



MEMORANDUM

To: Transportation Committee

From: CMAP Staff

Date: November 7, 2022

Subject: Advisory Group findings and recommendations for subcommittees and working groups

Purpose: To review the findings and recommendations of the Advisory Group formed by the MPO Policy Committee to examine expected new responsibilities outlined in the Infrastructure and Investment and Jobs Act (IIJA), the impact of new functions, and the procedures and organizational structure of the sub-committees and working groups that inform the Policy Committee.

Action Requested: Discussion

Background

At the MPO Policy Committee meeting in June, CMAP staff were directed to work with the Transportation Committee to develop recommendations related to the expected new responsibilities and functions required by IIJA and the procedures and organizational structure for sub-committees and working groups necessary to implement the new transportation bill obligations.

CMAP staff identified a small advisory committee representative of CMAP's breadth of transportation stakeholders to work on recommendations for the Transportation Committee at large. The advisory group met three times in August and September and included:

- Jessica Hector-Hsu, Regional Transportation Authority Director, Planning and Market Development and Transportation Committee Chair
- Kevin Carrier, Lake County DOT Director of Planning and Programming and Transportation Committee vice chair
- Jeff Sriver, Chicago Department of Transportation Director of Transportation, Planning and Programming, and member of both the **STP and CMAQ and TAP-L Project Selection Committees**

- Alice Gallagher, Western Springs President, and member of the **STP Project Selection Committee**
- Rocco Zuccherro, Illinois Tollway Chief Planning Officer
- Mike Vanderhoof, IDOT Bureau Chief of Planning, and **UWP Committee** Chair

Goals

The primary goal of the advisory group was to review the roles and responsibilities of the agency's subcommittees, task forces, and working groups that inform the MPO Policy Committee's decision-making or have been delegated to act on behalf of the MPO Policy Committee and to provide that these groups are appropriately structured to both carry on with current work and to inform or manage new responsibilities in the metropolitan planning section of the IJJA. An additional goal was to address the post-pandemic desire for hybrid meetings and to balance that with the desire for public engagement and the requirements of the Open Meetings Act.

Process overview

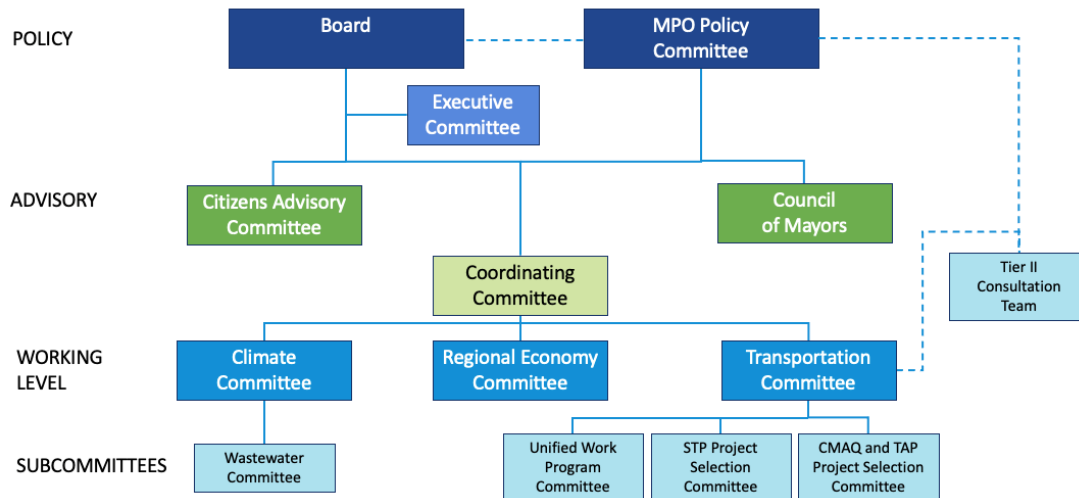
At the first two meetings, staff provided background on the history and evolving roles and responsibilities of the agency's committees, including project selection subcommittees, as well as a national scan comparing 17 MPOs federal planning budgets, sub-allocation of funds, sources of matching funds, and the decision-making process for use of federal planning funds.

Over the course of these meetings, CMAP staff worked with this advisory group to examine the scope, authority, and membership of the committees mentioned in this memo, discuss the

most strategic and efficient use of partner time and thought leadership within this structure, and make the recommendations outlined below.

Current Committee Structure

Current Committee Structure



The above diagram shows the existing committee structure. Each body included in the diagram is a public body based on its formation and is required to comply with the Open Meetings Act.

Recommendations

At the conclusion of the meetings the advisory group provided feedback on CMAP staff proposals which included the following general recommendations:

- Standardize bylaws
- Document membership for each committee
- Standardize project selection processes for each committee and working group
- Create a regular reporting cadence for CMAP to share the activities of the various bodies

The CMAP staff proposal also includes minor changes to the committee and subcommittee structure reporting to the Transportation Committee. All changes would go into effect, pending discussion at the full Transportation Committee and approval by MPO Policy Committee, at the start of FY2024 in July of 2023. These changes include:

- **Provide additional meeting time at the Transportation Committee to discuss transportation policy and strategy.** The Transportation Committee typically meets 7 times per year, to align with the seven annual IDOT construction lettings. The meetings are currently focused on programmatic needs, such as TIP amendments and conformity determinations, with additional topics filling the remaining available time on the agendas. There are varied topics which emerge and would benefit from regional

discussion and idea exchange. One example is the Strategic Direction which will guide and focus CMAP's work over the next five years. These discussions are important and will contribute to a more coordinated and collaborative region. This would require additional time which could be gained through expanding the annual meeting calendar, by extending the seven regular meetings to include strategic discussion sessions, or by a combination of these strategies. These additional meetings and/or extended meeting times would also allow for strategic discussions and coordination of new initiatives within the region, including the safety action agenda, ADA transition plans, and regional electric vehicle charging network.

- **Re-classifying the STP and CMAQ and TAP-L project selection committees and the UWP Committee as working groups.** CMAP will convene these working groups to engage in discussions and CMAP will share the work and recommendations from these groups to the Transportation Committee, as well as the CMAP Board and other Policy Committees. This structure aligns with CMAP's role as a regional convener, bringing together stakeholder groups on a range of topics.

These adjustments allow for greater flexibility to include a broader range of non-member participation for informal discussions. It will require that the Transportation Committee allot additional time to discuss input and feedback from working groups (CMAQ, TAP, STP, and UWP) and then consider and adopt policies, procedures, and programs at the Transportation Committee meeting in order to provide for open stakeholder and public participation. Public participation during the open Transportation Committee meeting allows members of the public an opportunity to participate and comment on the work done within the region. Given that the STP Project Selection Committee was recently established, the committee recommends no adjustments to the agreement between the Councils of Mayors and City of Chicago, which formed the STP Project Selection Committee with specific authority and voting membership in 2017.

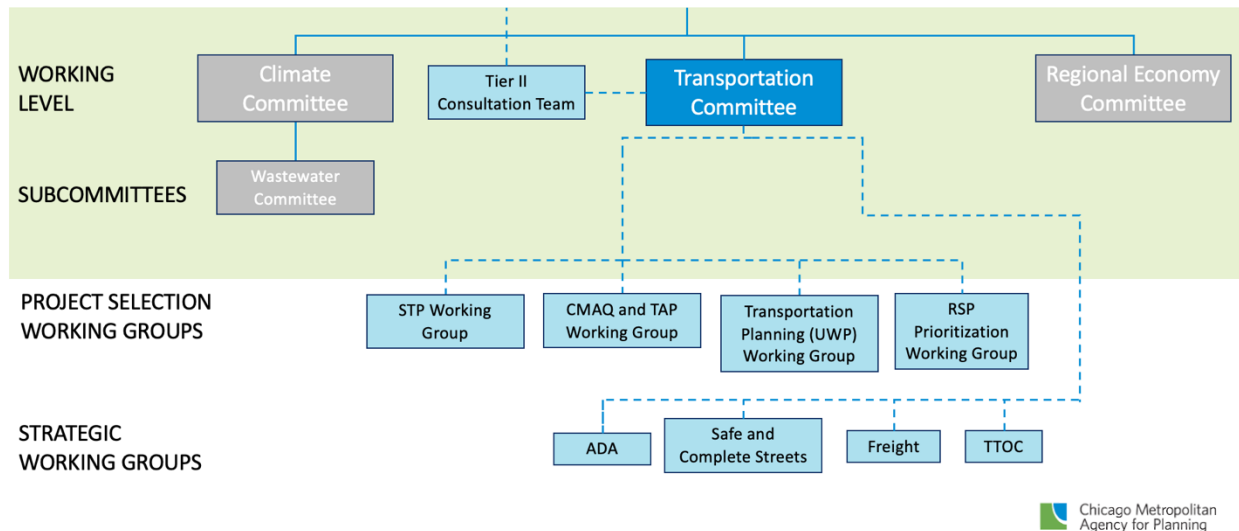
- **Convene stakeholders on grant opportunities to advance regionally-significant projects.** CMAP should form a working group to focus on regional project coordination. This working group would focus on identifying and aligning the region's most competitive priority projects with Infrastructure Investment and Jobs Act (IIJA) funding and other opportunities. This standing working group would meet regularly to track progress of projects, identify upcoming grant opportunities, discuss partnerships and collaboration, and continue to update the region's priority project list on an annual basis. This working group would benefit from having one or more members from the Transportation Committee.
- **Build off safety working group and bicycle and pedestrian task force to align with federal goals of Safe and Complete Streets.** Transition the existing separate safety task force and retired bicycle and pedestrian task force into a standing Safe and Complete Streets working group to provide partner feedback and thought leadership on CMAP's new Safe and Complete Streets program. This working group would benefit from having one or more members from the Transportation Committee.

- **Develop a regular cadence of sharing input and feedback collected from regional partners and working groups with the Transportation Committee and/or the MPO Policy Committee.**

These changes are reflected in this proposed structure:

Proposed new structure

Project selection and strategic working groups



Under these proposed recommendations, the CMAP Executive Director (and CMAP staff) will share updates from the working groups with Board, MPO Policy Committee and Climate Committee, Transportation Committee and Region Economy Committee consistent with CMAP’s practice for existing working groups.

Conclusion

The recommended changes will allow for greater transparency and comprehensive policy and programming discussion at the Transportation Committee level. These changes will require stronger documentation of rules and criteria to ensure that decisions are made in a standardized manner. With the influx of additional work and opportunities available through IJA, the region is benefited by a combination of both structured and more flexible opportunities to engage with thought partners and collaborate on strategy and decision-making, especially with regionally significant projects.