

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

BOARD MEETING

Tuesday, October 22, 2013 1:00 PM

Akron Urban League

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 September 24, 2013 (attachment)
4. For Discussion
 - a. Objectives for November/November Watch List (H. Morrison)
 - b. Executive Committee Update (Gallucci)
 - c. Future Committee Update (Gallucci)
5. For Information
 - a. Standing Committee Reports
 - i. Technical Steering Committee (attachment)
 - ii. Finance Committee Report (no business conducted)
 - iii. Communications and Engagement Committee Report (attachment)
 1. Phase Three Vision Sessions (Anderle)
 2. Review of Caucus Schedule
 - iv. Nominating Committee Report (Gallucci)
 - v. Personnel Committee Report (no business conducted)
 - b. Organization
 - i. Progress and Status of Products (attachment)
 - ii. HUD Grant Extension
 - iii. Month End Financial Report (attachment)
 - iv. Open and Pending Contract Update (attachment)
 - v. Leveraged Match Report (attachment)
6. Old Business
 - a. Update on Secretary Donovan Potential Visit
7. New Business

Adjourn

NEXT MEETING: Tuesday, November 19 – Akron Urban League

December Meeting: Tuesday, December 17- Akron Urban League

NEOSCC Annual Meeting: Tuesday, January 28 – Akron Urban League

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM BOARD MEETING
Tuesday, September 24 1:00 PM
Akron Urban League

Board Members: Jason Segedy, Pam Hawkins, Fred Wright, Emily Campbell, Nancy Cook, Angie Byington, Bill D'Avignon, David Beach, Ed Jerse, John Getchey, Bethia Burke, Joseph Calabrese, Mike Challenger, Anna DeAscentis, Joe Hadley, Grace Gallucci Mike Lyons, Bob Nau, Jeff Dutton, Erin Gurm, Gene Nixon,

Alternate Board Members: Don Romancak, Steve Hambley, Donna Skoda, Marc Lefkowitz, Rachel McCartney, Lucy Miller

Staff: Hunter Morrison, Emma Petrie Barcelona, Jeff Anderle, Joe MacDonald, Kelley Britt, Sara Maier, Antoine Buie, Mike Nichols, and Kelly D. Harris

Welcome and Introductions

Public Comment

There was a presentation by Eric Ritter from LEEDCo, which is a regional non-profit and economic development organization building an offshore wind energy industry in Ohio. Mr. Ritter gave an overview of LEEDCo and some of the goals that the organization hopes to accomplish. There were several comments made by board member about other power utilities' positions on LEEDCo, cost differential, and if there are any critics against LEEDCo.

Approval of Meeting Minutes

There was a ***motion*** to approve the August 27, 2013 minutes made by ***Mr. Lyons*** and seconded by ***Mr. Challenger***. The motion was approved.

Approval of Fiscal Year 2012 Audit

Michelle Carano from Meaden & Moore gave a brief overview of the audit for NEOSCC. ***Mr. Nau*** made a ***motion*** to approve the audit, seconded by ***Mr. Calabrese***. The motion was approved.

For Discussion

"Objectives for October/ Phase Three"

Mr. Morrison began with an overview of the upcoming Vision Sessions and events that will be occurring in October.

Draft Proposed Vision Sasaki

Chris Horne from Sasaki began with an overview of draft the region vision. He explained the process of building the regional vision and the upcoming vision sessions. He continued with the components of the vision: the Inputs of the Vision and the Vision Objectives. Mr. Horne then explained the details of the regional vision maps. He proceeded with the intent and criteria of the indicators and explained how they were developed. Mr. Horne displayed the organization of the indicators and then began to explain how the targets related to them. He also focused on local indicators and targets associated with them, then transitioned into the recommendations. With the recommendations, he gave a breakdown of their organization, which includes community type and scale. He continued with the Development Guidelines and explained their purpose and displayed images from around the region pertaining to them

Ms. Gallucci opened up a discussion so that board members could respond to the information that was displayed. Ms. Campbell expressed concerned about the vision not addressing issues with health and

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education. Mr. Beach and Mr. Horne responded to Ms. Campbell and explained that the vision does address some of those issues. Mr. Segedy commented about the responsibilities of the board and goals that the board wants to accomplish as well as the role of the individual organizations. There were several comments from board members about the maps and the appearance of those maps. It was suggested that having a print out of the presentation would be helpful. Ms. Gallucci addressed several things about the vision, such as the audience that is being addressed, adding an executive summary, and the role of NEOSCC and local agencies pertaining to implementation. She also asked Mr. Horne to forward the presentation so that board members could review.

Phase Three Engagement

Mr. Anderle gave an overview of the Geographic Reach throughout Phases One and Two. He displayed a chart of the percentage of people by county that participated in the workshops during those phases. He explained the "How Does the Scenario Planning Work" slide and discussed the timeline of events that will be occurring over the next three months. He then proceeded to discuss the locations and dates of the vision sessions and showed the flyers for the vision sessions. He transitioned to the upcoming caucus meetings that will be occurring throughout the month of October and the beginning of November, and briefly discussed different topics that the caucuses will cover. Finally, he displayed the timeline for events in the month November and highlighted how the vision will be explained at upcoming the MPOs/COG workshops and the December board meeting.

Ms. Choby gave a detailed overview of the caucuses. The details consisted of locations, dates, topic, and goals of the caucuses. Commissioner Hambley from Medina County asked if there was a list of people who will be attending the caucuses. Mr. Morrison commented and gave even more details about the caucuses.

Future Committee Report

Ms. Gallucci gave an overview of the progress of the Futures Committee. She then introduced the consultants assisting the committee. David Fitz from Strategy Design Partners presented the Recommended Approach. He displayed several possible alternatives for the Consortium, as well as other things that the board should consider such as action for strategic implantation on a regional scale, future campaign timeline, annual finding model, and much more NEOSCC. There were several comments from board members.

Executive Committee Update

Ms. Gallucci explained how the material covered today we as also covered with the executive committee expect for the Citizen Forms. She gave an overview of the Citizen Forums.

Old Business

Ms. Gallucci and Mr. Morrison announced changes with NEOSCC staff. They also gave updates about the HUD Grant Extension.

New Business

Secretary Steve Donovan from HUD will possibly be visiting the region in the near future.

There was a ***motion*** to adjourn the meeting made by ***Mr. Nixon*** that was seconded ***by Mr. Calabrese***. The motion was approved. The meeting ended.

NEOSCC Technical Steering Committee Meeting Summary

Tuesday, October 8, 2013

NOACA's Offices & GoTo Meeting Webinar

- **Minutes from the September 10, 2013 meeting were approved.**
- **Vision Objectives, Recommendations & Indicators:** The meeting opened with the committee members providing general comments and questions about the draft recommendations. Mr. Chris Horne (Sasaki Associates) gave an overview of the recommendations, factors that Sasaki flagged as important to articulate to residents, and details about the components of the recommendations. Mr. Horne and Ms. Patti Choby (Cobalt Group) also discussed how the upcoming Caucus meetings will be structured to provide comments on the recommendations. Other topics pertaining to the recommendations discussed were:
 - The importance of bicycle facilities as another transportation connection, not just as recreational use
 - The impact, financial cost, and process of doing Complete Streets projects
 - How to use excess capacity on roadways for a bike network
 - How to restructure the comment on creating a coordinating Council of MPO in Northeast Ohio and what its role could be
 - Developers and impact fees
 - Scenarios for recommendations to show outcomes
- There was no old or new business, nor any public comment. Additionally, due to time restrictions, the Product and Communications Updates were not covered. The meeting was adjourned at approximately 3:00 pm.
- The next meeting is tentatively scheduled for November 5, 2013, from 10am-12pm, location tbd. A back-up date is November 12, 2013 from 10am-12pm at NEOSCC's offices.

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

CASH POSITION AS OF SEPTEMBER 30, 2013

<u>DESCRIPTION</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
BEGINNING BALANCE			\$ 240,591.25
HUD LOCCS REIMBURSEMENT	\$ 261,290.00		
FFOEF CONTRIBUTIONS	0.00		
MEMBER CONTRIBUTIONS	0.00		
MISCELLANEOUS	0.00		
VENDORS		\$ 153,270.70	
PAYROLL		51,829.57	
ENDING BALANCE			\$ 296,780.98
TOTAL	<u>\$ 261,290.00</u>	<u>\$ 205,100.27</u>	

RECEIPTED FUNDS:

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)	\$ 3,741,892.00
FUND FOR OUR ECONOMIC FUTURE (FFOEF)	180,502.82
CITY OF ELYRIA	10,000.00
TOTAL	<u>\$ 3,932,394.82</u>

ADDITIONAL CASH RESOURCES:

NOACA LINE OF CREDIT \$0

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

SEPTEMBER 2013 - FINANCIAL INFORMATION

	TOTAL PROGRAM BUDGET (A)	EXPENDED THROUGH 09/30/13 (B)	BUDGET REMAINING (A-B)	C TARGET PROGRAM BUDGET (A/35)*32 mo.	PERCENTAGE OF TARGET PROGRAM (B/C)	PERCENTAGE OF TARGET (92%) PROGRAM (B/A)
<u>SALARIES & FRINGES</u>						
SALARIES	\$ 1,590,552	\$ 1,197,335	\$ 393,217	\$ 1,413,824	85%	75%
FRINGE BENEFITS	351,738	170,235	181,503	312,656	54%	48%
	\$ 1,942,290	\$ 1,367,570	\$ 574,720	\$ 1,726,480	79%	70%
<u>TRANSPORTATION</u>						
LOCAL PRIVATE VEHICLE	\$ 35,598	\$ 22,460	\$ 13,138	\$ 31,643	71%	63%
AIRFARE	7,200	4,509	2,691	6,400	70%	63%
* WASHINGTON DC TRANSPORTATION	600	5,241	(4,641)	533	983%	874%
* WASHINGTON DC PERDIEM	4,200	4,385	(185)	3,733	117%	104%
	\$ 47,598	\$ 36,595	\$ 11,003	\$ 42,309	86%	77%
<u>SUPPLIES AND MATERIALS</u>						
OFFICE SUPPLIES	28,300	\$ 19,711	8,589	25,156	78%	70%
COPIER LEASE/USAGE	8,640	7,605	1,035	7,680	99%	88%
MEETING ACCOMODATIONS	6,000		6,000	5,333	0%	0%
* LAPTOPS/WORKSTATIONS	17,400	22,131	(4,731)	15,467	143%	127%
OFFICE EQUIPMENT	4,250		4,250	3,778	0%	0%
CELLPHONES/IT TELECOMM	19,839	28,989	(9,150)	17,635	164%	146%
	84,429	\$ 78,436	5,993	75,048	105%	93%
<u>CONSULTANTS</u>						
ECONOMIC BASE ANALYSIS	\$ 150,000	\$ 31,750	\$ 118,250	\$ 133,333	24%	21%
BUILT & NATURAL ENVIRON	150,000		150,000	133,333	0%	0%
COMMUNITIES	200,000	161,072	38,928	177,778	91%	81%
TRANSPORTATION & IT CONNECTIONS	150,000	1,750	148,250	133,333	1%	1%
PLACE BASED REGIONAL PLAN	200,000	34,207	165,793	177,778	19%	17%
COLLABORATION & GOVERN SUPP	250,000	221,543	28,457	222,222	100%	89%
GIS & DATA INTEGRATION	225,000	31,985	193,015	200,000	16%	14%
GOVERNANCE & PMO SUPPORT	250,000	86,453	163,547	222,222	39%	35%
RESIDENTIAL ENGAGEMENT	250,000	2,000	248,000	222,222	1%	1%
PUBLIC & PRIVATE SECTOR ENGAGE	250,000	157,540	92,460	222,222	71%	63%
SASAKI CONSULTING	0	965,350	(965,350)	0	#DIV/0!	#DIV/0!
WEB-BASED MANAGEMENT	150,000	144,083	5,917	133,333	108%	96%
	\$ 2,225,000	\$ 1,837,713	\$ 387,287	\$ 1,977,778	93%	83%
CONSORTIUM MEMBER CONTRIBUTION	1,822,903	1,936,371	(113,468)	1,063,360	182%	106%
<u>Contracts</u>						
DATA & RESEARCH EVALUATION		\$ 585	(585)	0		
FISCAL AGENT FEE		81,017	(81,017)	0		
LEGAL		39,894	(39,894)	0		
AUDIT/TAX RETURNS/ACCTG/HR		19,309	(19,309)	0		
FURNITURE MOVING		1,400	(1,400)	0		
		\$ 142,205	(142,205)	0		
<u>OTHER DIRECT EXPENSES</u>						
MONTHLY MEETING/INTRA AGENCY	\$ 90,000	\$ 18,911	\$ 71,089	\$ 77,500	24%	21%
SMARTPHONE/CELLPHONE PLANS	17,280	8,447	8,833	14,880	57%	49%
INSURANCE	18,000	4,751	13,249	15,500	31%	26%
MISCELLANEOUS	0	42,931	(42,931)	0		
	\$ 125,280	\$ 75,040	\$ 50,240	\$ 107,880	70%	60%
TOTAL HUD BUDGET	\$ 6,247,500	\$ 5,473,930	\$ 773,570	\$ 4,992,855	110%	88% **

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

** The Consortium has expended approximately eighty-eight percent of the Sustainable Communities budget.

Total Contributions To Date:

Members 35.37%

HUD 64.63%

Memo

To: NEOSCC Board of Directors
From: Emma Petrie Barcelona
Date: 10/18/2013
Re: Open and Pending Contracts and RFPs

Action requested

None

Contract Status

Consultants

Vendor/ Purpose	Expended	Invoices pending	PO Amount	Status
Center for Community Solutions Regional Data Identification and Availability 2011-10	\$16,565	-	\$23,000	In progress- additional work supporting Sasaki and dashboard need to extend agreement date
R-Strategy Communications, Website and Market Research 2012-09	\$397,509	-	\$462,490	Work ongoing, on schedule. Increased authorization amount request ongoing.
Center for Community Solutions Creating maps and basic GIS work 2012-11	\$15,420	-	\$24,948	In progress- additional work supporting dashboard and Sasaki need to extend agreement date
Analysis of Impediments to Fair Housing Western Economic Services 2012-14	\$154,622	\$8,518	\$163,140	Work complete- final editing phase
Program Planning Consultant, Scenario Planning and Fiscal Impact 2012-21	\$880,000	\$99,850	\$1,300,000	Under contract, on schedule
Non-profit future support Strategy Design Partners	\$26,750	\$10,163	\$40,000	Under agreement, on schedule

Other Contracts

Vendor/ Purpose	Expended	Invoices pending	PO amount	Status
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Imagen Photography Board meeting recording 2012-12	\$10,350	\$575	\$11,500	Approved 5-8-12, Finance committee authorized 4-18-13 to complete recording through the end of 2013
FY12 and FY13 Audit and Tax Services Meaden & Moore	\$10,000	-	\$12,320	Agreement in place for FY2012 – total PO to be adjusted
Legal Counsel Buckingham, Doolittle & Burroughs	\$28,272	-	\$50,000	Agreement in place- no retainer, monthly invoices based on work performed. Finance Committee increased the funds authorized 4-18-13
Cleveland.com network/google.com Internet promotion, advertising through regional online networks	\$22,750	-	\$67,350	Not-to-exceed amount approved by Finance Committee 4-18-13

Open and Pending Purchases

- a. Open
- b. Pending or planning phases

Completed agreements

Vendor/ Purpose	Expended	Amount unspent	PO amount	Status
Civic Commons Young Professional Events 2012-08	\$20,651	\$1,349	\$22,000	Complete
Cobalt Group Drafting engagement plan 2012-10	\$23,885	-	\$23,885	Complete
Meaden & Moore Audit 2012-04	\$7,143	\$107	\$7,250	complete
CSU- Kirby Date QCP WS Management 2012-03	\$29,900	\$100	\$30,000	Complete
Schneider, Smeltz, Ranney & LaFond P.L.L. Non-Profit Filing, temporary legal services 2011-01	\$13,210	-	\$13,210	All work complete and invoiced.
Cobalt Group Community Engagement Plan Implementation 2012-13	\$126,760	-	\$126,760	Work to be concluded in March- additional work will be part of Sasaki contract
Currere Board Facilitation 2012-07 2012-17 extension	\$167,393	\$11,670	\$179,063	Work to be completed in January

NEOSCC Consortium Membership & Leveraged Match Tracking - as of October 15, 2013

#	Consortium Board Member	Notes	Committed Match per Consortium Agreement	Cummulative Reported Match	Percentage of Reported to Committed Match
1	Akron, City of	received through 2Q13	\$ 69,000	\$ 114,271.18	165.6%
2	Akron Metropolitan Area Transportation Study (AMATS)	received through 1Q13	\$ 127,812	\$ 121,988.53	95.4%
3	Akron Metropolitan Housing Authority	nothing received	\$ 77,642	\$ -	0.0%
4	Akron Urban League	received through 4Q12	\$ 69,000	\$ 8,877.56	12.9%
5	Ashtabula County	received through 2Q12	\$ 69,000	\$ 3,645.32	5.3%
6	Catholic Charities, Diocese of Youngstown	received partial through 2Q13	\$ 30,000	\$ 6,396.86	21.3%
7	Center for Community Solutions	received through 3Q13	\$ 42,900	\$ 13,606.93	31.7%
8	Cleveland, City of	received partial through 1Q13	\$ 69,000	\$ 12,741.23	18.5%
9	Cleveland Metroparks	nothing received	\$ 69,000	\$ -	0.0%
10	Cleveland Museum of Natural History	received through 1Q13	\$ 71,022	\$ 29,681.22	41.8%
11	Cleveland State University	received through 2Q12	\$ 79,188	\$ 81,073.75	102.4%
12	Cuyahoga County	received through 1Q13	\$ 69,000	\$ 41,463.50	60.1%
13	Cuyahoga Metropolitan Housing Authority	received through 4Q12	\$ 69,000	\$ 7,427.47	10.8%
14	Eastgate Regional Council of Governments (Eastgate)	received through 2Q13	\$ 69,000	\$ 98,320.84	142.5%
15	Elyria, City of*	received through 4Q12	\$ 69,000	\$ 28,923.79	41.9%
16	Fund for Our Economic Future**	received through 2Q12	\$ 850,000	\$ 393,454.50	46.3%
17	Greater Cleveland Regional Transit Authority	received through 3Q13	\$ 69,000	\$ 52,777.68	76.5%
18	Lorain County (Lorain County Growth Partnership)	received through 4Q12	\$ 83,897	\$ 20,751.81	24.7%
19	Lorain County Community College	received through 3Q13	\$ 49,000	\$ 9,835.14	20.1%
20	Mahoning County	received through 4Q12	\$ 69,000	\$ 19,933.63	28.9%
21	Northeast Ohio Areawide Coordinating Agency (NOACA) (Fiscal Agent)	received through 3Q13	\$ 179,415	\$ 354,561.72	197.6%
22	Northeast Ohio Community Development Alliance	nothing received	\$ 28,771	\$ -	0.0%
	Northeast Ohio Four County Regional Planning & Development Organization				
23	(NEFCO)	received through 3Q13 (partial)	\$ 69,000	\$ 42,956.61	62.3%
24	Policy Bridge	received through 4Q12	\$ 45,000	\$ 24,942.50	55.4%
25	Regional Prosperity Initiative	received through 4Q12	\$ 15,000	\$ 89,731.74	598.2%
26	Stark County	1Q13 (began tracking 2Q12 when SCATS hit \$69,000)	\$ 69,000	\$ 60,082.72	87.1%
27	Stark County Regional Planning Commission/Stark County Area Transportation Study (RPC/SCATS)	received through 2Q12 - completed	\$ 69,000	\$ 69,000.00	100.0%
28	Stark Metropolitan Housing Authority	received through 2Q13	\$ 69,018	\$ 6,826.58	9.9%
29	Summit County	received through 2Q13	\$ 97,728	\$ 17,554.39	18.0%
30	Summit County Combined Health District	received through 2Q13	\$ 69,000	\$ 60,004.11	87.0%
31	Trumbull County	received through 4Q11	\$ 38,034	\$ 38,388.31	100.9%
32	Youngstown, City of	received through 3Q13	\$ 69,000	\$ 47,151.87	68.3%
33	Youngstown State University	completed match 2Q11	\$ 60,000	\$ 60,000.00	100.0%
	Total		\$ 3,048,427	\$ 1,936,371.45	63.5%

*Includes \$10,000 cash match

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