



**EXECUTIVE COMMITTEE**

**MEETING MINUTES - DRAFT**

Wednesday, April 9, 2025

10:30 AM

**DuPage County Conference Room  
433 West Van Buren Street, Suite 450  
Chicago, IL 60607**

Members of the public who attend in-person can pre-register for a visitor's pass at [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov) until April 8 at 4:00 p.m. or should plan to arrive early to check-in with the building's information desk for access.

You can also join from your computer, tablet or smartphone.

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Conference Call number: 312 626 6799 US (Chicago)

Meeting ID: 841 6271 2826      Passcode: 436031

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The total cumulative time for public comment is limited to 15 minutes, unless determined otherwise by the Chair. Public comment is limited to three minutes per person unless the Chair designates a longer or shorter time period. Public comments will be invited in this order: Comments from in person attendees submitted ahead of time; comments from in-person attendees not previously submitted; comments from virtual attendees submitted ahead of time; and comments from virtual attendees not previously submitted.

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If you require a reasonable accommodation or language interpretation services to attend or join the meeting, please contact CMAP at least five days before the meeting by email ([info@cmap.illinois.gov](mailto:info@cmap.illinois.gov)) or phone (312-454-0400).

## 1.0 Call to Order and Introductions

Chair Bennett called the meeting to order at 10:48 a.m.

**Present:** Gerald Bennett, John Noak, Carolyn Schofield and Richard Reinbold

**Absent:** Anne Sheahan and John Roberson

Staff present: Erin Aleman, Vas Boykovskyy, Jennie Vana, Blanca Vela-Schneider, Laura Wilkison, Claire Williams

## 2.0 Agenda Changes and Announcements

There were no changes to the agenda.

## 3.0 Approval of Minutes

### 3.01 Minutes from January 13, 2025

[25-084](#)

**Attachments:** [Executive Committee Minutes 01.13.25](#)

*A motion was made by Member Richard Reinbold, seconded by Member Carolyn Schofield, to approve the January 13, 2025 meeting minutes. The motion carried by the following vote:*

**Aye:** Gerald Bennett, John Noak, Carolyn Schofield and Richard Reinbold

**Absent:** Anne Sheahan and John Roberson

## 4.0 Procurements and Contract Approvals

### 4.01 Authorization to enter into contract C-25-0082 with the University of Illinois for water supply planning outreach and education services for a term up to 24 months in an amount not to exceed \$237,000

[25-073](#)

**Attachments:** [Memo - UI IISG Water Supply Planning Outreach Justification](#)

*This agenda item was approved by the CMAP Board and was withdrawn from the Executive Committee's consideration.*

### 4.02 Authorization to enter into contract C25-0086 with All Together as a result of RFP 336, for facilitation, engagement and event planning for a term up to 12-months, in an amount not to exceed \$272,800

[25-097](#)

**Attachments:** [Memo - RFP 336 All Together Justification](#)  
[Attachment 1 - Evaluation Criteria - RFP 336](#)

*This agenda item was approved by the CMAP Board and was withdrawn from the Executive Committee's consideration.*

## 5.0 Financials

### 5.01 December and January revenue and expenditure reports for FY 2025

[25-071](#)

**Attachments:** [Memo - Financials FY25 - Dec. 24 and Jan. 25](#)  
[Financials FY 2025 - December](#)  
[Financials FY 2025 - January](#)

*A motion was made by Member Carolyn Schofield, seconded by Member John Noak, to approve the December and January revenue and expenditure reports for FY 2025. The motion carried by the following vote:*

**Aye:** Gerald Bennett, John Noak, Carolyn Schofield and Richard Reinbold

**Absent:** Anne Sheahan and John Roberson

**5.02 January and February 2025 Executive Committee contract agreements, and software subscription report**

[25-072](#)

**Attachments:** [Memo - FY 2025 Jan. and Feb. Contracts Report](#)

Chair Bennett reported that this is an informational item. There were no questions.

*The January and February 2025 Executive Committee contract, agreement, and software subscription report was received and filed.*

**5.03 Financial planning**

[25-098](#)

Erin Aleman, Executive Director, reported that there is a need for CMAP to have financial tools in place in the event of a funding disruption or emergency situation. CMAP must expend funds and seek reimbursement from IDOT. Periodically, there have been disruptions with timely reimbursements. Staff would like to do research on establishing a line of credit for the agency to help manage cash flow.

Vas Boykovskyy, Finance Deputy, reported that the line of credit would be used to cover payroll, fringe benefits, and payments to outside consultants.

Discussion ensued regarding the costs to establish and maintain the line of credit and the parameters in which the line of credit would be used.

The consensus of the committee was for staff to do research and develop rules in which a line of credit would be used.

*Financial planning was discussed.*

**6.0 Executive Session**

**6.01 Executive session to review closed session minutes pursuant to 5 ILCS 120/2 (c)(21)**

[25-082](#)

*The Executive Committee withdrew the request to enter into executive*

**6.02 Action on the recommendation by staff regarding closed session minutes and the destruction of closed session recordings older than 18 months**

[25-083](#)

Erin Aleman, Executive Director, reported that staff is not recommending the release of any minutes. Further, in compliance with Open Meetings Act regulations, staff is seeking the destruction of the April 12, 2023 executive session recording.

*A motion was made by Member John Noak, seconded by Member Carolyn Schofield, to maintain the confidentiality of closed session minutes and destroy the executive session recording from April 12, 2023. The motion carried by the following vote:*

**Aye:** Gerald Bennett, John Noak, Carolyn Schofield and Richard Reinbold

**Absent:** Anne Sheahan and John Roberson

**7.0 Information Items**

**7.01 Executive director expenses for the months of January and February, 2025**

[25-076](#)

**Attachments:** [Memo - Executive Director Travel Summary for months of Jan and Feb 2025](#)

Chair Bennett noted that the Executive Committee packet included the executive director's expenses for the months of January and February, 2025. This is an information item, and no action is required by the Committee.

*The executive director's expenses for the months of January and February, 2025 were received and filed.*

#### **8.0 Other Business**

There was no other business before the Committee.

#### **9.0 Public Comment**

There were no comments from the public.

#### **10.0 Next Meeting**

The next meeting is scheduled for May 14, 2025.

#### **11.0 Adjournment**

*A motion was made by Member Richard Reinbold, seconded by Member John Noak, to adjourn the meeting. The motion carried by the following vote:*

**Aye:** Gerald Bennett, John Noak, Carolyn Schofield and Richard Reinbold

**Absent:** Anne Sheahan and John Roberson

The meeting was adjourned at 10:57 a.m.

Minutes prepared by Blanca Vela-Schneider