



UNIFIED WORK PROGRAM

MEETING MINUTES - DRAFT

Wednesday, February 7, 2024

1:00 PM

Cook 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 until February 6, 2024 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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CMAP provides the opportunity for public comment. Individuals are encouraged to submit comment by email to info@cmap.illinois.gov at least 24 hours before the meeting. A record of all written public comments will be maintained and made publicly available.

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.

To review CMAP's public participation policy, please visit <https://www.cmap.illinois.gov/committees>.

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) or phone (312-454-0400).

1.0 Call To Order

Chair Megan Swanson called the meeting to order at 1:01 PM., reminded the members that the meeting was being live-streamed, and provided logistical announcements.

Present: IDOT Representative, CMAP Representative, CTA Representative, City of Chicago Representative, Counties Representative, Metra Representative, Pace Representative, CoM Representative, and RTA Representative

Non-Voting: FHWA Representative

Absent (NV): FTA Representative, and IEPA Representative

Members present:

- IDOT - Megan Swanson
- CMAP - Alex Ensign
- CDOT - Buck Doyle
- Counties - Sidney Kenyon
- CTA - Christina Bader
- Metra - Dustin Clark
- Pace - Dave Tomzik
- RTA - Heather Mullins
- Council of Mayors - Heidi Lichtenberger
- FHWA - Todd Schmidt (non-voting, virtual)

CMAP staff present: Kama Dobbs, Sarah Stolpe, Jon Haadsma, Tricia Hyland, Aimee Lee, Teri Dixon, Evan Hay, Kimberly Piper-Cannon, Stephane Phifer, Ryan Ehlke, Bill Barnes, Blanca Vela-Schneider, Jane Grover, Ryan Thompto

Others present: George Kandathil, Mike Vanderhoof, Drew Duffin, Jazmin Vega, Brian Larson, Brian Mills, Eric Czarnota, Jackie Forbes, Matt Pasquini, Peter (no last name)

2.0 Agenda Changes and Announcements

No agenda changes were requested.

3.0 Approval of Minutes

3.01 Minutes from January 17, 2024

[24-047](#)

Attachments: [UWP Meeting Minutes 17-Jan-2024](#)

A motion was made by CoM Representative, seconded by Counties Representative, that the minutes be approved. The motion carried by a voice vote.

4.0 New Business

4.01 Proposed FY 2025 Unified Work Program (UWP)

[24-050](#)

Attachments: [Proposed FY2025 Unified Work Program TC\(Memo\) Proposed FY 2025 UWP](#)

CMAAP staff Kama Dobbs presented the Proposed FY2025 Unified Work Program. The proposed program has a core budget of just under \$33.8 million and a competitive program of \$563 thousand, for a total of \$34.3 million. A high level overview of how the budget is broken down into different categories of work was provided. The UWP includes \$1.3 million for activities to increase safe and accessible travel options. The proposed program was open for public comment, CMAAP did not receive any public comments. In addition to the core and competitive programs, the agenda item includes several appendices which require some small updates in consultation with the committee partners. Staff requested the committee to recommend the program to the Transportation Committee, who will recommend to the MPO Policy Committee, and allow for CMAAP to make typographical corrections and update the appendices as needed.

CTA representative Bader asked why total funding by agency was not included in the document. CMAAP staff responded that the methodology change to focus on activity areas instead of agencies led to that decision, CMAAP will add the breakdown by agency into the document.

CMAAP staff Kama Dobbs explained the next steps, including CMAAP asking partner agencies for confirmation or edits on the appendices as well as beginning the process to have contracts completed. Contract documents are anticipated to be sent to partner agencies following MPO action in March, with a final execution date within 45 days of that approval. An overview of process reporting and invoicing was provided. CMAAP is assigning staff to be project managers for core and competitive projects and will be responsible for reviewing invoices. CMAAP will schedule a workshop and Q&A session to explain the invoicing and reporting process in greater detail.

A motion was made by Counties Representative, seconded by CoM Representative, that the agenda item be approved and referred to the Transportation Committee. The motion carried by a voice vote.

5.0 Committee Member Updates

5.01 UWP Committee Member updates

[24-049](#)

Metra Representative Clark provided an update on the shift from the downtown connection study to the Metra sustainability plan, as approved previously by the UWP Committee. The sustainability plan project has officially kicked off, more results from the plan will be shared in future meetings.

CTA Representative Bader reported that Better Streets for Buses, a UWP funded project, has released the final plan. Committee members requested that a presentation be included at the next meeting of the UWP Committee.

The agenda item was discussed.

6.0 Other Business

No other business was brought to the committee.

7.0 Public Comment

This is an opportunity for comments from members of the audience.
No public comment was received.

8.0 Next Meeting

The next meeting is scheduled for May 8, 2024 at 1:00 PM.
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9.0 Adjournment

CTA Representative motioned to adjourn, seconded by Pace Representative, the motion passed via voice vote.

The meeting was adjourned at 1:22 PM.

Minutes prepared by Ryan Ehlke, CMAP staff.