

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

EXECUTIVE COMMITTEE MEETING

Tuesday, November 13, 2012, 1:30 p.m.,
Basement Conference Room, CitiCenter Building
146 South High St., Akron

1. Welcome and Introductions- 1:30 PM
2. Report on Board of Directors and Executive Committee
 - a. Approval of Meeting Minutes- October 9, 2012 (ACTION)
 - b. Review of October Board Meeting
 - i. Report on response to questions posed during Public Comment *[material to be distributed at meeting]*
 - ii. Proposed Board Meeting Protocols (H. Morrison) *[material to be distributed at meeting]*
 - c. November Special Executive Committee Meeting (J. Segedy)
 - d. **Board Orientation Dates: 11/28/12 (9:00 to 1:00) and 12/7/12 (9:00 to 1:00)**
 - e. Personnel Committee Report (J. Segedy)
 - f. Nominating Committee Report (C. Krauss)
3. Organization
 - a. Current Financials and Budget Update
 - i. Technical Steering Committee Report (H. Morrison)
 - ii. Finance Committee Report (G. Gallucci)
 - iii. Leveraged Match Report
 1. Match pledged and expended *[see Agenda attachment]*
 2. Leverage Match survey update (S. Maier)
 - iv. September Month-end Financial Report *[see Agenda attachment]*
 - v. Open and Pending Contracts Report *[see Agenda attachment]*
 - b. PMO Activity Report
 - i. HUD Monthly Report *[see Agenda attachment]*
 - ii. Project Schedule at a Glance *[see Agenda attachment]*
4. Old Business
 - a. Response to Fund For Our Economic Future Grant agreement (M. Lyons) *[see Agenda attachment]*
 - b. Strategic Work Products (discussion)

NEOSCC Board of Directors Meeting: The November Board Meeting is scheduled for November 27, 2012 in Summit County from 1:00 to 3:00 p.m. Additional events scheduled before and after the meeting for those interested and available.

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM
EXECUTIVE COMMITTEE MEETING

5. New Business
 - a. 2013 Executive Committee and Board meeting Calendar *[material to be distributed at meeting]*
 - b. November Board of Directors Meeting Agenda
 - i. **Meeting Date and Time: November 27, 2012 at 1:00 at Akron Urban League**
 - ii. ACTION: Approval of Regional Planning, Scenario Planning and Fiscal Impact Analysis consultant(s)
 - iii. Other goals to be achieved at meeting (discussion)
 - c. December Executive Committee and Board Meeting date(s)

6. Executive Session (if needed)

7. Adjourn

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NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM EXECUTIVE COMMITTEE MEETING

Tuesday, October 9, 2012

1:30 p.m.

5th Conference Room

CitCenter Building, 146 S. High Street, Akron, OH 44308

Attendees: Jason Segedy, Dan Mamula, Steve Hambley, Grace Gallucci, Joseph Hadley, John Getchey, Jeff Dutton, Mark Moore, Mike Lyons, Connie Kraus, Freddy Collier (via phone)

Alternates: Tom Tyrrell, Sara Maier, Rachel McCartney

Non Members: Hunter Morrison, Emma Petrie Barcelona, Jeff Anderle, Joseph MacDonald, Kelly D Harris

Finance Committee met at 1 p.m.

Meeting called to order at 1:30 p.m. by Chair Jason Segedy

Welcome and Introductions.

There was a motion to approve the September 11, 2012 Executive Committee minutes made by **Mr. Steve Hambley** and seconded by **Mr. Joe Hadley**. Motion approved.

There was discussion about the results of the board satisfaction survey. The issue of staff communication was addressed and protocols are being established to address concerns. It was suggested that the livability principles be the key part of the MPO workshops. As a result of this survey, future surveys should track livability principles and be displayed in a matrix style.

Mr. Hunter Morrison spoke about a half day retreat. Mr. Jeff Anderle discussed setting up a couple of board orientation sessions to update the direction and progress. An additional meeting is being scheduled for the last week in November or the 1st week of December to do a staff retreat.

There was mention made how some board members come to the meetings but are not engaged. Some members treat it like a job instead of participating in the progress. There has to be a way to engage the members and have them contribute to the process. It was stated that a lot of the same board members work and participate consistently. Eventually these members will burn out. There needs to be a way to facilitate and get other members engaged, involved and brought up to speed. The board orientation session will hopefully help address this issue.

The traveling tours through the different counties will be suspended for the months of December 2012 through March 2013 due to winter weather. The October board meeting will be held in Ashtabula at the Spire Complex. Our final traveling November board meeting will be held in Summit County. Details will be disclosed at a later time.

Mr. Jason Segedy discussed the progress of the Personnel Committee. The members include: Jason Segedy, Grace Gallucci, Brad Whitehead, Tom Tyrrell, Dan Mamula, Steve Hambley, Connie Krauss, Joe Hadley, Bob Nau and Mike Lyons. There will be a Personnel Committee meeting after the Executive Committee meeting to discuss the process. Mr. Hunter Morrison will be given an update on how the process will evolve, hopefully completed by the next Executive Committee meeting.

The members of the Nominating Committee are as follows: Connie Krauss-Chair, Mike Lyons, Grace Gallucci, Bob Nau and Rachel McCartney. It will begin its process at the Executive Committee level and then final results will be taken to the board. Participation by board members is welcomed. Please contact Connie Krauss or other committee members if others wish to participate.

Other notable decisions came out of this discussion. Emphasis on having additional geographic presence was voiced as a concern. Using tools such as phone or email was recommended as a way to gather information to reach out to regional representation. Followed by distributing clear ground rules and having proper gender representation was also noted. Concern over engaging the board and having them participate in this process came up in this discussion. An attorney will review the code of conduct and submit a brief.

The Technical Steering Committee consists of Grace Gallucci, Joe Hadley, Bob Nau, John Getchey, Grace Gallucci and Jason Segedy. The first meeting is for Tuesday, October 30, 2012. Sara Maier will be staffing the committee. The MPO/COG workshops will be discussed along with the workshop agenda. The first MPO/COG workshop will be held on November 9th, 2012 at NOACA. Mr. Jason Segedy suggested that Mr. Hunter Morrison come to an AMATS board meeting to discuss the workshops.

The Finance Committee discussed issues regarding to the request for additional funds for the CSU contract in the approved amount of \$5700 to the original contract. Schneider, Smeltz, Ranney & LaFond, NEOSCC's former legal counsel, submitted an invoice higher than the amount of the PO. The approval of the final payment is on hold until they submit their final invoice.

There were questions about the FFEF contract and the timeline for any submissions or requests. The Fund has set conditions which, if not met, would decrease the amount of the grant funds and in-kind available to NEOSCC. The question is whether this a way of them proposing their standards on deliverables to the board that is reflective of the regions needs and desires of the Executive Committee. Grace Gallucci suggested that we should outline the processes and relay to them this is how we are going to make our goals and these are the steps we are taking to make it happen and to communicate with the necessary decision makers and find out what they are looking for the board to accomplish. A committee with Mike Lyons, Tom Tyrrell, and Dan Mamula along with Sara Maier will review the letter and develop a proposal to be circulated for full Executive Committee review before being submitted to the Fund as the Executive Committee's response. Mr. Brad Whitehead had expressed a willingness at the September Executive Committee meeting to reopen the grant condition letter and wrote collaboratively with the Executive Committee to come up with a reasonable solution or revised letter.

We are up to \$1.1 million in leveraged match commitments. We are now at a 33 members on the Consortium Board. There will be a leveraged match survey distributed were members can fill out there skillset for themselves and pass it along to other staff in their organization to complete.

The financials are not ready but will be available by the upcoming board meeting. Attached are the contracts and pending RFP's and their updates and status. The non-profit filing is 100% complete. The Western Economic Services contract is completed and they are ready to start. Buckingham, Doolittle & Burroughs has been selected as our ongoing legal counsel. They represent us well geographically, having offices in Akron and Cleveland and has been involved with non-profits in all of our metropolitan areas.

Mr. Hunter Morrison revised staff job descriptions for updated accountabilities and duties. The staff will be working with Sally Parker for a half-day retreat to address the product lines.

Ms. Connie Krauss and Bethany Dentler will be the new chairs for the Economic Development Committee. Pat Kelly will still be involved. Mr. Brad Whitehead had to step down due other commitments.

The QCP is wrapping up and coming to a close. There will be a Charrette at the Uncorked Gallery in Akron on Friday, October 26, 2012 to discuss typologies. The final report will be due around late November early December.

Jeff Anderle

From: Hunter Morrison
Sent: Friday, November 02, 2012 5:49 PM
To: kutasd@sbcglobal.net
Cc: Jason Segedy (JSegedy@akronohio.gov); Jeff Anderle
Subject: In reply to your concerns

kutasd@sbcglobal.net

Dear Mr. Kutas:

Thank you for attending our Board meeting in Ashtabula County last month. As promised at that meeting, I wanted to answer some of the questions raised by you and other residents.

First, I would like to say that your point about the need for increased representation is well-taken. The Northeast Ohio Sustainable Communities Consortium currently has 33 member organizations, from an extremely diverse cross-section of this region. Our intention has always been to include representation from each county, and our invitations have shown this. However, we have not had as much success in securing members in some areas as we have in others. Nevertheless, we continue to seek member organizations from each county, particularly those that are underrepresented on our board.

Second, I want to make clear what NEOSCC is, and what it's not. The mission of is to protect, preserve, and advance the quality of life for current Northeast Ohioans and for future Northeast Ohio generations. Like many people in this region, we think Northeast Ohio is great place to live, work and raise a family, but it seems that much of what makes this region great is at risk of decline and deterioration, and so NEOSCC is trying to find collaborative ways to protect our communities for our children and grandchildren.

But – and this is very important – NEOSCC is not a government body. It has no authority or ability to tax anyone, pass legislation, implement policy, or exert any control over you, your family, or your property. Our tools are only study, planning and suggestion; it will be for your local representatives to consider any ideas we present in the future and determine whether they make sense for your community.

Further, we want to ensure that this is an inclusive planning process, so if you have ideas about how our region can thrive into the future, we would love to hear them. You've come to one meeting; I hope you will consider coming to more, and sharing your ideas with us.

Additionally, there were some questions about the origins of NEOSCC. A fuller description is available at www.vibrantneo.org/neoscc/history, but essentially a group of Northeast Ohio regional organizations (including the four metropolitan planning organizations, six of the 12 counties, five of the largest cities, three metropolitan housing authorities, The Fund for Our Economic Future, the Regional Prosperity Initiative, and Cleveland State University) came together in 2010 to develop and submit a proposal for a planning grant from the Partnership for Sustainable Communities (a joint project of the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Transportation (DOT), and the U.S. Environmental Protection Agency (EPA)). In November of 2010, Northeast Ohio was awarded a \$4.25 million federal grant to develop a regional sustainability plan. In order to manage the three-year planning process, the Northeast Ohio Sustainable Communities Consortium (NEOSCC) was created in January 2011.

Lastly, at the October board meeting, several residents and one official made multiple references to "Agenda 21."

As you may know, the United Nations convened the Conference on Environment and Development in 1992 and produced a non-binding resolution on sustainable development called Agenda 21. It was signed by President George H. W. Bush and the leaders of 178 other countries, but it was not legislation or an action item; it is more a set of shared values.

Because of Agenda 21's focus on sustainable development, some groups view any organization that works toward sustainability as an agent of the United Nation's perceived attack on the American way of life.

This is really unfortunate on a lot of levels. NEOSCC's mission is to protect, preserve, and advance the American way of life for current Northeast Ohioans and for future Northeast Ohio generations. We are trying to think through how we can become better stewards of our economic and natural resources without sacrificing the things that have made Northeast Ohio a great place to live and raise a family. People have thought about sustainability at least as long as the first farmer realized he needed to rotate his crops to get the most out of his land. This is the same kind of thinking NEOSCC is doing as we think about our communities and their long term future.

To sum up:

- NEOSCC is not associated with, guided or funded by the United Nations or the Agenda 21 initiative.
- NEOSCC is focused on advancing a quality, connected twelve-county region in light of our economic challenges and the need to stretch our limited resources. Our goal is to create a vibrant Northeast Ohio that sustains and improves our quality of life; connects our communities; welcomes diversity; restores and protects our natural resources; and supports a competitive economic framework for the vitality of our region.
- NEOSCC members come from across the 12-county region and represent geographically, economically, socially, racially and politically diverse communities.
- NEOSCC is not tied to one particular course of action. Instead, we want to work with the people of Northeast Ohio to define a shared vision for our region and develop this vision into a workable framework for the future of our communities and our region. .
- We are engaging in an open and transparent community engagement process, and that will have a broad range of opinions and interests represented. We encourage all residents of the 12-county region to attend.

Thank you again for your attendance and your interest. If there are any questions you still have, or if you would like to provide us with any information, ideas or feedback, please feel free to contact me at 330-375-2949.

Sincerely,

Hunter Morrison
Executive Director

Memo

To: Executive Committee
From: Hunter Morrison
CC: PMO
Date: 11/11/12
Re: Board Meeting Protocols

As we have travelled to each county for our board meetings, some formalities/protocols have slipped a little in the management and logistics of the meeting. In order to be consistent in our set-up and also foster a more structured meeting, we are proposing the following protocols:

- Sign-In Tables – There will be two separate tables for signing in at the meetings. One will be for Board Members and the other for guests
- Board Member Seating – We will place name cards on the table with a designated spot/seat for each primary board member. This would mean no alternates at the board table, and no Board members sitting in the “crowd” (we often have Board members sitting in the crowd, because the alternates are taking their space). If the Board Member is not present, the seat will be taken by the alternate. The Alternates’ name cards will be underneath the Board Members’ card.
- Alternates and Other Guests – We will continue to provide ample space for Alternates and Other Guests to be seated behind the board table.
- Staff Seating – All of the staff present will sit in a row along one side of the board table near the podium.
- Public Comment – Those wishing to express a public comment will be required to sign in and will be provided up to 3 minutes for public comment (with a maximum of 5 comments per meeting.)

Memo

To: Executive Committee
From: Hunter Morrison
CC: PMO
Date: 11/11/12
Re: Executive Committee and Board Meeting Schedule for 2013

The following is the proposed Board and Executive Committee meeting schedule for 2013. This schedule assumes that the starting times and meeting dates (2nd and 4th Tuesday) remain the same.

We will be returning to the Hudson Library for the December 2012, February 2013 and March 2013 Board Meetings. An alternative space will be needed for January. Beginning in April, the 12 County Program will begin again. We have six remaining counties to visit in 2013 (Medina, Lake, Geauga, Trumbull, Portage, and Wayne.)

Executive Committee – Time: 1:30 pm, Location: 146 S. High Street

January 8	May 14	September 10
February 12	June 11	October 8
March 12	July 9	November 5
April 9	August 13	December 3

Board of Directors – Time: 1:00 pm, Location: Varies

Date	Location
January 22	TBD
February 26	Hudson Library
March 26	Hudson Library
April 23	12 Counties
May 28	12 Counties
June 25	12 Counties
July 23	12 Counties
August 27	12 Counties
September 24	12 Counties
October 22	TBD
November 19	TBD
December 17	TBD

NEOSCC Consortium Membership & Leveraged Match Tracking - as of November 7, 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	\$ 71,620.37	103.8%
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 3Q12	\$ 69,000	\$ 39,460.90	57.2%
13 Cuyahoga Metropolitan Housing Authority	received through 4Q11	\$ 69,000	\$ 2,246.35	3.3%
14 Eastgate Regional Council of Governments (Eastgate)	received through 3Q12	\$ 69,000	\$ 62,766.54	91.0%
15 Elyria, City of*	received through 3Q12	\$ 69,000	\$ 25,684.32	37.2%
16 Fund for Our Economic Future**	received through 4Q11	\$ 850,000	\$ 266,835.90	31.4%
17 Greater Cleveland Regional Transit Authority	received through 3Q12	\$ 69,000	\$ 19,679.13	28.5%
18 Lorain County (Lorain County Growth Partnership)	received through 3Q12	\$ 83,897	\$ 8,903.63	10.6%
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 3Q12	\$ 69,000	\$ 36,189.74	52.4%
24 Policy Bridge	received through 3Q12	\$ 45,000	\$ 18,507.50	41.1%
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	\$ 1,209,969.50	39.7%

*Includes \$10,000 cash match

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

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

OCTOBER 2012 - FINANCIAL INFORMATION

	TOTAL PROGRAM BUDGET (A)	EXPENDED THROUGH 10/31/12 (B)	BUDGET REMAINING (A-B)	C TARGET PROGRAM BUDGET (A/36)*21 mo.	PERCENTAGE OF TARGET PROGRAM (B/C)	PERCENTAGE OF TARGET (58%) PROGRAM (B/A)
SALARIES & FRINGES						
SALARIES	\$ 1,590,552	\$ 642,852	\$ 947,700	\$ 927,822	69%	40%
FRINGE BENEFITS	351,738	94,303	257,435	205,181	46%	27%
	\$ 1,942,290	\$ 737,155	\$ 1,205,135	\$ 1,133,003	65%	38%
TRANSPORTATION						
LOCAL PRIVATE VEHICLE	\$ 35,598	\$ 8,858	\$ 26,740	\$ 20,766	43%	25%
AIRFARE	7,200	2,874	4,326	4,200	68%	40%
* WASHINGTON DC TRANSPORTATION	600	3,791	(3,191)	350	1083%	632%
WASHINGTON DC PERDIEM	4,200	1,370	2,830	2,450	56%	33%
	\$ 47,598	\$ 16,893	\$ 30,705	\$ 27,766	61%	35%
SUPPLIES AND MATERIALS						
OFFICE SUPPLIES	28,300	\$ 13,401	14,899	16,508	81%	47%
COPIER LEASE/USAGE	8,640	4,000	4,640	5,040	79%	46%
MEETING ACCOMODATIONS	6,000		6,000	3,500	0%	0%
* LAPTOPS/WORKSTATIONS	17,400	14,581	2,819	10,150	144%	84%
OFFICE EQUIPMENT	4,250		4,250	2,479	0%	0%
CELLPHONES/IT TELECOMM	19,839	8,157	11,682	11,573	70%	41%
	84,429	\$ 40,139	44,290	49,250	82%	48%
CONSULTANTS						
ECONOMIC BASE ANALYSIS	\$ 150,000	\$ 12,000	\$ 138,000	\$ 87,500	14%	8%
BUILT & NATURAL ENVIRON	150,000		150,000	87,500	0%	0%
COMMUNITIES	200,000	44,782	155,218	116,667	38%	22%
TRANSPORTATION & IT CONNECTIONS	150,000	1,250	148,750	87,500	1%	1%
PLACE BASED REGIONAL PLAN	200,000	4,307	195,693	116,667	4%	2%
COLLABORATION & GOVERN SUPP	250,000	128,533	121,467	145,833	88%	51%
GIS & DATA INTEGRATION	225,000	61,648	163,352	131,250	47%	27%
* GOVERNANCE & PMO SUPPORT	250,000	161,484	88,516	145,833	111%	65%
RESIDENTIAL ENGAGEMENT	250,000	1,000	249,000	145,833	1%	0%
PUBLIC & PRIVATE SECTOR ENGAGE	250,000	108,439	141,561	145,833	74%	43%
WEB-BASED MANAGEMENT	150,000	91,891	58,109	87,500	105%	61%
	\$ 2,225,000	\$ 615,334	\$ 1,609,666	\$ 1,297,917	47%	28%
CONSORTIUM MEMBER CONTRIBUTION	1,822,903	1,209,969	612,934	1,063,360	114%	66%
BUDGETS TBD						
DATA & RESEARCH EVALUATION		\$ 585	(585)	0	#DIV/0!	#DIV/0!
FISCAL AGENT FEE		49,116	(49,116)	0	#DIV/0!	#DIV/0!
LEGAL		12,064	(12,064)	0	#DIV/0!	#DIV/0!
AUDIT/TAX RETURNS/ACCTG/HR		9,516	(9,516)	0	#DIV/0!	#DIV/0!
* FURNITURE MOVING		1,400	(1,400)	0	#DIV/0!	#DIV/0!
		\$ 72,681	(72,681)	0	#DIV/0!	#DIV/0!
OTHER DIRECT EXPENSES						
MONTHLY MEETING/INTRA AGENCY	\$ 90,000	\$ 2,171	\$ 87,829	\$ 52,500	4%	2%
SMARTPHONE/CELLPHONE PLANS	17,280	6,970	10,310	10,080	69%	40%
REFRESHMENTS	0	3,529	(3,529)	0	#DIV/0!	#DIV/0!
INSURANCE	18,000	3,103	14,897	10,500	30%	17%
MISCELLANEOUS	0	6,717	(6,717)	0	#DIV/0!	#DIV/0!
	\$ 125,280	\$ 22,490	\$ 102,790	\$ 73,080	31%	18%
TOTAL HUD BUDGET	\$ 6,247,500	\$ 2,714,661	\$ 3,532,839	\$ 3,644,375	74%	43%**

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

** The Consortium has expended approximately forty-three percent of the Sustainable Communities budget.

Total Contributions To Date:

Members 44.57%

HUD 55.43%

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

CASH POSITION AS OF OCTOBER 31, 2012

<u>DESCRIPTION</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
<i>BEGINNING BALANCE</i>			\$ 369,828.62
<i>HUD LOCCS REIMBURSEMENT</i>	\$ 606,020.00		
<i>FFOEF CONTRIBUTIONS</i>	0.00		
<i>MEMBER CONTRIBUTIONS</i>	0.00		
<i>MISCELLANEOUS</i>	0.00		
<i>VENDORS</i>		\$ 138,332.39	
<i>PAYROLL</i>		48,981.55	
<i>ENDING BALANCE</i>			\$ 788,534.68
<i>TOTAL</i>	\$ <u>606,020.00</u>	\$ <u>187,313.94</u>	

RECEIPTED FUNDS:

<i>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)</i>	\$ 2,152,341.00
<i>FUND FOR OUR ECONMOIC FUTURE (FFOEF)</i>	15,474.86
<i>CITY OF ELYRIA</i>	10,000.00
TOTAL	\$ <u>2,177,815.86</u>

ADDITIONAL CASH RESOURCES:

NOACA LINE OF CREDIT \$0

Memo

To: NEOSCC Board of Directors
 From: Emma Petrie Barcelona
 Date: 11/12/2012
 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	-	\$20,000	In progress- Hunter working with group for alignment with work plan
CSU- Kirby Date QCP WS Management 2012-03	\$0	-	\$30,000	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	\$212,544	-	\$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	\$58,655	-	\$394,120	Approved 6-26-12 Under contract
Analysis of Impediments to Fair Housing Western Economic Services 2012-14	\$17,157	\$15,931	\$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.	\$3,000	\$1,145	\$3,000	Term work complete- Authorized amount expended, waiting on final invoice.
Meaden & Moore Audit 2012-04	\$7,143	-	\$7,250	Work and submissions complete August 2012
Imagen Photography Board meeting recording 2012-12	\$3,450	\$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
- b. Pending or planning phases
 - i. Planning management, scenario planning, and fiscal impact analysis consultant
RFP closed
 1. short-list interviews to be conducted Monday and Tuesday November 12 & 13
 2. final decision set for Thursday, November 15
 3. Webinar review for all board members set for Tuesday, November 20
 4. Special Executive Committee meeting to be set
 - ii. Program Evaluation- awaiting additional information/guidance from HUD

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

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

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- 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

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- 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
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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



Objectives for Next Three Months

November	December	January
Regional Planning, Scenario Planning and Fiscal Impact Consultant Review, Selection and Approval Regional Analysis of Impediments for Fair Housing (RAIFHC) – Data Collection, Fair Housing Survey Launched Launch of MPO Workshops and Engagement Meetings in each of 12 Counties Identification of Caucus Participants Board Orientations	Regional Planning, Scenario Planning and Fiscal Impact Consultant Finalize Scope and Schedule Regional AI – Data Collection, Fair Housing Survey Continues MPO Workshops and 12 County Engagement Meetings Launch Caucus meetings December Board Meeting – entire NEOSCC Community – Appreciation and Looking to 2013 Board Orientations	Scenario Planning – Base Case Decided and presented Regional AI - Fair housing survey closes Leveraged Match Resource Allocation Presented Tools – Needs Assessment finalized

Team

Consortium Board

Technical Steering Committee

Project Management Office

Work Streams - Subject Matter Expertise on one of our focus areas. These will serve as affinity and focus groups through the vision and product development

Caucuses - Convening of agencies/ organizations that share a common mission and services portfolio to specific localities across NEO i.e. Transit, Metroparks, etc.

Product Teams - Diverse teams of subject matter experts, geographic representation, implementation experience and technical expertise to develop products

Cobalt Group– Community Engagement

Currere – Board Facilitation

R Strategy – Communications and Graphics

Western Economic Services – Regional Analysis of Impediments to Fair Housing Choice

Project Schedule at a Glance (will be finalized once all consultants are retained)

NEOSCC

Board Milestone

Work Streams

Caucuses

Work Streams

Caucuses

NEOSCC

Board Milestone

	November 2012	December 2012	January 2013	February 2013	March 2013	April 2013
Scenario Planning	Selection of Consultants Final work plan developed with selected consultants Trend analysis; workshop guidebook solicit volunteers to be support staff			Workshop Training ; Conduct scenario planning workshops with public; Workshop summary reports including maps and guiding principles In April begin preparation of alternative scenarios		
Regional Analysis of Impediments to Fair Housing Choice	Data Collection, Fair Housing Survey launch (November) In December, Analysis of Preliminary Findings		Analysis of Preliminary Findings In January, the Fair Housing Survey Closes		Fair Housing Forums	
Product Development	Needs Assessment Phase			Product list finalized and Preliminary Development		

Glossary

Vibrant NEO 2040 – Our initiative name for the vision and framework development. Setting a shared vision and framework for the NEO future intended to inspire and guide actions and decisions on a regionally and a place-based basis. Elements include a clear understanding of regional and place-based needs and priorities; assessment of regional trends, conditions, issues; regional assets “map”; future state scenarios; and compelling and viable vision.

Scenario Planning – The development, analysis, and evaluation of alternative scenarios beyond the base case. The base case is 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.

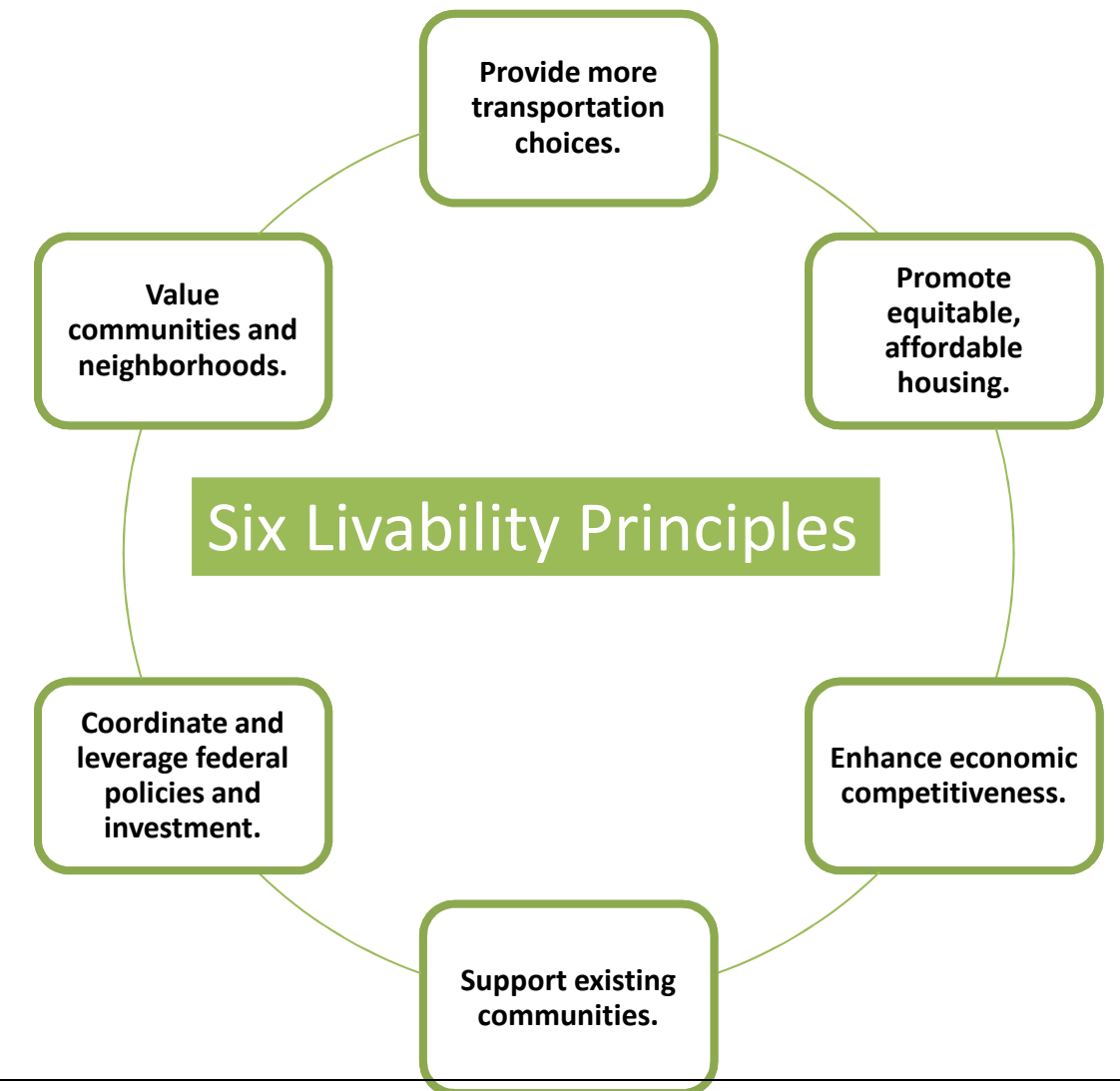
Regional Analysis of Impediments to Fair Housing Choice – Is a comprehensive review of the jurisdiction’s laws, regulations, and administrative policies, procedures, and practices; An assessment of how those laws, etc., affect the location, availability, and accessibility of housing, services, commercial and retail development; and an assessment of conditions, both public and private, affecting fair housing choice in areas of low and high opportunity.

Dashboard - Producing key elements of a regional sustainability dashboard intended to inform, guide, highlight, and celebrate regional transformation. Elements include: the case for change, key regional indicators, regional bright spots, regional levers for change / transformation, key regional data, etc.

Toolkit - Work that delivers a regional tool kit with practices that will enable the local and regional actions essential to transformation. Key elements include: tools, processes, & practices that support, model, and build collaboration and other capacities essential for regional sustainability including best/promising practices; shared data; and replicable templates.

Policies - Work that develops policy change recommendations with high impact for sustainability.

Pilots - Work that advances pilot projects for innovative real world solutions with high impact, especially if replicated across the region. Pilot projects will assess, explore and/or execute on NEOSCC objectives and be both regional and place-based.



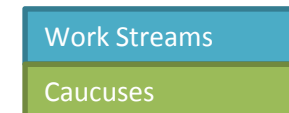
Project Schedule at a Glance



Board Milestone



Board Milestone



	May 2013	June 2013	July 2013	August 2013	September 2013	October 2013	November 2013	December 2013
Scenario Planning	Prepare alternative scenarios; Memorandum documenting scenario identification		Scenario analysis report; follow-up workshops for public to review and select preferred scenario;		Final public review workshops; Memoranda for NEOSCC Board review and approval of preferred scenario		Final VibrantNEO 2040 Vision and Framework detailing the preferred regional vision and products. • Guidebook for Elected Officials. "	
Regional Analysis of Impediments to Fair Housing Choice	Draft Report development, Formal Presentation and Final Report Integration into overall plan			Integration into overall plan				
Product Development	Continuous Development integrating findings from Scenario Planning and Engagement Iterative Process of Development, Test, Launch, Maintain and Sustain							