

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM
BOARD MEETING
Tuesday, April 23, 2013, 1:00 PM
Akron Urban League 440 Vernon Odom Boulevard, Akron, OH

1. Welcome and Introductions
 - a. Welcome to Local Officials
 - b. Introduction of Consortium Members
2. Public Comment
3. For Action
 - a. Approval of Meeting Minutes March 26, 2013 (attachment)
 - b. Request for approval for Rstrategy authorization (attachment)
 - c. Finance Committee Appointments
4. For Discussion
 - a. Objectives for May, June, July (H. Morrison)
 - b. Progress and Status of Products (S. Maier)
 - c. Communications and Engagement (J. Anderle)
 - d. Sasaki Team Scenario Planning Workshop Update- What to Expect
5. For Information
 - a. Standing Committee Reports
 - i. Executive Committee Report
 - ii. Technical Steering Committee (attachment)
 - iii. Finance Committee Report
 - iv. Communications and Engagement Committee Report (attachment)
 - v. Nominating Committee Report (no business conducted)
 - vi. 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)
6. Old Business
 - a. Primary and Alternate Representatives
 - b. Conflict of Interest Forms
7. New Business
 - a. Public Information Policy (attachment)
8. May Watch List (H. Morrison)

Adjourn

Further discussion regarding the workshops

Next Board Meeting: Tuesday, May 28, 2013
Portage County

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM
Board Meeting
Tuesday, March 26, 2013
Akron Urban League 440 Vernon Odom Blvd., Akron, OH

Board Members: Jason Segedy, Pam Hawkins, Fred Wright, Emily Campbell, Nancy Cook, Freddy Collier, Angie Byington, Bill D'Avignon, David Beach, Ed Jerse, Shawna Daugherty, John Getchey, Brad Whitehead, Mike Challenger, Shara Davis, Joe Hadley, Grace Gallucci, Greg Brown, Mike Lyons, Rachel Lewis, Jeff Dotson, Erin Seibel, Gene Nixon, Bill Miller

Alternate Board Members: Janice Switzer, Rachel McCartney, Mary Scott-Cebul, Don Romancak, Sylvia Chinn-Levy, Donna Skoda

Others: Hunter Morrison, Emma Petrie Barcelona, Sara Maier, Jeff Anderle, Kelley Britt, Anthony Kobak, Joe MacDonald, Julie Whyte, Carl Brinkley, Antoine Buie, Kelly D. Harris, James Miner, Chris Horne

The board meeting was called to order by the board chair Grace Gallucci.

Grace Gallucci announced that a delegation from the Ukraine were in attendance at the meeting as part of a program of the International Friends of Akron. The board members were introduced and the meeting began. There were no public comments.

There was a ***motion*** to approve the February 26, 2013 board minutes made by ***Joe Hadley*** and seconded by ***Gene Nixon***. Motion approved.

The amendment to the Code of Regulations related to remote meeting participation was taken off the agenda after being tabled by the Executive Committee.

Sara Maier gave a progress report on the status and updates on the products (dashboard, tool kit, policy recommendations and pilot projects). She presented progress to date and provided the overall opportunities for board members to participate in the product development.

Joe MacDonald gave a presentation on the progress to date on the dashboard product. Mr. McDonald described the research completed including prior dashboard efforts in Northeast Ohio as well as national best practices. He also outlined the guiding principles for development and the general categories of potential indicators (Economy, Environment, Health, Education, Housing, People and Transportation). The Board discussed these categories and Mr. Macdonald asked that any additional comments, suggestions, questions be forwarded to him.

Hunter Morrison reported on the objectives for the next three months. Mr. Morrison described he overall timeline of the Business As Usual Scenario development. He stated that the primary focus in on the upcoming scenario planning workshops. He encouraged board members to reach out to their networks for attendance for these events.

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Mr. Morrison also reported on the Fair Housing Forums that were conducted during the week of March 11. He mentioned that attendance was better than expected and that the Fair Housing Surveys will remain open for the next few months.

Jeff Anderle presented the communications tool kit and engagement approach for the upcoming workshops.

All committee reports are attached to the information packet.

Mr. Morrison requested that any member who has not turned in their Conflict of Interest or Primary and Alternate form to do so. The documents are needed for the May audit.

Emma Petrie Barcelona discussed public information requests. She will be the contact person for all requests. Ms. Barcelona stated that requested information will be review by the project management office and the Board Chair. It was stated that NEOSCC should make sure to follow the policies set by the Ohio Revised Code.

James Miner and Chris Horne of Sasaki Associates (Scenario Planning Consultants) presented an update on the scenario planning process. The presentation included a description of scenario planning and an explanation of what will occur at the first round of workshops. The on-line tool, CrowdGauge, was also explained to the board.

The Sasaki team then presented draft elements of the Business As Usual scenario. Horne described the approach utilized in building the scenarios. In particular, he outlined the methodology used to develop the abandonment analysis and source for the population trend. Horne further detailed the building of the fiscal impact model and how scenario planning indicators will work.

At the completion of the presentation and discussion, the Sasaki team facilitated a working session with board members. This focused on the review of the draft Business As Usual maps throughout the 12 county region.

There was a ***motion*** to adjourn the meeting by ***Mike Lyons*** and seconded by ***Joe Hadley***. Motion approved. The meeting ended at 3:30 p.m.

Memo

To: NEOSCC Board of Directors & Executive Committee
From: Emma Petrie Barcelona & Jeff Anderle
Date: 4/19/2013
Re: R Strategy authorization amount increase

At the Finance Committee meeting held on April 18, the Committee approved and recommended to the Executive Committee the request to increase the R Strategy contract amount by \$106,170 for a total amount of \$462,490.

Summary of the Request

The contract increase will cover the following costs:

- An additional \$60,670 in fees to be paid to R Strategy based on two factors.
 - Due to requested changes over the course of the last year, an additional amount of \$33,875 was moved from on-going services to cover the creation of the Conditions and Trends platform, the Conditions and Trends platform communications tool kit and the messaging sessions with the board. These changes came at the request of the Board and the Communications and Engagement Work Stream.
 - Based on the approved communications plan, additional fees of \$26,795 are needed to cover services that were not anticipated when the contract was developed in February 2012. Based on the original agreement, any requested on-going services were billed on an hourly basis. It was not feasible to develop a detailed scope at that time when the overall project schedule and approach were undefined. These additional services are outlined later in this document.
- An additional \$45,500 in expenses to be paid by R Strategy on behalf of NEOSCC to media, design and printing vendors.
 - These expenses are part of the overall communications expense budget of \$120,000 to cover all media, marketing and other related expenses to promote the workshops and the on-line tool, Imagine MyNEO. This plan and expenses has been reviewed in detail by members of the Communications and Engagement Work Stream. The \$120,000 includes the \$67,300 not-to-exceed amount approved by the Finance Committee for the extended Cleveland.com media network advertising.

Over the course of the last 13 months, R Strategy and their sub consultants has been working with NEOSCC in multiple capacities. The services provided have included:

- Overall communications, graphics, messaging and media consulting;
- Editing, graphic design and web design for the Conditions and Trends Platform and the Conditions and Trends Executive Summary;
- Editor, graphic designer and web designer for the new Vibrant NEO Website;
- Survey development and polling for the first of three public opinion polls;
- Message development and training

	Original budget	Current Budget (modifications explained below)	Expended through March 2013	Anticipated fees through end of existing PO (April-May)	Partial June payment available	Anticipated fees needed to complete work (June to December)	Proposed Budget/ Total not-to-exceed expenditures
R-Strategy fees							
Communications Plan	\$24,200	\$24,000	\$24,000	\$0		\$0	\$24,000
Board Orientation Materials	\$1,000	\$8,000	\$8,000*	\$0		\$0	\$8,000
Conditions & Trends Platform Website & Writing	\$42,200	\$69,075					\$69,075
			\$69,075**	\$0		\$0	
Media Consulting, Messaging & Material Development, Writing & Editing	\$157,500	\$96,245					\$80,138
			\$44,962	\$0		\$0	
Flat fee for services	\$0	\$0	\$12,500	\$25,000	\$5,830	\$60,670	\$104,000
R-Strategy managed fees							
printing & related	\$0	\$5,000	\$4,798	\$202		\$0	\$5,000
media buys	\$0	\$18,000	\$3,033	\$14,967		\$19,000	\$37,000
New VibrantNEO Website	\$63,420	\$68,000	\$57,677	\$3,000		\$7,000	\$67,677
Surveys/polling	\$68,000	\$68,000	\$28,600	\$19,500		\$19,500	\$67,600
Total RStrategy fees	\$224,900	\$197,320	\$193,714	\$25,000	\$5,830	\$60,670	\$285,213
Total RStrategy managed fees	\$131,420	\$159,000	\$94,108	\$37,669	\$0	\$45,500	\$177,277
Total	\$356,320	\$356,320	\$287,822	\$62,669	\$5,830***	\$106,170	\$432,490

***Existing PO would have \$5,830 remaining at this point which would be available for part of the June invoice.

* October 2012, in consultation with the board, R Strategy was requested to create materials and conduct three messaging sessions with the board of directors. The original estimate for this work was \$1000 in February 2012 (based on 10 hours of work) for materials only. The more detailed facilitated sessions cost \$8,000.

** This change in scope and fees was mandated due to the alteration in final expected deliverable, additional editing, additional map creation requested by the Board. It also includes additional fees to cover a request from the Communications and Engagement work stream, the PMO requested a Communications toolkit be developed for the Conditions and Trends platform.

The work performed by RStrategy includes from March through December 2013:

- Ongoing overall communications, graphics, messaging and media consulting including
 - Media Strategy, press releases and outreach
 - Editorial Board Scheduling, Editorial Board Briefings, Editorial Board Trainings
 - Save the dates and Invitations
 - Op ed drafting(14 total)
 - Op ed placement (14)
 - New overview piece
 - Creation of public official list
 - Public official briefings
 - Pitching workshop advisories
 - Staffing workshops
 - Coordination of introductory video
 - Social and Traditional media advertising content development
- Vibrant NEO Website updates
- Survey development and polling for the second and third public opinion polls;

DRAFT NEOSCC Technical Steering Committee Meeting Summary

Tuesday, April 9, 2013

11:00 - 1:30 pm

Eastgate Council of Government's Offices & GoTo Meeting Webinar

- Minutes from the March 12, 2013 meeting were approved.
- ImagineMyNEO (aka CrowdGauge): priorities, projects, and policies were reviewed. One last opportunity for revision was made and the final list was to be decided upon by April 10.
- Business as Usual (BAU) Methodology Refinement: Mr. Chris Horne provided an updated version of the BAU that was based on comments and feedback received at the March Board meeting and at the session held at the BAU work session on March 27. Maps shown at the workshops will be more of a more holistic view that better tells the story to the audience. He went through the updated timeline on the BAU, fiscal impact model, indicators, and workshop materials, noting that due to the compressed timeline no large changes can be made at this point.
- Fiscal Impact Model: Mr. Jon Trementozzi went through the model and the schedule of development, including membership on the review team. As a result of feedback from the Fiscal Impact Review team convened on April 1: a municipal income tax module is being added to the model; updated data was retrieved for most local revenues and expenses; abandonment effects will be included; reporting will be at the municipal or township level; and the model will use the assessed value of properties.
- Engagement Update: Ms. Patti Choby updated the group on the status of engagement efforts for the BAU workshops. Ms. Gallucci noted that she requested a separate elected officials workshop for NOACA Governing Board members.
- Communications Update: Mr. Jeff Anderle recapped the outreach efforts through the MPOs/COGs, including mailed invitations to workshops.
- There was no old or new business, nor or any public comment. The meeting was adjourned at 1:35 pm.
- The next regularly scheduled meeting will be held on May 14, 2013, from 10am-12pm, location tbd.

Memo

To: Board of Directors
From: Fred Wright and Michael Lyons, Co-Chairs of the Communications and Engagement Workstream
CC: PMO
Date: 04/19/13
Re: Communications and Engagement Work Stream Update

The Communications and Engagement Work Stream met on April 8 and discussed the following:

Project Overview and Timeline
Letter invitations to 2300 elected officials.

Engagement Update
Work Shop Schedule
Staffing Plan

Communications Update
Editorial Boards and Elected Officials Meeting Update
Communications Plan Update
New Overview Hand out

Vibrant NEO Video

Outcomes

Board Member Outreach: Mike Lyons, Greg Brown and Freddy Collier will be placing phone calls to all board members regarding the Board organizations' participation in the workshop outreach. A list of assignments and outreach script will be developed by the Project Management Office.

The PMO will be sending out 20 copies of both the new overview and the work shop invitation to each board organization.

The Work Stream's next meeting will take place on May 8, 2013 at 9:30 am in the Conference Room at the Akron Urban League.

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

CASH POSITION AS OF MARCH 31, 2013

DESCRIPTION	RECEIPTS	DISBURSEMENTS	BALANCE
BEGINNING BALANCE			\$ 590,875.55
HUD LOCCS REIMBURSEMENT	\$ 74,375.00		
FPOEF CONTRIBUTIONS	0.00		
MEMBER CONTRIBUTIONS	0.00		
MISCELLANEOUS	0.00		
VENDORS		\$ 89,525.01	
PAYROLL		44,788.98	
ENDING BALANCE			\$ 530,936.56
TOTAL	\$ 74,375.00	\$ 134,313.99	

RECEIPTED FUNDS:

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)	\$ 2,429,410.00
FUND FOR OUR ECONOMIC FUTURE (FPOEF)	115,563.63
CITY OF ELYRIA	10,000.00
TOTAL	\$ 2,554,973.63

ADDITIONAL CASH RESOURCES:

NOACA LINE OF CREDIT \$0

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

MARCH 2013 - FINANCIAL INFORMATION

	TOTAL PROGRAM BUDGET (A)	EXPENDED THROUGH 03/31/13 (B)	BUDGET REMAINING (A-B)	
<u>SALARIES & FRINGES</u>				
SALARIES	\$ 1,390,000	\$ 878,087	\$ 511,913	\$
FRINGE BENEFITS	200,000	134,839	65,161	
	\$ 1,590,000	\$ 1,012,926	\$ 577,074	\$
<u>TRANSPORTATION</u>				
LOCAL PRIVATE VEHICLE	\$ 25,850	\$ 14,089	\$ 11,761	\$
AIRFARE	5,100	3,523	1,577	
* TRANSPORTATION- OTHER	5,350	4,313	1,037	
* PERDIEM	8,700	3,424	5,276	
	\$ 45,000	\$ 25,349	\$ 19,651	\$
<u>SUPPLIES AND MATERIALS</u>				
OFFICE SUPPLIES	19,980	\$ 14,314	5,666	
COPIER LEASE/USAGE	15,600	5,662	9,938	
MEETING ACCOMMODATIONS			0	
* LAPTOPS/WORKSTATIONS	22,500	21,896	604	
OFFICE EQUIPMENT	1,000		1,000	
CELLPHONES/IT TELECOMM	30,920	15,517	15,403	
	90,000	\$ 57,389	32,611	
<u>CONSULTANTS</u>				
ECONOMIC BASE ANALYSIS	\$ 25,000	\$ 31,750	\$ (6,750)	\$
BUILT & NATURAL ENVIRON	2,250		2,250	
COMMUNITIES	200,000	115,582	84,418	
TRANSPORTATION & IT CONNECTIONS	2,250	1,750	500	
PLACE BASED REGIONAL PLAN	35,000	34,207	793	
COLLABORATION & GOVERN SUPP	200,000	163,233	36,767	
GIS & DATA INTEGRATION	75,000	64,338	10,662	
GOVERNANCE & PMO SUPPORT	200,000	164,359	35,641	
RESIDENTIAL ENGAGEMENT	2,500	1,000	1,500	
PUBLIC & PRIVATE SECTOR ENGAGE	250,000	131,843	118,157	
WEB-BASED MANAGEMENT	200,000	108,442	91,558	
SP, FI, AND PM	1,320,000		1,320,000	
OTHER CONSULTANTS	10,000		10,000	
	\$ 2,522,000	\$ 816,504	\$ 1,705,496	\$
CONSORTIUM MEMBER CONTRIBUTION	1,770,500	1,461,551	308,949	
<u>CONTRACTS</u>				
DATA & RESEARCH EVALUATION	600	\$ 585	15	
FISCAL AGENT FEE	89,400	68,016	21,384	
LEGAL	36,000	26,028	9,972	
AUDIT/TAX RETURNS/ACCTG/HR	21,000	9,516	11,484	
FURNITURE MOVING	3,000	1,400	1,600	
	150,000	105,545	44,455	
<u>OTHER DIRECT EXPENSES</u>				
MONTHLY MEETING/INTRA AGENCY	\$ 36,000	\$ 13,360	\$ 22,640	\$
SMARTPHONE/CELLPHONE PLANS	18,000	8,738	9,262	
REFRESHMENTS	0	3,529	(3,529)	
INSURANCE	7,500	3,103	4,397	
MISCELLANEOUS	18,500	6,951	11,549	
	\$ 80,000	\$ 35,681	\$ 44,319	\$
TOTAL HUD BUDGET	\$ 6,247,500	3,514,945	2,732,555	**

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

** The Consortium has expended approximately fifty-two percent of the Sustainable Communities budget.

Memo

To: NEOSCC Board of Directors
 From: Emma Petrie Barcelona
 Date: 4/19/2013
 Re: Open and Pending Contracts and RFPs

Action requested

Increase not-to-exceed amount for RStrategy by \$106,170 to \$462,490. Supporting documentation and information contained within separate memo.

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	\$267,492	\$20,331	\$356,320	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
Cobalt Group Community Engagement Plan Implementation 2012-13	\$114,138	\$12,622	\$126,760	Work to be concluded in March- additional work will be part of Sasaki contract
Analysis of Impediments to Fair Housing Western Economic Services 2012-14	\$108,992	\$22,049	\$163,140	Work ongoing, on schedule
Program Planning Consultant, Scenario Planning and Fiscal Impact 2012-21	-	\$328,400	\$1,300,000	Under contract, invoice incomplete

Currere Board Facilitation 2012-07 2012-17 extension	\$167,393	-	\$179,063	Work to be completed in January
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Other Contracts

Vendor/ Purpose	Expended	Invoices pending	PO amount	Status
Imagen Photography Board meeting recording 2012-12	\$6,325	\$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	-	-	\$12,320	Agreement in place for FY2012
Legal Counsel Buckingham, Doolittle & Burroughs	\$22,721	\$771	\$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		\$67,350	Not-to-exceed amount approved by Finance Committee 4-18-13

Open and Pending Purchases

- a. Open
- b. Pending or planning phases
 - i. RStrategy increase

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

NEOSCC Consortium Membership & Leveraged Match Tracking - as of February 19, 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	\$ 88,739.53	128.6%
2 Akron Metropolitan Area Transportation Study (AMATS)	received through 4Q12	\$ 127,812	\$ 108,919.69	85.2%
3 Akron Metropolitan Housing Authority	nothing received	\$ 77,642	\$ -	0.0%
4 Akron Urban League	received through 4Q12	\$ 69,000	\$ 8,868.62	12.9%
5 Ashtabula County	received through 2Q12	\$ 69,000	\$ 3,600.90	5.2%
6 Catholic Charities, Diocese of Youngstown	received through 4Q12	\$ 30,000	\$ 3,927.11	13.1%
7 Center for Community Solutions	received through 4Q12	\$ 42,900	\$ 6,613.80	15.4%
8 Cleveland, City of	received partial through 2Q12	\$ 69,000	\$ 9,581.40	13.9%
9 Cleveland Metroparks	nothing received	\$ 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 4Q12	\$ 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 4Q12	\$ 69,000	\$ 2,833.17	4.1%
14 Eastgate Regional Council of Governments (Eastgate)	received through 4Q12	\$ 69,000	\$ 74,424.30	107.9%
15 Elyria, City of*	received through 4Q12	\$ 69,000	\$ 28,760.53	41.7%
16 Fund for Our Economic Future**	received through 4Q11	\$ 850,000	\$ 316,835.90	37.3%
17 Greater Cleveland Regional Transit Authority	received through 4Q12	\$ 69,000	\$ 27,468.25	39.8%
18 Lorain County (Lorain County Growth Partnership)	received through 4Q12	\$ 83,897	\$ 20,751.81	24.7%
19 Lorain County Community College	received through 4Q12	\$ 49,000	\$ 4,717.95	9.6%
20 Mahoning County	received through 4Q12	\$ 69,000	\$ 19,956.15	28.9%
21 Northeast Ohio Areawide Coordinating Agency (NOACA) (Fiscal Agent)	received through 4Q12 (partial)	\$ 179,415	\$ 214,120.11	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 4Q12 (partial)	\$ 69,000	\$ 38,793.21	56.2%
24 Policy Bridge	received through 3Q12	\$ 45,000	\$ 18,507.50	41.1%
25 Regional Prosperity Initiative	received through 4Q12	\$ 15,000	\$ 87,367.97	582.5%
26 Stark County	received through 4Q12 (began tracking 2Q12 when SCATS hit \$69,000)			
27 Stark County Regional Planning Commission/Stark County Area Transportation Study (RPC/SCATS)	received through 2Q12 - completed	\$ 69,000	\$ 24,322.39	35.2%
28 Stark Metropolitan Housing Authority	received through 3Q12	\$ 69,018	\$ 3,609.76	5.2%
29 Summit County	received through 4Q12	\$ 97,728	\$ 14,012.17	14.3%
30 Summit County Combined Health District	received through 4Q12	\$ 69,000	\$ 33,889.32	49.1%
31 Trumbull County	nothing received	\$ 38,034	\$ -	0.0%
32 Youngstown, City of	received through 4Q12	\$ 69,000	\$ 29,075.30	42.1%
33 Youngstown State University	completed match 2Q11	\$ 60,000	\$ 60,000.00	100.0%
Total		\$ 3,048,427	\$ 1,461,550.54	47.9%

*Includes \$10,000 cash match

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

Northeast Ohio Sustainable Communities Consortium Board of Directors 2013 Conflict of Interest Check-Off List				
Entity	Primary Representative	Conflict of Interest Form Received	Alternate Representative	Conflict of Interest Form Received
Akron Metropolitan Area Transportation Study	Jason Segedy	X	Curtis Baker	X
Akron Metropolitan Housing Authority	Pamela Hawkins		Tony O'Leary	X
Akron Urban League	Fred Wright	X	Sheri Myricks	X
Ashtabula County	Peggy Carlo	X	Janice Switzer	X
Catholic Charities, Diocese of Youngstown	Brian Corbin	X	George Garchar	X
The Center for Community Solutions	John Begala	X	Emily Campbell	X
City of Akron	Mark Moore	X	Nancy Cook	X
City of Cleveland	Freddy Collier	X	Robert Brown	X
City of Elyria	Holly Brinda	X	Angie Byington	X
City of Youngstown	Bill D'Avignon	X		NO ALTERNATE
Cleveland Metro Parks	Brian Zimmerman	X		NO ALTERNATE
Cleveland Museum of Natural History	David Beach	X	Marc Lefkowitz	X
Cleveland State University Maxine Goodman Levin College of Urban Affairs	Edward Hill	X	Stuart Mendel	X
Cuyahoga County	Ed Jerse	X	Nathan Kelly	X
			Emily Lungard	X
Cuyahoga Metropolitan Housing Authority	Donovan Duncan	X	Shawna Daugherty	X
Eastgate Regional Council of Governments	John Getchey	X	Rachel McCartney	X
Fund for Our Economic Future	Brad Whitehead	X	John Mitterholzer	X
Fund for Our Economic Future			Bethia Burke	Will bring to board meeting
Greater Cleveland Regional Transit Authority	Joseph Calabrese	X	Maribeth Feike	X
Lorain County	Mike Challenger	X	Donald Romancak	X
Lorain County Community College	Roy Church	X	Shara Davis	X
Mahoning County	Carol Rimechio-Righetti	X	Anna DeAscentis	X
Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)	Joe Hadley	X	Sylvia Chinn-Levy	X
NOACA	Grace Gallucci	X	Steve Hambley	X

Memo

To: NEOSCC Board of Directors
From: Hunter Morrison
Date: 4/19/2013
Re: Public Information Policy

In recent weeks, the project management office has received several requests for personal information (names, e-mails, phone numbers, and addresses) for individuals answering the NEOSCC's surveys, participating in meetings, or agreeing to be on the Consortium's contact lists. This follows other information requests we have received throughout our operation.

The project management office has taken the position that the release of such personal information does not fall within the class of information appropriate for release. The project management has notified the notified the requesting parties of this position. We note that the AI survey in particular assures respondents confidentiality.

The project management office has reviewed this position with the Consortium's attorney and has received the following:

1. All surveys, sign-in sheets, contact lists, etc. should state that contact information herein is not to be released
2. That the NEOSCC Board's adopted policy be amended to clarify the Board's position "for good cause".

The project management office has instituted the policy of inserting the confidentiality notice on all appropriate documents, and recommends the following language be substituted for the existing language in the code of regulations.

In light of more recent requests for information and concerns our attorney has with the organization's current policy, we are recommending it be modified.

Our current policy with the new language is provided at the end of this memo. This draft language streamlines the policy and also mitigates the concern that our existing policy may open up additional challenges.

Northeast Ohio Sustainable Communities Consortium Records Access Policy

The Northeast Ohio Sustainable Communities Consortium (Non-Profit Consortium) has organized as an Ohio nonprofit corporation with the purpose of facilitating regional planning and creating a community of practice among planners, governmental officials, nonprofit professionals and other interested citizens dedicated to making the region a better place to live and work for all. The non-profit was formed separately from various participating government organizations and operates independently of those various government bodies. As such, the Non-Profit Consortium is a separate entity from the participating various government organizations which are individually subject to the Ohio Public Records Law.

NEOSCC is a private nonprofit organization and is not required to comply with the Ohio Public Records law. However, the organization always endeavors to operate in the most transparent manner. Therefore, to that end, the organization will attempt to answer all reasonable requests for information and provide copies for \$___ per page. However, the organization's Board reserves the right to reject a request for good cause. The decision of the Board on the issue of good cause is final and not appealable.

Regardless of any other considerations, no Non-Profit Consortium records will be released which:

1. Are trade secrets or confidential information of a private company, as designated by that company; and
2. Would be exempt from disclosure pursuant to the terms of the Ohio Public Records law as that legislation may exist and be interpreted from time to time.

Requests for copies of records of the Non-Profit Consortium shall be processed as follows:

1. All requests for copies of records shall be in writing and shall be specific as to the particular records being sought.
2. Requests for records shall be address to the Chairman of the Board of Directors of the Northeast Ohio Sustainable Communities Consortium.
3. The Chairman and Program Director shall consult with one another, as to whether the requested records shall be released or whether such records are subject to the above stated exemptions.
4. The Chairman shall inform the requesting party in writing whether the requested records will be released, and if so, the costs of obtaining these records and guidance on how they can be obtained.

5. If the requesting party disagrees with the decision by the Chairman and Program Director to deny the release of certain records, the requesting party may appeal this denial to the Board of Directors of the Northeast Ohio Sustainable Communities Consortium by filing a written notice of appeal within ____ days of the decision to deny the release of certain records.
6. The Board of Directors of the Northeast Ohio Sustainable Communities Consortium shall consider this matter at its next regularly scheduled meeting. The decision of the Board of Directors as to the release of certain records shall be communicated to the requesting party in writing within ____ days of the meeting.

Any person or entity requesting the release of records from the Non-Profit Consortium shall for the costs of reproducing these records. The Consortium may in its discretion, require the requesting party to place funds in deposit with the Consortium in an amount designated by the Consortium from which the costs of duplication can be paid. Any funds so deposited which are not used to reimburse the costs incurred shall be refunded to the requesting party.

Requests for records which do not comply with this policy will be denied by the Program Director.



Finance Committee

April 18, 2013

- Reviewed current budget and likely expenditures
- Reviewed and approved items under the committee threshold
- Reviewed, approved, and recommended for Executive Committee approval:
 - Authorization to increase not-to-exceed amount available for agreement with RStrategy by \$106, 170 to \$462,490



NEOSCC

Maj Cat Budget to 12-31-13	HUD PROGRAM			Cash received through March 31 2013	In-kind received through 3-31-13	Expended through 3-31-13	Major unspent funds encumbered prior to 3- 31-13	likely expenditures April 1, 2013 through 12-31-13 (all staff)	total likely expenditures	Projected available from all sources as of 3/31/13
	BUDGET	BUDGET	BUDGET							
SALARIES	\$1,350,000	40000				878,087		\$452,220	\$1,330,307	\$59,693
FRINGE BENEFITS	\$200,000					134,839		\$66,476	\$201,315	-\$1,315
TRANSPORTATION	\$40,000	5000				25,349		\$13,095	\$38,444	\$6,556
SUPPLIES AND MATERIALS	\$90,000					57,389		\$27,243	\$84,632	\$5,368
CONSULTANTS	\$2,355,000	\$167,000				816,504	\$1,471,563	\$113,170	\$2,401,235	\$120,765
CONSORTIUM MEMBER CONTRIBUTION			\$1,770,500		1,461,551				\$0	
Contracts	\$150,000					105,545	\$16,324	\$34,940	\$156,809	-\$6,809
OTHER DIRECT EXPENSES	\$65,000	15000				35,681	19537.1	\$62,504	\$117,722	-\$37,722
TOTAL HUD	\$4,250,000			2,429,410.00						
TOTAL Match	\$227,000	\$1,770,500	\$125,564	1,335,987						
TOTAL	\$4,250,000	\$227,000	\$1,770,500	\$2,554,974	\$1,335,987	\$2,053,394	\$1,507,422	\$769,648	\$4,330,464	\$146,536
	\$6,247,500			\$3,890,961		\$2,053,394		\$2,277,070		\$146,536
			percent of HUD funds we have received in match min % at end of grant		Cash balance (HUD and cash-match revenue minus expenditures):	\$501,580				
					47%					
										withhold for 30,000 Jan 2014
										\$116,536
										Pledged, unrecieved funds HoFF
										\$283,000



NEOSCC

Finance Committee

April 18, 2013

- Legal services
 - SSRL
 - Buckingham, Doolittle & Burrows
- Outreach & Engagement
 - Cleveland.com/Google.com extended network
 - Imagen recording



NEOSCC

Finance Committee

April 18, 2013

	Original budget	Current Budget (modifications explained below)	Expended through March 2013	Anticipated fees through end of existing PO (April-May)	Partial June payment available	Anticipated fees needed to complete work (June to December)	Proposed Budget/ Total not-to-exceed expenditures
R-Strategy fees							
Communications Plan	\$24,200	\$24,000	\$24,000	\$0		\$0	\$24,000
Board Orientation Materials	\$1,000	\$8,000	\$8,000*	\$0		\$0	\$8,000
Conditions & Trends Platform Website & Writing	\$42,200	\$69,075	\$69,075**	\$0		\$0	\$69,075
Media Consulting, Messaging & Material Development, Writing & Editing	\$157,500	\$96,245					\$80,138
			\$80,138	\$0		\$0	
Flat fee for services	\$0	\$0	\$12,500	\$25,000	\$5,830	\$60,670	\$104,000
R-Strategy managed fees							
printing & related	\$0	\$5,000	\$4,798	\$202		\$0	\$5,000
media buys	\$0	\$18,000	\$3,033	\$14,967		\$19,000	\$37,000
New VibrantNEO Website	\$63,420	\$68,000	\$57,677	\$3,000		\$7,000	\$67,677
Surveys/polling	\$68,000	\$68,000	\$28,600	\$19,500		\$19,500	\$67,600
Total RStrategy fees	\$224,900	\$197,320	\$193,714	\$25,000	\$5,830	\$60,670	\$285,213
Total RStrategy managed fees	\$131,420	\$159,000	\$94,108	\$37,669	\$0	\$45,500	\$177,277
Total	\$356,320	\$356,320	\$287,822	\$62,669	\$5,830***	\$106,170	\$462,490



NEOSCC

Finance Committee

April 18, 2013

- Finance Committee membership
 - 2 vacancies to be filled
 - Committee recommended 2 members to fill vacancies



NEOSCC

May Objectives

Regional Planning, Scenario Planning and Fiscal Impact

- Conduct workshops
- Phase 2 work plan
- Continue developing Imagine myNEO! –launch in early June

Regional AI

- Continue surveys on-line
- Conduct internal review



May Objectives

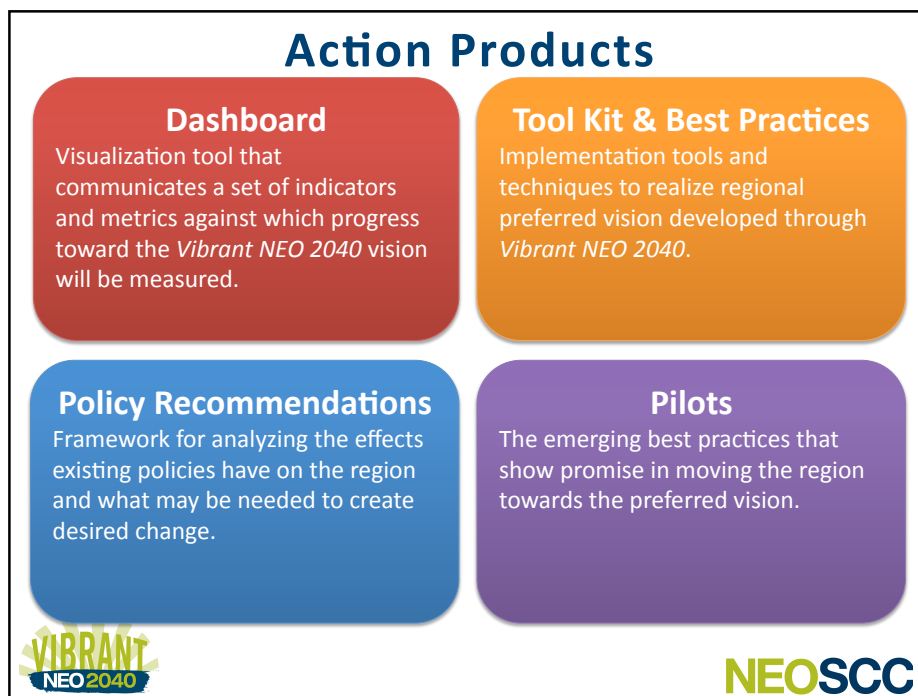
Product Development

- Dashboard: Revise draft indicators and prelim. mock up
- Tool Kit & Best Practices: Meeting on April 25; review RfBP submissions; develop draft tool kit & best practices list
- Policy Recommendations: Continue policy research & white paper development
- Pilots: Meeting; present draft pilots list and criteria through Committees & Board

Communications and Engagement

- Driving traffic to workshops
- Media outreach – workshop follow-up
- Preparing for launch of Imagine my NEO





Work Accomplished Since the March Board Meeting

- Dashboard (Joe MacDonald):
 - “Featured” product at March meeting
 - Incorporating feedback from product group and others
 - Coordinated with Sasaki for alignment with ImagineMyNEO & scenario planning land use indicators
 - Work begun on HUD Flagship Indicator report
- Tool Kit & Best Practices (Anthony Kobak):
 - Request for Best Practices, Tools & Pilots set to launch in late April/early May; asks also what products are missing to address NEO needs
 - First meeting April 25 from 9:30-11:30 am CitiCenter Building, 5th floor (NEOSCC office building in Akron)



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Work Accomplished Since the March Board Meeting

- Policy Recommendations (Kelley Britt):
 - Agreement from product group on policy brief structure
 - Continued research and compilation
 - Request for Best Practices, Tools & Pilots set to launch in late April
- Pilots (Julie Whyte):
 - PMO product lead selected
 - First meeting on May 15 10am-noon; open invitation to Board members with potential pilot projects to get involved
 - Draft pilot criteria in process
 - Request for Best Practices, Tools & Pilots set to launch in late April



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Product activities Look-ahead calendar

	May	June	July
Dashboard	Revise draft indicators and prelim. mock up	Meeting; continued refinement; develop HUD Flagship Indicators report	Committee/Board presentations on revised indicators and prelim. mock up
Tool Kit & Best Practices	Meeting; review RFBP submissions; develop draft tool kit & best practices list	Refine list & prepare draft for July Committee/Board meetings	Committee/Board presentations on draft tool kit & best practices
Policy Recommendations	Continue policy research & white paper development	Meeting; policy analysis work	Refine policy brief for August Committee/Board meetings
Pilots	Meeting; present draft pilots list and criteria through Committees & Board	Meeting; identify sources or commitments to implement	Finalize criteria; work to secure commitments to implement



NEOSCC

Communications and Engagement

YOU'RE INVITED TO CREATE A MORE VIBRANT, RESILIENT AND SUSTAINABLE NORTHEAST OHIO

Pick a date and location that's most convenient for you!

APRIL 30 The Oberlin Inn <small>214 Main St., Oberlin, OH 44074 (Lorain, Medina, and Western Cuyahoga counties)</small>	John F. Kennedy High School <small>220 Center Parkway Ave., J.F., Warren, OH 44484 (Mahoning, Tuscarora and Ashland counties)</small>
MAY 1 Third Federal Savings & Loan (auditorium) <small>7007 Broadway Ave., Cleveland OH 44105 (Cuyahoga County and surrounding suburbs)</small>	The Metropolitan Centre <small>60 Cleveland Ave., NW Canton OH 44702 (Wayne and Stark counties)</small>
MAY 2 Akron Urban League <small>440 Vernon Odom Blvd., Akron OH 44307 (Summit and Portage counties)</small>	Cuyahoga Community College Corporate College East <small>4400 Richmond Rd., Warrensville Hts OH 44128 (Lake, eastern Cuyahoga and George counties)</small>

NEOSCC | VibrantNEO 2040 is an initiative of the Northeast Ohio Sustainable Communities Consortium. For more information visit VibrantNEO.org

All events begin with an open house and registration from 5:30 - 6:30 PM. Workshops take place from 6:30 - 8:30 PM. Register at vibrantneo.org/workshops

Please continue to work your networks!

1. Send out reminder emails
2. Make calls to your contacts



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May Watch List

- Vibrant NEO Workshops –April 30, May 1 and May 2 (<http://vibrantneo.org/workshops/>) Open House and Registration begin at 5:30, ALL WORKSHOPS WILL BEGIN 6:30 PM.
- Workshop volunteers are still needed for facilitation and other tasks. Contact: kbritt@neoscc.org.
- Request for Best Practices, Policies, Tools & Pilots set to launch in late April/early May; asks also what products are missing to address NEO needs.
- Pilots first meeting on May 15 from 10am-noon; open invitation to Board members with potential pilot projects to get involved
- Regional Analysis of Impediments to Fair Housing Choice survey is still open. Visit <http://vibrantneo.org/vibrantneo-2040/neoscc-fair-housing-surveys-released/> for more information or contact akobak@neoscc.org.
- Leveraged Match please remember to submit your match forms to sustainablecommunities@mpo.noaca.org for 2013.



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