

**NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM**  
**BOARD OF DIRECTORS MEETING**  
**Tuesday, November 27, 2012, 1:00 p.m.**  
**Akron Urban League 440 Vernon Odom Boulevard, Akron, OH**

1. Welcome and introductions
  - A. Welcome to Local Officials and Local Officials' Comments
  - B. Introduction of Consortium Members and their Work Stream/Product Team
2. Public Comment
3. Report on Board of Directors and Executive Committee
  - A. Approval of Meeting Minutes, October 23, 2012 (attachment)
  - B. Executive Committee Report (J. Segedy)
    - i. Regular Meeting, November 13, 2012
    - ii. Special Meeting, November 20, 2012
  - C. Board and Executive Committee Meeting Schedule
    - i. **Next meeting of the Board, 1:00 pm December 18, 2012 in Hudson Library (96 Library Street Hudson, OH 44236)**
    - ii. **Next meeting of the Executive Committee, 11:00 am December 18, 2012 at Hudson Library (96 Library Street Hudson, OH 44236)**
    - iii. 2013 Board and Executive Committee Meeting Schedule (attachment)
  - D. Board Member Learning/Sharing Sessions (November 28 and December 7, 8:30am -1:00 pm) (J. Anderle)
  - E. Nominating Committee Report (C. Krauss)
4. Organization
  - A. Presentation of Current Financials/Budget Update
    - i. Leveraged Match Report and Survey (attachment) (S. Maier)
    - ii. October Month End Financial Report (attachment) (E. Barcelona)
    - iii. Open and Pending Contract Update (attachment)
    - iv. Regional Planning/Scenario Planning/Fiscal Impact Consultant
      1. Report and Recommendation (H. Morrison)
      2. Action: Resolution 2012-18 - Authorization for Project Management Office to enter into negotiations with Regional Planning/Scenario Planning/Fiscal Impact Consultant
  - B. Vibrant NEO 2040 Work Plan report
    - i. October HUD Monthly Report (attachment)
    - ii. Vibrant NEO 2040 Update Presentation (H. Morrison)
    - iii. Objectives for the December – January (H. Morrison)
    - iv. Upcoming Engagement Update - MPO/COG and County Meetings (P. Choby)
    - v. Work Stream Update: Quality Connected Places (K. Date)

5. Old Business
6. New Business
7. The December Watch List
8. Adjourn

**Next Board Meeting: Tuesday, December 18, Hudson Public Library  
96 Library Street, Hudson, OH 44236**

# **NEOSCC's**

## **12-County Region**

***Ashtabula County***

***Cuyahoga County***

***Geauga County***

***Lake County***

***Lorain County***

***Mahoning County***

***Medina County***

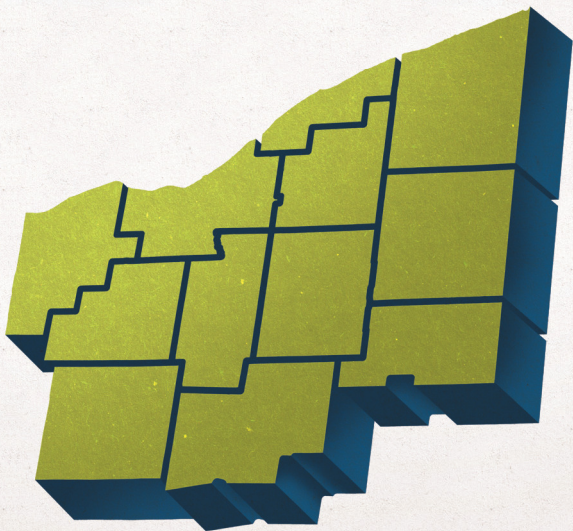
***Portage County***

***Summit County***

***Stark County***

***Trumbull County***

***Wayne County***



## **NEOSCC "12 Counties in 12 Months" in Summit County; November 27, 2012**

The following are the details for the November Board meeting in Summit County, please respond by November 21!

8:30 AM - Arrive at the Akron Urban League (440 Vernon Odom Boulevard Akron, OH 44307)

9:00 AM – Tour Bus Departs Akron Urban League

Tour

Summit Lake Community Center  
Bridgestone and Goodyear  
University Park Alliance  
Austin BioInnovation Institute  
Stan Hywett Hall  
Highland Square  
Downtown Akron  
NIHF STEM school

12:00 PM - Return to Akron Urban League

12:15 PM - Lunch at Akron Urban League/Local presentations

1:00 PM - Board Meeting

3:15 PM - Tour Akron Urban League

Potential :3:45 PM - Reception at Akron Urban League

## **Response to Public Comment at our October Board Meeting.**

**From:** Hunter Morrison

**Sent:** Friday, November 02, 2012 5:49 PM

**To:** 'kutasd@sbcglobal.net'

**Cc:** Jason Segedy ([JSegedy@akronohio.gov](mailto:JSegedy@akronohio.gov)); Jeff Anderle ([janderle@neoscc.org](mailto:janderle@neoscc.org))

**Subject:** In reply to your concerns

[kutasd@sbcglobal.net](mailto: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](http://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

**NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM  
BOARD OF DIRECTORS MEETING**

**Tuesday, October 23, 2012, 1:30 p.m.  
Ashtabula County Spire Complex**

**Board Members:** Jason Segedy, Pamela Hawkins, Kim Lee, Peggy Carlo, George Garchar, Emily Campbell, Mark Moore, Angie Byington, Bill D'Avignon, Ed Jerse, John Getchey, Mike Challenger, Dan Mamula, Joe Hadley, Grace Gallucci, Steve Hambley, Greg Brown, Mike Lyons, Bob Nau, Jeff Dutton, Corey Minor Smith, Bob Hasenyager, Ron Chordas, Tom Tyrrell

**Alternates:** Rachel McCartney, Sara Maier, Don Romancak, Anna DeAscentis

**Others in Attendance:** Hunter Morrison, Emma Petrie Barcelona, Jeff Anderle, Anthony Kobak, Kelley Britt, Antoine Buie, Carl Brinkley, Zach Brown, Kelly D. Harris

**A QUORUM WAS PRESENT**

Jason Segedy called the meeting to order. Commissioner Carlo gave a welcome to all attendees at the board meeting.

Brian Anderson, Executive Director at Growth Partnership for Ashtabula County, gave a presentation on Ashtabula County tourism and agriculture. He spoke on the economic drivers of Ashtabula which include: manufacturing, Lake Erie Wineries and covered bridges. He discussed some of their sustainability issues like urban areas, maintaining green space and natural resources. They are trying to connect better with the region, smarter management and investment in infrastructure. Jason Segedy thanked the entire Ashtabula representatives for a remarkable tour.

Colleagues from Erie County from Destination Erie who also received a 5 County Regional Sustainable grant attended the meeting. Their representatives Benjamin Pratt and Jake Rouch came to observe how we run our operation.

**Public Comments**

Lake County resident, Mr. Dick Kutas stated that NEOSCC's message is too vague and not detailed enough. He said that Geauga and Lake County are not represented. He stated that he doesn't see how there can be fair representation if more counties aren't represented. Mr. Kutas also stated that our goals are similar, almost identical to Agenda 21.

Stow resident, Ms. Mary Mumper received notice about the meeting from a city councilman in Hudson. She raised a concern that we are going to pass legislation to do unauthorized home inspections. She is worried that Agenda 21, communism, socialism and fascism are reasons that properties are taken. Ms. Mumper said that she believes that to be our goal.

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Geauga County Commissioner Skip Walter Claypool wanted to know how many people knew what Agenda 21 was. He said that he was on a discovery mission to find the webs and threads running through government. He said that Agenda 21 is a real threat and not a conspiracy. Commissioner Claypool said that we are challenging the fundamental premise of the Constitution and what America stands for.

Chairman Segedy expressed his appreciation for those who came to speak.

There was a motion to approve the September 2012 minutes made by **Mike Challender** and seconded by **Mike Lyons**. Motion approved.

There was no Executive Committee report.

Hunter Morrison reported that the next NEOSCC board meeting will be held in Summit County on Tuesday, November 27, 2012 at the Akron Urban League. The December 2012 thru March 2013 (the winter months) there will be no traveling board meetings. The majority of the meetings during that time will be held at the Hudson Library. The next Executive Committee meeting will be Tuesday, November 13<sup>th</sup>.

The board meeting orientations will be held on Thursday, November 28<sup>th</sup> and Friday, December 7<sup>th</sup>. They will be half-day sessions and agenda topics will be mailed out.

The nominating committee will be working to select new board officers. He said that those interested should contact Connie Krauss if you have questions or want to join the committee.

Sara Maier talked about the leveraged match survey and noted that board members will receive the survey along with their monthly report. She hoped to gather information about the availability and skillsets of board members and co-workers in order to help with current and future projects. She asked that members fill the survey out by November 2<sup>nd</sup>.

The financial update was presented by Emma Petrie Barcelona. She noted that the consortium is in good financial standing with the budget. NEOSCC has receipted just over \$1.5 million dollars in combined draws from HUD. She reviewed the Open and Pending Contract Report memo and noted that the RFP contract for Regional Planning Management, Scenario Planning and Fiscal Impact Analysis just closed. Emma thanked everyone from the review committee and asked if anybody would like to join future review committee's to contact her. November 20<sup>th</sup> will be a webinar for anyone to ask questions about the process and how decisions were made prior to the November 2012 board meeting.

Jeff Anderle gave a presentation on the Vibrant NEO2040 plan. He described the new At A Glance Schedule guide that was created to give you a 3 month outlook of what is going with NEOSCC. It evolved from the recent board survey and it identifies objectives for the next 3 months; teams and consultants; board milestones; glossary of terms and the six Livability Principles and future project schedule at a glance. Jeff also gave a presentation and demonstration of the new NEOSCC website.

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Hunter Morrison mentioned the Quality Connected Places (QCP) Charrette which is the concluding event for the QCP work stream. All board members were invited to come and participate in the events.

Anthony Kobak presented details about the fair housing requirements as part of the NEOSCC grant. He indicated that NEOSCC must conduct a Fair Housing Equity Assessment (FHEA) but HUD strongly supports and encourages grantees to take the few extra steps and produce a Regional Analysis of Impediments to Fair Housing Choice, also called a Regional AI. Anthony outlined the nine elements that both an FHEA and Regional AI address and how similar the two studies are in content. Anthony also covered basic information about fair housing definitions and example issues. The presentation concluded with an explanation of the potential benefits to the communities within the NEOSCC region and the proposed schedule of tasks to complete the Regional AI by July, 2013

Joseph MacDonald gave a presentation on the Dashboard. The first step to articulating a vision for Northeast Ohio is to ask ourselves the question: “Where do we want to go as a region?” To answer this question, stakeholders must first realize their common values such as personal growth and well-being, education, community, nature, family, security. The next step to articulate this regional vision is to implement a process that has been applied in many areas of the United States: Scenario Planning. The scenario planning process helps regional stakeholders contrast today’s choices by showing long-term consequences of those choices. The scenario planning process builds upon these common values and decision consequences by helping regional constituents: 1. Engage in the process; 2. Ask “how and why” today’s choices will lead to certain consequences; 3. Develop scenario themes from both workshop maps and current plans; and 4. Evaluate and share scenarios with the public and decision makers so they can choose their preferred regional scenario. This preferred scenario then becomes the foundation for the preferred regional vision.

Patti Choby from the Cobalt Group provided a report on the scheduling of the upcoming MPO and 12 county-level meetings. She indicated that regional engagement is well underway and that for the “network of networks” approach to be successful NEOSCC Board members need to be engaged in connecting the NEOSCC activities to the members of their individual networks throughout the region. She distributed a list of confirmed and tentative meetings and encouraged Board members to help confirm, convene and promote the meetings. The dates were distributed at the meeting.

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

The next board meeting will be held on Tuesday, November 27<sup>th</sup> in Summit County.



# Memo

**To:** Board of Directors  
**From:** Hunter Morrison  
**CC:** PMO  
**Date:** 11/20/12  
**Re:** Executive Committee and Board Meeting Schedule for 2013

The following is the Board and Executive Committee meeting schedule for 2013. 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

Hudson Library Address : **96 Library Street Hudson, OH 44236**

# NEOSCC Consortium Membership & Leveraged Match Tracking - as of November 14, 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	received through 3Q12	\$ 49,000	\$ 2,363.43	4.8%
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%
<b>Total</b>		<b>\$ 3,048,427</b>	<b>\$ 1,212,332.93</b>	<b>39.8%</b>

\*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)
<b><u>SALARIES &amp; FRINGES</u></b>						
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%
<b><u>TRANSPORTATION</u></b>						
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%
<b><u>SUPPLIES AND MATERIALS</u></b>						
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%
<b><u>CONSULTANTS</u></b>						
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%
<b><u>BUDGETS TBD</u></b>						
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!
<b><u>OTHER DIRECT EXPENSES</u></b>						
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>
BEGINNING BALANCE			\$ 369,828.62
HUD LOCCS REIMBURSEMENT	\$ 606,020.00		
FFOEF CONTRIBUTIONS	0.00		
MEMBER CONTRIBUTIONS	0.00		
MISCELLANEOUS	0.00		
VENDORS		\$ 138,332.39	
PAYROLL		48,981.55	
ENDING BALANCE			\$ 788,534.68
TOTAL	\$ <u>606,020.00</u>	\$ <u>187,313.94</u>	

RECEIPTED FUNDS:

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)	\$ 2,152,341.00
FUND FOR OUR ECONMOIC FUTURE (FFOEF)	15,474.86
CITY OF ELYRIA	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: 11/20/2012  
Re: Open and Pending Contracts and RFPs

## Action requested

Resolutions 2012-18: To enter into contract negotiations and refinement with Sasaki & Associates for the purpose of providing services to NEOSCC in project management, scenario planning, and fiscal impact analysis.

## 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 2012-18	-	-	TBD	Firm selected- requesting authorization to enter into contract negotiations

#### 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. Firm selected, contract negotiations pending
  - 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

# Memo

To: NEOSCC Board of Directors

From: Emma Petrie Barcelona & Sara Byrnes Maier

Date: 11/20/2012

Re: For Action: Resolution 2012-18: Consultant Selection in Response to Request for Proposals for Regional Planning Services & Project Management, Scenario Planning & Fiscal Impact Analysis

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A Request for Proposals (RFP) for Regional Planning Services & Project Management, Scenario Planning & Fiscal Impact Analysis was issued by NEOSCC on September 20, 2012, with responses due on October 22, 2012. The following memo details the proposal review process and rationale for selecting the recommended consultant.

A web-based meeting was held in conjunction with a special Executive Committee meeting on November 20 to explain the selection process and the review committee's recommendation. At this meeting, the Executive Committee moved to recommend to the Board that it approve Resolution 2012-18 authorizing NEOSCC Program Management Office (PMO) staff to enter into contract negotiations with Sasaki Associates, Inc. for all three tasks listed in the RFP.

The NEOSCC Board of Directors is asked to approve this resolution 2012-18. Following contract negotiations, a resolution will be brought before the NEOSCC Board in December to enter into a contract with a specified not-to-exceed amount.

## **Proposals Received:**

Following on the project approach detailed in the update to the Scope of Work, adopted by the Board in August, NEOSCC issued an RFP for services to assist the PMO and the consultants already in place to engage its constituents to generate a vision and framework for the region's future, called *Vibrant NEO 2040*. Respondents could submit proposals for one, two, or all three task areas listed below, teaming with other firms, if desired. The counts listed below include three firms that responded to all three tasks, two firms that responded to tasks 2 and 3 together, one firm that responded to just task 2, and one firm that responded to just task 3.

- Task 1. Regional Planning Services & Project Management – 3 responses
- Task 2. Scenario Planning – 6 responses
- Task 3. Fiscal Impact Analysis – 6 responses

## **Review Committee & Selection Process:**

A review committee made up of PMO staff, Board members or alternates, and Workstream volunteers was assembled to evaluate proposals. This group was brought together based on individual areas of expertise along with their representation of NEOSCC's geographic and subject areas to allow for a balanced and fair review.

<b>Proposal Review Committee for Initial Scoring by Task</b>			
<b>1 (PM)</b>	<b>2 (SP)</b>	<b>3 (FIA)</b>	<b>Members (Organization)</b>
			<b>Hunter Morrison (NEOSCC)</b>
			<b>David Beach (GreenCityBlueLake)</b>
			Bill D'Avignon (City of Youngstown)
			Grace Gallucci (NOACA)
			Joe Hadley (NEFCO)
			Don Romancak (Lorain County Growth Partnership)
			<b>Sara Maier (NEOSCC/NOACA)</b>
			<b>Mike Challendar (Lorain County Growth Partnership)</b>
			<b>Maribeth Feke (GCRTA)</b>
			Rachel McCartney (Eastgate)
			<b>Jeff Anderle (NEOSCC)</b>
			<b>Joe MacDonald (NEOSCC)</b>
			Angie Byington (City of Elyria)
			Jeff Dutton (SCATS)
			Emily Garr (FFEF)
			Bill Miller (Trumbull County)
			Mark Winchell (Ashtabula County Convention & Visitors Bureau)
			Mark Barbash (NEOSCC)
			<b>Kelley Britt (NEOSCC)</b>
			Kirby Date (NEOSCC/CSU)
			<b>Anthony Kobak (NEOSCC)</b>

*Bolding indicates participation in at least one consultant interview*

For the initial proposal review, members were arranged in three groups, one for each of the tasks in the RFP, as noted in the preceding table. Members participated in an organizational meeting on October 18 to discuss and agree upon the review process. Given scheduling constraints, it was understood that not all members of the review team would be able to participate in every meeting and/or interview throughout the process, and that written comments could be submitted in advance to factor into group discussions. The group agreed to this process and the following scoring structure, based on a maximum possible score of 100 points:

- Background and experience/qualifications of the firm/team of firms – 20 points
- Composition and experience/qualifications of the project team members – 20 points
- Project plan, including the proposed management plan and approach to completing the project, particularly how it will integrate the existing components – 40 points
- Cost/fees, including both hourly costs/overhead and level of effort estimates – 20 points

Between October 23 and November 5 review team members individually reviewed and scored proposals for their assigned task then submitted their scores to the PMO for aggregation. The group reassembled on November 6 and finalized group scores for each task, decided which consultants to invite to interview, and agreed upon the review committee



interview team. Additionally, review committee members produced a list of general and firm-specific questions that were transmitted to the firms in advance of their interviews. The following table lists the firms that submitted proposals by task and those invited to interview, as noted in green shading.

<b>Proposals Received by Task Area &amp; Interview Status</b>			
<b>Lead Firm Name</b>	<b>1: Regional Planning Services &amp; Project Management</b>	<b>2: Scenario Planning</b>	<b>3: Fiscal Impact Analysis</b>
Wisdom Extended	n/a		
Western Economic Services	n/a		n/a
AECOM			
Center for Governmental Research	n/a	n/a	
TischlerBise	n/a		
Sasaki Associates			
Fairfield Index			
Notes: Yellow shading indicates firm submitted a proposal for the task but was not asked to interview for that task; green shading indicates firm was asked to interview for the task			

The following consultant teams were interviewed in the CitiCenter Building in Akron between November 12 and 13: TischlerBise, Inc.; Center for Governmental Research (CGR); Sasaki Associates, Inc.; and AECOM. Several clarifying follow-up questions were sent to AECOM and Sasaki by PMO staff on November 13, and responses were received prior to the final review committee meeting on November 15.

#### **Recommendation:**

At its final meeting, the review committee discussed the strengths and weaknesses of the firms that interviewed, weighing for each their approach and overall ability to deliver on the task objectives. The group came to agreement to recommend to the NEOSCC Executive Committee and Board of Directors that Sasaki Associates, Inc. be contracted to perform all three tasks listed in the RFP. The review committee recommends Sasaki on the basis of the firm's and project team's experience, understanding of the tasks and objectives of NEOSCC, demonstrated scenario planning and fiscal impact analysis skills, familiarity with the Sustainable Communities program, strong local presence/understanding of the region through City Architecture, and best overall combination of skills & experience that will be necessary to successfully deliver the preferred regional vision and framework.

#### **Next Steps:**

Following approval of the resolution, PMO staff along with Technical Steering and Finance Committees, as needed, will work with Sasaki Associates to refine the scope of services and arrive at a revised contract amount. It is anticipated that a resolution will be brought before

the NEOSCC Board on December 18 to enter into a contract with a specified not-to-exceed amount.

If you have any questions or comments, please contact Emma Petrie Barcelona at [ebarcelona@neoscc.org](mailto:ebarcelona@neoscc.org) or 330-375-2949.



## December 2012 List

1. MPO/COG and County Engagement Meetings (pchoby@cobaltgroupinc.com)
  - November 30 - MPO - AMATS/SCATS/NEFCO – 9:00 to 11:00am @City of Green (City of Green Council Chambers located at 1755 Town Park Boulevard in Green)
  - December 3 - Portage County @ NEOMED 9:00 to 11:00 am (4209 Ohio 44 Rootstown, OH 44272)
  - December 4 - Summit County @ Akron Urban League – 10:00am to noon (440 Vernon Odom Blvd., Akron OH 44307)
  - December 5 - Eastgate COG Workshop @ Davis Center- 9:00 – 11:00am (123 McKinley Avenue, Youngstown, OH 44509)
  - December 5 - Mahoning County@ Davis Center – Afternoon Time TBD
  - December 6 – Lorain County@ Lorain County Community College – 9:00 – 11:00am (1005 North Abbe Road Elyria, OH 44035)
  - December 12 – Ashtabula – 3:00 to 5:00 pm - Location TBD
  - January 9 – Stark – Stark State College 9:00 – 11:00 am (6200 Frank Avenue Northwest North Canton, OH 44720)
2. NEOSCC Board Learning/Sharing Sessions (kharris@neoscc.org)  
November 28 and December 7 – 8:30-1:00 pm (146 S. High Street, 5<sup>th</sup> Floor, Akron)
3. Regional Analysis of Impediments to Fair Housing Choice (akobak@neoscc.org)  
We are launching the NEOSCC Regional Analysis of Impediments to Fair Housing Choice survey for stakeholders in the housing arena through the 12 county region.
4. Leveraged Match Surveys (SMaier@mpo.noaca.org)  
If you have not done so already, please complete your Board Leverage Match Surveys. Also, please remember to submit your match forms to [sustainablecommuties@mpo.noaca.org](mailto:sustainablecommuties@mpo.noaca.org).
5. Volunteer Opportunities (pchoby@cobaltgroupinc.com)  
Please let your networks know that volunteer opportunities are available for the Vibrant NEO 2040 process. Visit <http://vibrantneo.org/get-involved/opportunities/>.

# NEOSCC