	-	\$163,140	Work ongoing, on schedule
Program Planning Consultant, Scenario Planning and Fiscal Impact 2012-21	\$779,750	\$100,250	\$1,300,000	Under contract, on schedule
Non-profit future support Strategy Design Partners	\$14,575	\$12,175	\$40,000	Under agreement, on schedule

### Other Contracts

Vendor/ Purpose	Expended	Invoices pending	PO amount	Status
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Imagen Photography Board meeting recording 2012-12	\$9,775	\$575	\$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	\$10,000	-	\$12,320	Agreement in place for FY2012 – total PO to be adjusted
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
Cleveland.com network/google.com Internet promotion, advertising through regional online networks	\$22,750	-	\$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 - as of September 11, 2013

# Consortium Board Member	Notes	Committed Match per Consortium Agreement	Cummulative Reported Match	Percentage of Reported to Committed Match
1 Akron, City of	received through 2Q13	\$ 69,000	\$ 114,271.18	165.6%
2 Akron Metropolitan Area Transportation Study (AMATS)	received through 1Q13	\$ 127,812	\$ 121,988.53	95.4%
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 partial through 2Q13	\$ 30,000	\$ 6,396.86	21.3%
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 2Q13	\$ 69,000	\$ 98,320.84	142.5%
15 Elyria, City of*	received through 4Q12	\$ 69,000	\$ 28,923.79	41.9%
16 Fund for Our Economic Future**	received through 2Q12	\$ 850,000	\$ 393,454.50	46.3%
17 Greater Cleveland Regional Transit Authority	received through 2Q13	\$ 69,000	\$ 43,722.70	63.4%
18 Lorain County (Lorain County Growth Partnership)	received through 4Q12	\$ 83,897	\$ 20,751.81	24.7%
19 Lorain County Community College	received through 2Q13	\$ 49,000	\$ 8,748.56	17.9%
20 Mahoning County	received through 4Q12	\$ 69,000	\$ 19,933.63	28.9%
21 Northeast Ohio Areawide Coordinating Agency (NOACA) (Fiscal Agent)	received through 2Q13	\$ 179,415	\$ 315,019.67	175.6%
22 Northeast Ohio Community Development Alliance	nothing received	\$ 28,771	\$ -	0.0%
23 Northeast Ohio Four County Regional Planning & Development Organization (NEFCO)	received through 2Q13 (partial)	\$ 69,000	\$ 42,177.56	61.1%
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	\$ 60,082.72	87.1%
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 2Q13	\$ 69,018	\$ 6,826.58	9.9%
29 Summit County	received through 2Q13	\$ 97,728	\$ 17,554.39	18.0%
30 Summit County Combined Health District	received through 2Q13	\$ 69,000	\$ 50,888.97	73.8%
31 Trumbull County	received through 4Q11	\$ 38,034	\$ 38,388.31	100.9%
32 Youngstown, City of	received through 2Q13	\$ 69,000	\$ 43,009.60	62.3%
33 Youngstown State University	completed match 2Q11	\$ 60,000	\$ 60,000.00	100.0%
<b>Total</b>		<b>\$ 3,048,427</b>	<b>\$ 1,865,684.36</b>	<b>61.2%</b>

\*Includes \$10,000 cash match

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

