

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM
BOARD OF DIRECTORS MEETING
Tuesday, December 18, 2012
Hudson Public Library

1. Welcome and introductions
 - A. Welcome to Local Officials and Local Officials' Comments
 - B. Welcome to Work Stream Members
 - C. 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, November 27, 2012 (attachment)
 - B. Executive Committee Report (J. Segedy)
 - i. Regular Meeting, December 18, 2012
 - C. Board and Executive Committee Meeting Schedule
 - i. **Annual Meeting: Next meeting of the Board, 1:00 pm January 22, 2013 at Akron Urban League (440 Vernon Odom Blvd., Akron OH)**
 - ii. **Next meeting of the Executive Committee, 1:30 pm January 8, 2013 at 146 S. High Street**
 - D. Board Member Learning/Sharing Sessions (December 19, 8:30am -1:00 pm) (J. Anderle)
 - E. Finance Committee Report
 - F. Technical Steering Committee Report
 - G. Nominating Committee Report (C. Krauss)
4. Organization
 - A. Presentation of Current Financials/Budget Update
 - i. Leveraged Match Report and Survey (attachment) (S. Maier)
 - ii. Month End Financial Report (attachment) (E. Barcelona)
 - iii. Revised Budget
 1. Action: Resolution 2012-19 – Approval of Revised Program Budget
 - iv. Open and Pending Contract Update (attachment)
 - v. Regional Planning/Scenario Planning/Fiscal Impact Consultant
 1. Action: Resolution 2012-20 - Authorization for Project Management Office to enter into a contract with Sasaki
 - B. Vibrant NEO Program Update
 - i. HUD Monthly Report (attachment)
 - ii. HUD Annual Convening (attachment)
 - iii. Objectives for the January February (H. Morrison)
 - iv. End of Year Update
 - v. Communications Update
 - vi. Engagement Update - January (P. Choby)

5. Old Business
6. New Business
 - A. Facilitated Discussion led by Cobalt and Currere on Themes and Clusters from MPO and COG Engagement Workshops
7. The January Watch List
8. Adjourn

Next Board Meeting: Tuesday, January 22, 2013

Reception: Immediately following the meeting at the Flip Side restaurant (across the street)

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

**Tuesday, November 27, 2012, 1:30 p.m.
Akron Urban League**

Board Members: Jason Segedy, Pamela Hawkins, Fred Wright, Janice Switzer, George Garchar, Nancy Cook, Freddy Collier, Bill D'Avignon, David Beach, Ed Jerse, John Getchey, Joe Calabrese, Mike Challenger, Anna DeAscentis, Joe Hadley, Grace Gallucci, Steve Hambley, Greg Brown, Mike Lyons, Bob Nau, Jeff Dutton, Corey Minor Smith, Connie Krauss, Gene Nixon, Bill Miller

Alternates: Rachel McCartney, Sara Maier, Don Romancak, Brad Chase, Shara Davis, Maribeth Feke, Tom Tyrrell

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. There was an introduction of the board members.

There was a motion to approve the October 23, 2012 board minutes made by **Steve Hambley** and seconded by **George Garchar**. The motion was approved.

The December 18, 2012 board meeting will be held at the Hudson Library and will be preceded by the Executive Committee meeting. The listing of the 2013 board schedule is attached in your packet.

Jason Segedy spoke about the special Executive Committee meeting held on Tuesday, November 20th. The meeting was scheduled to discuss the recommendation for a planning management, scenario planning and fiscal impact analysis consultant.

Jeff Anderle discussed the upcoming board learning sessions. The sessions will focus on the foundation work and messaging. Anderle state that this will prepare the board and staff for engagement during scenario planning.

Connie Krauss reported that the Nominating Committee has established a meeting to discuss 2013 officers.

Sara Maier reported that the Consortium has \$1.2 million in reported leveraged match funds. She also indicated that leverage match survey has not been a success, only 40% reported. Maier will be resending the survey hopes for a better result. The purpose is to match Consortium organizational staff with upcoming projects.

Emma Barcelona stated that the Consortium has spent \$1.5 million in funds. She further noted that the organization is under budget. The report also indicated that there is a \$100,000 draw that has not posted yet from the Fund for Our Economic Future. Upon Board approval, Barcelona said that the PMO will enter into negotiations for the RFP for planning management, scenario planning and fiscal impact analysis consultant.

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

Hunter Morrison spoke about the memo outlining the selected regional planning, scenario planning and fiscal impact services. He outlined the process of selection and the services that will be delivered. Ultimately, the selection committee decided the Sasaki team was the best choice. The next step is to work on the contract and agree to terms to bring back to the board for approval. Morrison discussed the efficiency of having one team perform all of the tasks. He also responded to questions regarding the fee the PMO is proposing and expressed confidence that this will not affect the quality of work.

Joe Calabrese moved to approve Resolution 2012-18 Authorization for Project Management Office to enter into negotiations with Regional Planning/Scenario Planning/Fiscal Impact Consultant. The motion was seconded by **Grace Gallucci**. The motion was approved.

Morrison reported that the October HUD report is attached to the packet summarizing the October PMO efforts. He also presented the standard communications overview on the organization.

Morrison then reviewed the Board Schedule at a Glance document outlining the objectives for the next three months.

Patti Choby discussed the upcoming engagement events and activities.

Kirby Date gave an update and presentation on the QCP work stream and its October Charette. The final update will be finished in January 2013. She discussed the value statements, place based typologies and map frameworks that the work stream has been focused on. Date also described the Charette which was created to bring participants together to brain storm ideas, test QCP values and build collaboration. The next steps moving forward are to draft the summary and review it with the workstream team.

There was no old or new NEOSCC business.

Anderle highlighted the December 2012 list and mentioned that Board members should contact Anthony Kobak with questions on the Fair Housing survey.

There was a motion to adjourn the meeting made by **Freddy Collier** and seconded by **Greg Brown**. The motion was approved. The meeting ended at 3 p.m.

The next board meeting will be held on Tuesday, December 18th at the Hudson Library.

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

NEOSCC Leveraged Match Survey Responses

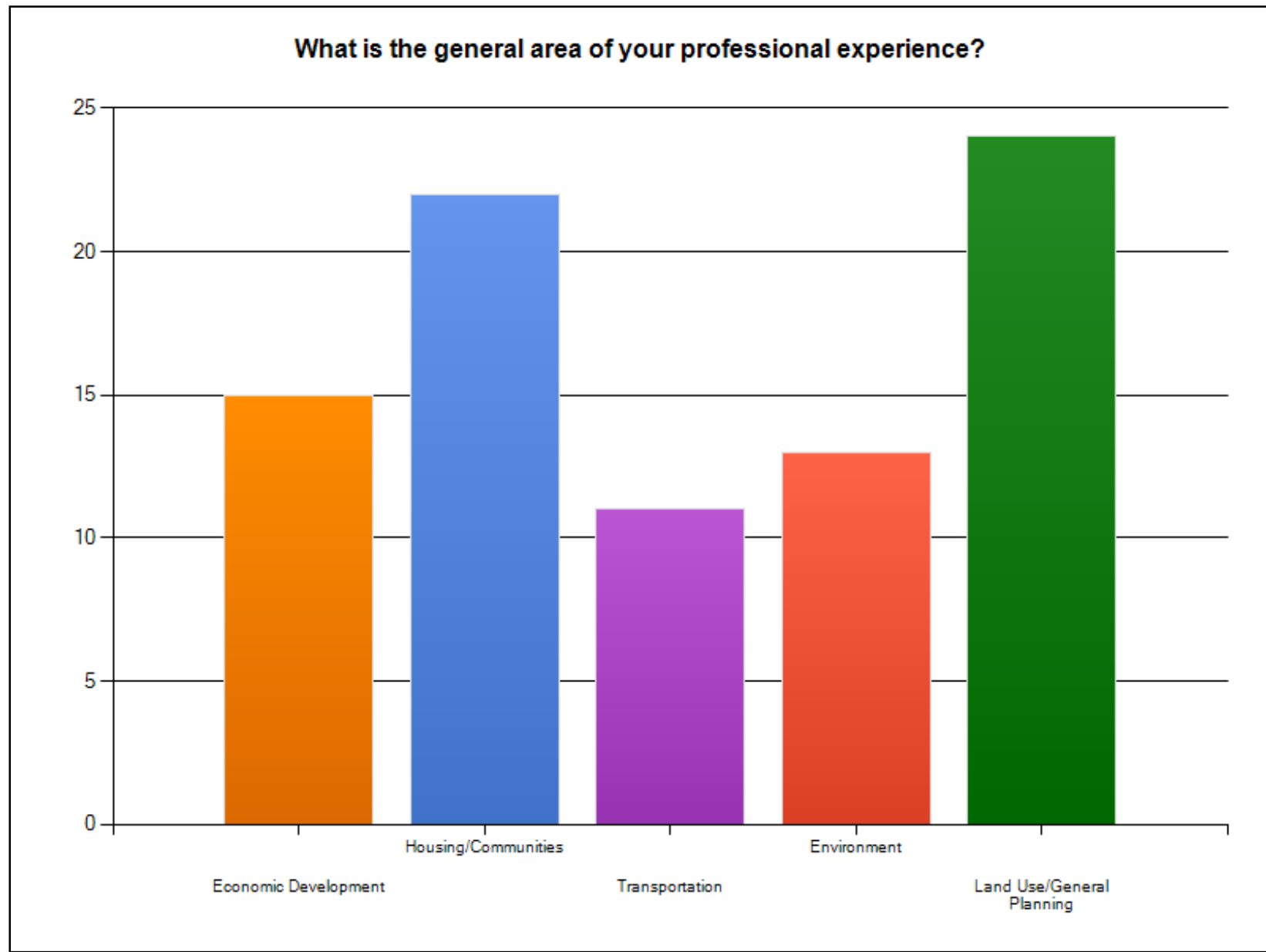
NEOSCC Board of Directors Meeting
12.18.12

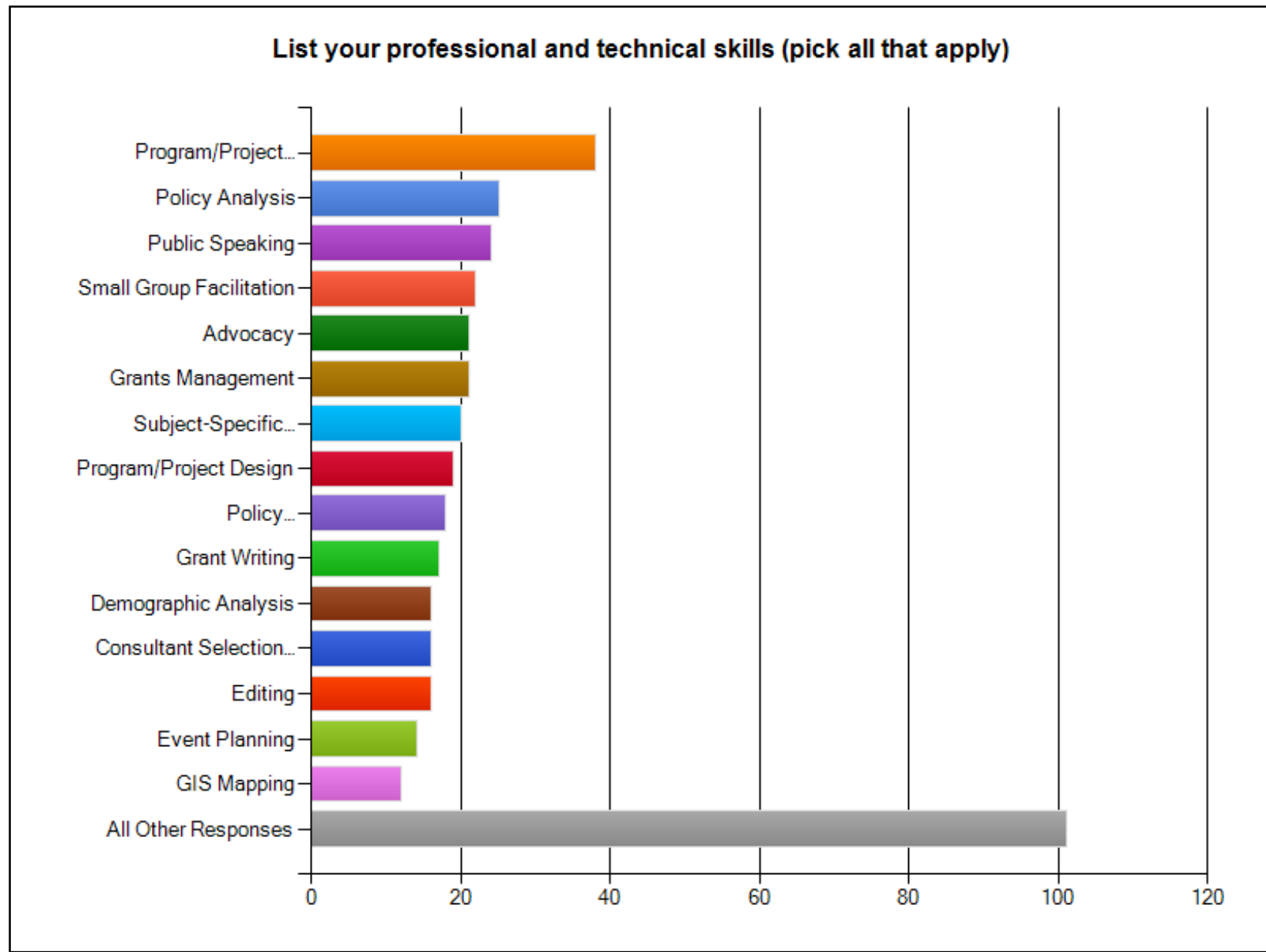


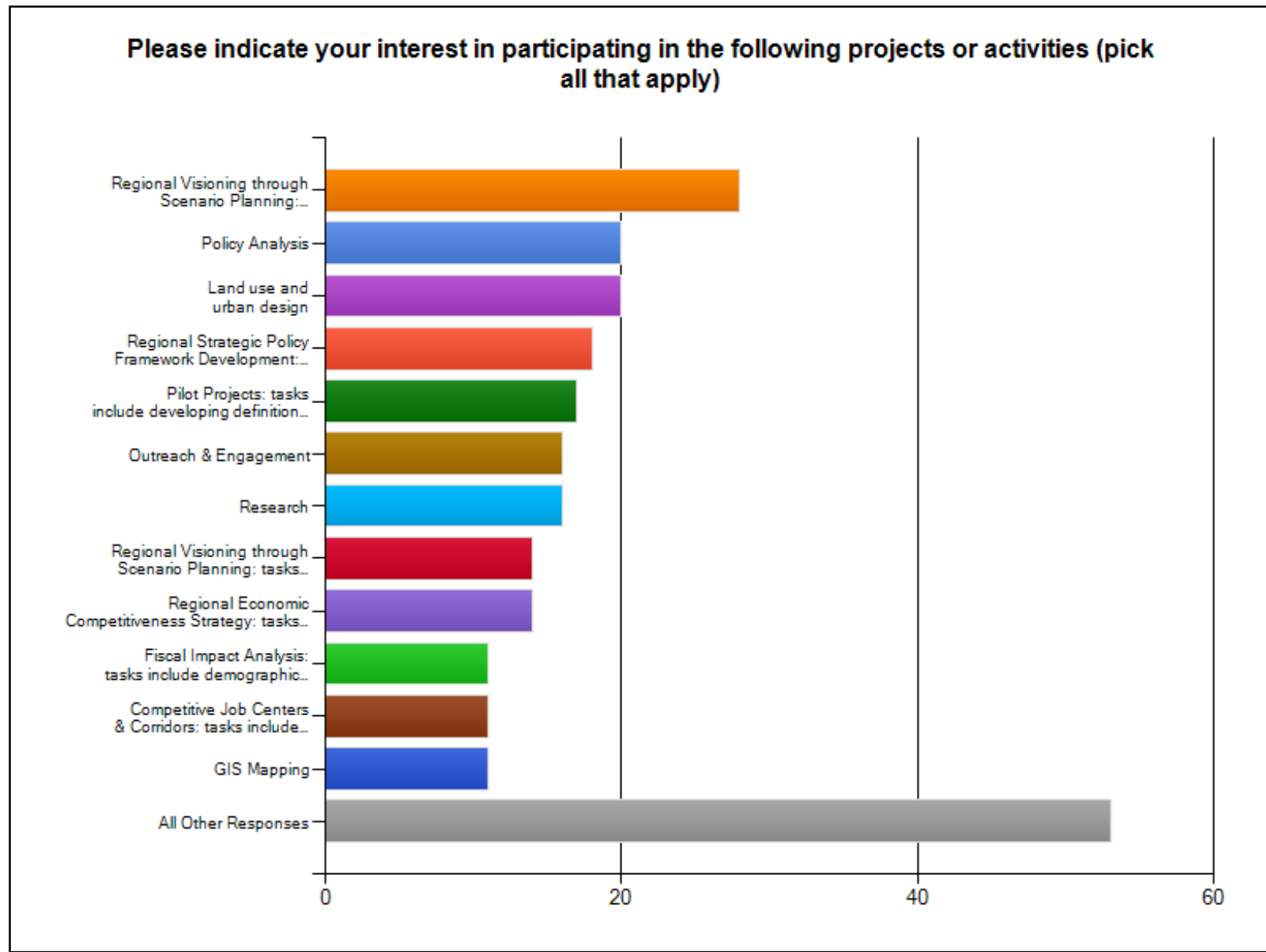
Survey Responses Received

Employer or Organization Name	No. of Responses
AMATS	5
Ashtabula County	1
Catholic Charities, Diocese of Youngstown	2
City of Cleveland	8
Cleveland Metroparks	1
Cleveland Museum of Natural History	1
County of Summit	2
Cuyahoga County	3
Cuyahoga Metropolitan Housing Authority	1
City of Akron	1
Eastgate Regional Council of Governments	2
Fund for Our Economic Future	1
Regional Prosperity Initiative*	1
Lorain County	5
Northeast Ohio Community Development Alliance*	1
NEFCO	1
Oberlin Project	1
PolicyBridge	1
SCATS/Stark County	11
Stark Metropolitan Housing Authority	1
Summit County Public Health	1
The Oberlin Project	1
Village of Geneva on the Lake	1
Total	53
<i>*Working on behalf of the organization</i>	

- Survey link sent directly to all Board members twice & included in other NEOSCC materials beginning Oct. 26
- Members asked to forward to others in their organization
- Responses from only 20 of 33 member organizations (60.6%)







Total Match Hours Available

Excluding regular NEOSCC Board or Executive Committee meetings, about how many hours per month do you think you would be available to work on Consortium projects for each of the

Answer Options	Dec. '12	Jan. '13	Feb. '13	Mar. '13	Apr. '13	May '13	Jun. '13	Jul. '13	Aug. '13	Sep. '13	Oct. '13	Nov. '13	Dec. '13	Jan. '14	Feb. '14+
No time	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0
1-4 hrs	18	20	20	21	23	21	20	19	18	18	18	17	17	15	16
5-9 hrs	11	16	18	15	15	17	17	16	17	17	17	18	19	17	14
10-14 hrs	7	10	8	9	9	9	9	10	10	9	8	8	6	8	8
15-19 hrs	2	3	3	3	1	1	1	1	1	1	2	2	3	2	1
20-29 hrs	4	3	3	3	4	4	4	4	4	4	4	4	3	4	5
30-39 hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
40+ hrs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Equates to 4,326-7,278 hours between Dec. 2012 and Feb. 2014, if fully obligated.
From Jan. to Dec. 2013, this would be about 1.75-3.0 full-time equivalents

NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

CASH POSITION AS OF NOVEMBER 30, 2012

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

RECEIPTED FUNDS:

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

ADDITIONAL CASH RESOURCES:

NOACA LINE OF CREDIT	\$0
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NORTHEAST OHIO SUSTAINABLE COMMUNITIES CONSORTIUM

NOVEMBER 2012 - FINANCIAL INFORMATION

	TOTAL PROGRAM BUDGET (A)	EXPENDED THROUGH 11/30/12 (B)	Expended In November 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)
<u>SALARIES & FRINGES</u>							
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%
<u>TRANSPORTATION</u>							
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%
<u>SUPPLIES AND MATERIALS</u>							
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	6,000	3,771	0%	0%
* LAPTOPS/WORKSTATIONS	17,400	14,581	\$0	2,819	10,937	133%	84%
OFFICE EQUIPMENT	4,250		\$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%
<u>CONSULTANTS</u>							
ECONOMIC BASE ANALYSIS	\$ 150,000	\$ 31,750	\$19,750	118,250	\$ 94,286	34%	21%
BUILT & NATURAL ENVIRON	150,000		\$0	150,000	94,286	0%	0%
COMMUNITIES	200,000	60,713	\$15,931	139,287	125,714	48%	30%
TRANSPORTATION & IT CONNECTIONS	150,000	1,500	\$250	148,500	94,286	2%	1%
PLACE BASED REGIONAL PLAN	200,000	4,307	\$0	195,693	125,714	3%	2%
COLLABORATION & GOVERN SUPP	250,000	137,164	\$8,631	112,836	157,143	87%	55%
GIS & DATA INTEGRATION	225,000	61,648	\$0	163,352	141,429	44%	27%
* GOVERNANCE & PMO SUPPORT	250,000	162,059	\$575	87,941	157,143	103%	65%
RESIDENTIAL ENGAGEMENT	250,000	1,000	\$0	249,000	157,143	1%	0%
PUBLIC & PRIVATE SECTOR ENGAGE	250,000	108,439	\$0	141,561	157,143	69%	43%
WEB-BASED MANAGEMENT	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%
<u>Contracts</u>							
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%
<u>OTHER DIRECT EXPENSES</u>							
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%

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.

Consistent with the management structure in the revised organizational chart, this amount also includes planning management, scenario planning, fiscal impact and the balance of the Cobalt engagement contract that was approved in June.

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