

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

EXECUTIVE COMMITTEE MEETING

Tuesday, December 18, 2012, 11:00 a.m.,

Hudson Library 96 Library Street, Hudson, OH 44236

1. Welcome and Introductions
2. Report on Board of Directors and Executive Committee
 - a. Approval of Meeting Minutes- November 13, 2012 (ACTION)
 - b. Approval of Special Executive Committee Meeting- November 20, 2012 (ACTION)
 - c. Review of November Board Meeting
 - i. Review of implementation of Board Meeting Protocols
 - d. Board Orientation Date: December 19
 - e. Annual Meeting (J. Segedy)
 - f. Nominating Committee Report (C. Krauss)
 - g. Membership
 - i. New member inquiries
 - ii. Clarification on voting and quorum
3. Organization
 - a. Presentation of Current Financials and Budget Update
 - i. Technical Steering Committee Report (H. Morrison)
 - ii. Finance Committee Report (G. Gallucci)
 1. Update on Fund for Our Economic Future meeting
 2. Financial Outlook
 3. Budget Revision
 - a. Budget Revision Approval 2012-19 (ACTION)
 - iii. Leveraged Match Report (S. Maier) [see Agenda attachment]
 - iv. Month-end Financial Report [see Agenda attachment]
 - v. Open and Pending Contracts Report [see Agenda attachment]
 1. Resolution 2012-20- Authorization for NEOSCC to contract with Sasaki Associates Inc. for an amount not to exceed \$1,300,000 (ACTION)
 - b. PMO Activity Report
 - i. Report on HUD Grantee Convening (H. Morrison)
 - ii. Objectives for January- March 2013[see Agenda attachment]
 - iii. End of Year update
 - iv. Communications Update
 - v. Engagement Update

NEOSCC Board of Directors Annual Meeting: The January Board Meeting is scheduled for January 22, 2012 in Summit County from 1:00 to 3:00 p.m. Location TBD.

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM
EXECUTIVE COMMITTEE MEETING

4. Old Business
5. New Business
6. Executive Session (if needed)
7. Adjourn

NEOSCC Budget- current	HUD Amount	cash match amount	Match/Leverage Amount	TOTAL BUDGET
Direct Labor	\$1,590,552		\$0	\$1,590,552
Fringe Benefits	\$351,738		\$0	\$351,738
Travel	\$35,868		\$11,730	\$47,598
Supplies/Materials	\$74,129		\$10,300	\$84,429
Consultants	\$1,725,000	\$500,000		\$2,225,000
Contracts	\$421,600		\$1,401,303	\$1,822,903
Other Direct Cost	\$51,113		\$74,167	\$125,280
TOTAL	\$4,250,000	\$500,000	\$1,497,500	\$6,247,500

Budget through 12-31-13

NEOSCC Budget- recommended	HUD Amount	cash match amount	Match/Leverage Amount	TOTAL BUDGET
Direct Labor	\$1,350,000	\$40,000		\$1,390,000
Fringe Benefits	\$200,000			\$200,000
Travel	\$40,000	\$5,000		\$45,000
Supplies/Materials	\$90,000			\$90,000
Consultants	\$2,355,000	\$167,000		\$2,522,000
Contracts	\$150,000		\$1,770,500	\$1,920,500
Other Direct Cost	\$65,000	\$15,000		\$80,000
TOTAL	\$4,250,000	\$227,000	\$1,770,500	\$6,247,500

NEOSCC Budget- change	HUD Amount	cash match amount	Match/Leverage Amount	TOTAL BUDGET
Direct Labor	-15.1%			-12.6%
Fringe Benefits	-43.1%			-43.1%
Travel	11.5%		-100.0%	-5.5%
Supplies/Materials	21.4%		-100.0%	6.6%
Consultants	36.5%	-66.6%		13.3%
Contracts	-64.4%		26.3%	5.4%
Other Direct Cost	27.2%		-100.0%	-36.1%
Total Change	0.0%	-54.6%	18.2%	0.0%

NEOSCC Consortium Membership & Leveraged Match Tracking - as of December 12, 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%
Total		\$ 3,048,427	\$ 1,212,332.93	39.8%

*Includes \$10,000 cash match

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

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

NOVEMBER 2012 - FINANCIAL INFORMATION

	TOTAL PROGRAM BUDGET (A)	EXPENDED THROUGH 11/30/12 (B)	Expended In Novemehr 2012	BUDGET REMAINING (A-B)	C TARGET PROGRAM BUDGET (A/35)*22 mo.	PERCENTAGE OF TARGET PROGRAM (B/C)	PERCENTAGE OF TARGET (63%) PROGRAM (B/A)
SALARIES & FRINGES							
SALARIES	\$ 1,590,552	\$ 684,981	\$42,129	905,571	\$ 999,776	69%	43%
FRINGE BENEFITS	351,738	100,090	\$5,787	251,648	221,092	45%	28%
	\$ 1,942,290	\$ 785,071	\$47,916	1,157,219	\$ 1,220,868	64%	40%
TRANSPORTATION							
LOCAL PRIVATE VEHICLE	\$ 35,598	\$ 9,431	\$573	26,167	\$ 22,376	42%	26%
AIRFARE	7,200	2,874	\$0	4,326	4,526	64%	40%
* WASHINGTON DC TRANSPORTATION	600	4,159	\$368	(3,559)	377	1103%	693%
WASHINGTON DC PERDIEM	4,200	1,894	\$524	2,306	2,640	72%	45%
	\$ 47,598	\$ 18,358	\$1,465	29,240	\$ 29,919	61%	39%
SUPPLIES AND MATERIALS							
OFFICE SUPPLIES	28,300	\$ 13,463	\$62	14,837	17,789	76%	48%
COPIER LEASE/USAGE	8,640	4,000	\$0	4,640	5,431	74%	46%
MEETING ACCOMODATIONS	6,000	\$0	\$0	6,000	3,771	0%	0%
* LAPTOPS/WORKSTATIONS	17,400	14,581	\$0	2,819	10,937	133%	84%
OFFICE EQUIPMENT	4,250	\$0	\$0	4,250	2,671	0%	0%
CELLPHONES/IT TELECOMM	19,839	10,636	\$2,479	9,203	12,470	85%	54%
	84,429	\$ 42,680	\$2,541	41,749	53,070	80%	51%
CONSULTANTS							
ECONOMIC BASE ANALYSIS	\$ 150,000	\$ 31,750	\$19,750	118,250	\$ 94,286	34%	21%
BUILT & NATURAL ENVIRON COMMUNITIES	150,000	\$0	\$0	150,000	94,286	0%	0%
TRANSPORTATION & IT CONNECTIONS	200,000	60,713	\$15,931	139,287	125,714	48%	30%
PLACE BASED REGIONAL PLAN	150,000	1,500	\$250	148,500	94,286	2%	1%
COLLABORATION & GOVERN SUPP	200,000	4,307	\$0	195,693	125,714	3%	2%
GIS & DATA INTEGRATION	250,000	137,164	\$8,631	112,836	157,143	87%	55%
* GOVERNANCE & PMO SUPPORT	225,000	61,648	\$0	163,352	141,429	44%	27%
RESIDENTIAL ENGAGEMENT	250,000	162,059	\$575	87,941	157,143	103%	65%
PUBLIC & PRIVATE SECTOR ENGAGE	250,000	1,000	\$0	249,000	157,143	1%	0%
WEB-BASED MANAGEMENT	250,000	108,439	\$0	141,561	157,143	69%	43%
	150,000	95,491	\$3,600	54,509	94,286	101%	64%
	\$ 2,225,000	\$ 664,071	\$48,737	1,560,929	\$ 1,398,571	47%	30%
CONSORTIUM MEMBER CONTRIBUTION	1,401,303	1,212,333	\$2,364	188,970	880,819	138%	87%
Contracts							
DATA & RESEARCH EVALUATION		\$ 585	\$0	(585)	0	#DIV/0!	#DIV/0!
FISCAL AGENT FEE		53,234	\$4,118	(53,234)	0	#DIV/0!	#DIV/0!
LEGAL		12,064	\$0	(12,064)	0	#DIV/0!	#DIV/0!
AUDIT/TAX RETURNS/ACCTG/HR		9,516	\$0	(9,516)	0	#DIV/0!	#DIV/0!
* FURNITURE MOVING		1,400	\$0	(1,400)	0	#DIV/0!	#DIV/0!
	\$421,600	\$ 76,799	\$4,118	(76,799)	265,006	29%	18%
OTHER DIRECT EXPENSES							
MONTHLY MEETING/INTRA AGENCY	\$ 90,000	\$ 2,438	\$267	87,562	\$ 56,571	4%	3%
SMARTPHONE/CELLPHONE PLANS	17,280	7,309	\$339	9,971	10,862	67%	42%
REFRESHMENTS	0	3,529	\$0	(3,529)	0	#DIV/0!	#DIV/0!
INSURANCE	18,000	3,103	\$0	14,897	11,314	27%	17%
MISCELLANEOUS	0	6,864	\$147	(6,864)	0	#DIV/0!	#DIV/0!
	\$ 125,280	\$ 23,243	\$753	102,037	\$ 78,747	30%	19%
TOTAL HUD BUDGET	\$ 6,247,500	\$ 2,822,555	\$107,894	3,003,345	\$ 3,927,000	72%	45%**

* These line items will be within budget as the program progresses toward completion.
 ** The Consortium has expended approximately forty-five percent of the Sustainable Communities budget.

Total Contributions To Date:
 Members 42.95%
 HUD 57.05%

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

CASH POSITION AS OF NOVEMBER 30, 2012

<u>DESCRIPTION</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE</u>
<i>BEGINNING BALANCE</i>			\$ 788,534.68
<i>HUD LOCCS REIMBURSEMENT</i>	\$ 0.00		
<i>FFOEF CONTRIBUTIONS</i>	100,088.77		
<i>MEMBER CONTRIBUTIONS</i>	0.00		
<i>MISCELLANEOUS</i>	0.00		
<i>VENDORS</i>		\$ 74,881.33	
<i>PAYROLL</i>		70,374.41	
<i>ENDING BALANCE</i>			\$ 743,367.71
<i>TOTAL</i>	\$ <u>100,088.77</u>	\$ <u>145,255.74</u>	

RECEIPTED FUNDS:

<i>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)</i>	\$ 2,152,341.00
<i>FUND FOR OUR ECONMOIC FUTURE (FFOEF)</i>	115,563.63
<i>CITY OF ELYRIA</i>	10,000.00
TOTAL	\$ <u>2,277,904.63</u>

ADDITIONAL CASH RESOURCES:

NOACA LINE OF CREDIT \$0

Memo

To: NEOSCC Board of Directors
 From: Emma Petrie Barcelona
 Date: 12/14/2012
 Re: Open and Pending Contracts and RFPs

Action requested

Resolution 2012-19: To adopt a revised budget

Resolution 2012-20: To enter into contract with Sasaki (with names subcontractors) in an amount not to exceed \$1,300,000.

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	\$149,713	\$7920	\$179,063	Work details are being finalized. - New not to exceed amount
R-Strategy Communications, Website and Market Research 2012-09	\$224,775	-	\$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	\$78,405	-	\$394,120	Approved 6-26-12 Under contract for first phase of work
Analysis of Impediments to Fair Housing Western Economic Services 2012-14	\$33,088	\$12,094	\$163,140	Approved 8-28-12 Under contract, work commenced on schedule
Program Planning Consultant, Scenario Planning and Fiscal Impact 2012-20	-	-	TBD	Sasaki

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.
Imagen Photography Board meeting recording 2012-12	\$4,055	\$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	-	\$5,993	\$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, Sasaki 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
Meaden & Moore Audit 2012-04	\$7,143	\$107	\$7,250	complete