

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM
Executive Committee
Tuesday, May 28, 2013, 11:30 AM
NEOMED Conference and Event Center, 4209 Ohio Rt. 44, Rootstown, OH 44272

1. Welcome
2. For Action
 - a. Approval of Meeting Minutes April 23 and May 14, 2013 (attachment)
3. For Discussion
 - a. Preview of Board Meeting Discussion Items
 - b. Board Retreat
 - c. Business as Usual Workshop participation results
4. For Information
 - a. Standing Committee Reports
 - i. Technical Steering Committee (attachment)
 - ii. Finance Committee Report (no business conducted)
 - iii. Communications and Engagement Committee Report (attachment)
 - iv. Nominating Committee Report (no business conducted)
 - v. Personnel Committee Report (no business conducted)
 - b. Organization
 - i. Month End Financial Report (attachment)
 - ii. Open and Pending Contract Update (attachment)
 - iii. Leveraged Match Report (attachment)
5. Old Business
6. New Business
 - a. Date change for next meeting from June 25 to June 27 at 11:30 am
7. May Watch List (H. Morrison)

Adjourn

Next Executive Committee Meeting: Thursday, June 27, 2013 at 11:30 am – Akron Urban League

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

NEOSCC Executive Committee Meeting

Tuesday, April 23, 2013

11:30 a.m.

Akron Urban League

Attendees: Grace Gallucci, Bob Nau, Rachel McCartney, Fred Wright, Mike Lyons, Joe Hadley, John Getchey, Gene Nixon, Donna Skoda, Bill D'Avignon, Connie Krauss, Jeff Dutton

Non Members: Hunter Morrison, Emma Petrie Barcelona, Jeff Anderle, Carl Brinkley, Antoine Buie and Kelly D Harris, Sara Maier

The meeting was called to order at 11:30 a.m. by Grace Gallucci.

There was a **motion** to approve the March 26, 2013 Executive Committee minutes made by **Gene Nixon** and seconded by **Mike Lyons**. The minutes were approved.

Mike Lyons gave the Finance Committee report. This included information on items that were covered in their meeting and an overview of the budget. All HUD funds and cash received to-date is included in the operating budget; the additional pledged funds from FFEF will be released if a proposal(s) is submitted. Items over \$25k and under \$100k can be approved by the Finance Committee without board approval. The final legal invoice has been paid from our previous attorneys. The Committee has approved an additional \$25k for future legal services. Outreach and Engagement requested and received authorization for a not-to-exceed amount of \$67,000 for media and online resources. There was an additional \$3500 for Imagen Recording to extend their contract for recording our board meetings.

Mike Lyons discussed the remaining proposed budget spreadsheet and the increase to the RStrategy contract. To complete the work from June to December 2013 will cost \$106,170. This is a flat rate fee which will result in less money than an itemized budget.

There was a **motion** to approve the additional expense to the RStrategy contract go to the board was made by **Gene Nixon** and **Bob Nau**. The motion was approved.

Additional members added to the Finance to fill the vacant spots are Bill D'Avignon and Don Romancak. Grace noted that approval of the two additional members has been made and is not an action item.

Hunter Morrison discussed the current state of the Public Information Request after review and recommendation procedures that were made by the legal team. All sign-in sheets will require a confidentiality statement which states that any information on the sheet will not be shared. This also includes any work done by Cobalt on our behalf.

Any request for information on behalf of NEOSCC should defer to Emma Petrie Barcelona. Questions were raised about should there be a charge for color and black and white copies; should there be a limit on copies and pages; should a fee be assessed?

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The decision was that federal standards and a combination of standards used by the MPOs will be applied for cost per copy and only black and white copies will be printed.

There was a motion to approve the Public Information Policy with amendments made by **Mike Lyons** and seconded by **Rachel McCartney**. The motion was approved.

The preview for the Board Meeting discussion items are as follows:

1. The meeting will start at 1 p.m.
2. RStrategy and finance committee
3. Report on Communications and Engagements
4. Sasaki presentation
5. TSR report
6. Open and pending contracts

Emma Petrie Barcelona noted that the FFEF funds were received and drawn down. The Open and Pending contracts are attached to the contract. The Primary/Alternate representative and Conflict of Interest forms were completed by the board.

Overview of May 14 Discussion Session on NEOSCC Future

Hunter Morrison mentioned the meeting in May is to discuss form, structure, and sources of financing that may be available for NEOSCC when funds from grant are expired. Grace would like to use this as a suggestion session from the executive committee. Sara Maier noted that alternative scenarios decision process will need to be discussed also. This will be made part of the schedule on May 14th and will also be discussed in the TSC meeting earlier that day.

Grace Gallucci requested staff to think through how we can spend time effectively to figure out the agenda of this meeting. Schedule outlining all of the things to think about are requested. Suggestions about having a retreat and if facilitation is necessary during this process.

Jeff Anderle noted that executive committee meetings will continue to be on the same day as board meetings even during the traveling months. A consensus was made that executive committee meetings will be a working lunch done during that time that is normally set aside for lunch.

There was a motion made to adjourn the meeting by **Mike Lyons** and seconded by **Rachel McCartney**. The motion was approved. The meeting ended at 12:40 p.m.

**The next Executive Committee Meeting
Tuesday, May 14, 2013 at 1:30 p.m.
AMATS Conference Room, Akron OH
Citi Center Building**

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

NEOSCC Executive Committee Meeting

Tuesday May 14, 2013

1:30 PM

AMATS Conference Room CitiCenter Building 8th Floor, 146 South High St. Akron, OH

Attendees: Jeff Dotson, Bob Nau, David Beach, Fred Wright, Donna Skoda, Gene Nixon, Mary Scott Cebul, Rachel McCartney, John Getchey, Grace Gallucci, Connie Krauss, Fred Collier, Joe Hadley.

Non Members: Hunter Morrison, Emma Petrie Barcelona, Jeff Anderle, Carl Brinkley and Sara Maier

This was a special session of the executive committee to discuss the form, structure, and sources of financing that may be available for NEOSCC when funds from grant are expired

The meeting was called to order at 1:30 p.m. by Grace Gallucci.

1.) Hunter Morrison gave a presentation on the future of the consortium and its available options.

Mike Lyons questioned how we are evaluating how the organization is achieving strategies. To think about the strategies and evaluate the effectiveness in terms of keeping the organization around.

Gene Nixon illustrated that the future is contingent on the quality of final product. Also, finishing this project strong should be of concern while staff are considering other options.

Grace noted that NOACA has several openings for employees and are flexible in their hiring timeline for NEOSCC employees.

Emma Petrie Barcelona stated that employee will receive a bonus, in lieu of a 2013 performance evaluation if they stay on through Dec. 31.

Fred Wright recommended managing the end the best way possible. Employees will leave, and the organization will eventually end.

Hunter Morrison stated that there is a no cost extension on the table. HUD has assured that if we apply for extension we will get it.

Hunter Morrison noted level 2 implementation funding is smaller, however the office of sustainability focus has changed. Even if the grant exists the focus will be different than initially expected.

The grant was not originally designed to sustain an organization.

Grace noted that there may potentially be an organization that may want to merge with NEOSCC, including RPI. However there is no funding on either end. It was noted that RPI is not incorporated.

Mike Lyons noted whether we should actually sustain this organization, if it was worth it.

Fred Collier noted that a strong point of NEOSCC is that there is no other regional mechanism of bringing organizations together.

Fred Wright stated that a retreat is needed to really tackle this problem.

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2.) Three different options for the future of the organization were presented by Hunter Morrison.

The ensuing discussion on the topic was concerned with the fiscal implications of each option.

There was a **motion** to move into an executive session made by **Fred Wright** and seconded by **Mike Lyons**. The motion carried unanimously.

All non-executive committee members left the room for the executive session.

3.) Following the executive session, non-members returned to the room.

The consensus made during the executive session was that an all-day retreat will be held for the Board of Directors before June 30th 2013.

A facilitator will be needed and an agreement on 3 outcomes must be a result of the discussions.

The agenda of the retreat will be to decide the work of the organization, which should be strategic and tactical, and deciding on where the accumulated data will be stored and how it will be used. A draft agenda will be setup for a comment period.

The specifics of financials pertaining to each option available to the consortium will need to be presented at the retreat.

The Andrew Jackson in Akron was recommended as a location, additional suggestion will be directed toward staff.

Adjourn

**The next Executive Committee Meeting
Tuesday, May 28, 2013 at 11:30 AM
NEOMED Portage County**