



MEMORANDUM

To: Transportation Committee

From: CMAP Staff

Date: December 9, 2022

Subject: Proposal for committee and working group process improvements

Purpose: Provide revised staff proposal reflecting Committee feedback and timeline of next steps

Action Requested: Discussion and approval

Background

At the November 2022 Transportation Committee meeting, CMAP staff presented research and recommendations for project selection subcommittees and working groups that report to the Transportation Committee. The research included a review of the history of the subcommittees, a national scan of MPO funding and project selection processes, and potential scenarios for adjusting subcommittees to meet today's needs. The Transportation Committee discussed the potential benefits and burdens of the proposed recommendations, and requested further research and discussion on the matter before approving any recommendations to be submitted to the MPO Policy Committee. CMAP staff received written questions and feedback following the meeting as well. That feedback has been incorporated into a revised staff proposal that will be outlined below.

This proposal achieves several goals defined by the MPO Policy Committee earlier this year:

- 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;
- 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 Infrastructure Investment and Jobs Act (IIJA);
- and to address the post-pandemic desire for hybrid meetings, balanced with the desire for public engagement and the requirements of the Open Meetings Act.

Next Steps

CMAP staff propose a two-phased approach to achieve these goals. Phase one of this approach includes tasks that can be initiated and completed within 3 – 6 months, beginning in January 2023. Phase two of this approach includes longer-term tasks and process changes that would be carried out in 2023 and go into effect in January 2024. The timeline of this proposal reflects feedback from the Transportation Committee members who recommended that the process be lengthened to incorporate more opportunity for research and discussion by the Committee and to reflect the fact that the Transportation Committee and subcommittees operate by calendar year and not by fiscal year.

Phase 1: IJA coordination, by-law review, and communication improvements

- CMAP will continue convening implementers to coordinate on a regional approach to IJA grant applications as a standing working group. This working group will meet on a regular basis with a defined mission and clear deliverables. Activities of the working group will be consistently communicated to the Transportation Committee by CMAP staff. (effective immediately)
- The Transportation Committee will add a standing agenda item to meetings on a monthly or bi-monthly basis (as needed) for CMAP staff to provide updates on activities and deliverables of other standing working groups. (Q1 2023 deliverable)
- CMAP staff will review current and missing by-laws of all of CMAP's committees and subcommittees and draft or update by-laws as needed in coordination with relevant committees. (Q1 2023 deliverable)
- CMAP staff will review and improve UWP Committee proposal templates with clear guidelines and selection criteria. (Q2 2023 deliverable)

Phase 2: Peer engagement with MPOs around best practices, including project selection processes for planning studies, public participation, and committee membership

- CMAP staff will contact several peer MPOs to share their project selection process, public participation, committee and funding suballocations in greater detail and facilitate a discussion with the Transportation Committee. Members of the Committee will have an opportunity to ask questions and debate the benefits and burdens of process changes with subject matter experts from peer MPOs. CMAP will organize several peer exchanges from February – May 2023 to inform any recommendations for process improvements.
- Following these peer exchanges, CMAP will convene the advisory group for 2 – 3 meetings to discuss detailed proposals for process improvements.
- In July 2023, the Transportation Committee will discuss and vote on improvements to be recommended to the MPO Policy Committee for approval.
- These changes will go into effect in January 2024.