



EXECUTIVE COMMITTEE

MEETING MINUTES - DRAFT

Wednesday, February 14, 2024

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 until Tuesday, February 13, 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.

<https://us06web.zoom.us/j/88610440366>

CMAF 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 CMAF'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 CMAF at least five days before the meeting by email (info@cmap.illinois.gov) or phone (312-454-0400).

1.0 Call to Order and Introductions

Chair Bennett called the meeting to order at 11:01 a.m.

Present: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan and John Roberson

Staff present: Erin Aleman, Evan Hay, Aimee Lee, Stephane Phifer, Jennie Vana, Blanca Vela-Schneider, Laura Wilkison

Others present: Madona Cumar, Hart Passman and Jada Porter

2.0 Agenda Changes and Announcements

There were no additions or amendments to the agenda.

3.0 Approval of Minutes

3.01 Minutes from October 11, 2023

[23-514](#)

Attachments: [Executive Committee 10.11.23 Minutes](#)

A motion by Member John Noak, seconded by Member Anne Sheahan, to approve the Executive Committee Meeting minutes from October 11, 2023. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan and John Roberson

4.0 Financial Statements

4.01 June revenue and expenditure report for FY 2023

[23-515](#)

Attachments: [June 2023 Financials Executive Committee Report](#)

A motion by Member John Noak, seconded by Member Carolyn Schofield, to approve the June revenue and expenditure report for FY 2023. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan and John Roberson

4.02 July - September revenue and expenditure report for FY 2024

[24-065](#)

Attachments: [July - September 2023 Financials Executive Committee Report](#)

A motion by Member Anne Sheahan, seconded by Member John Noak, to approve the July - September revenue and expenditure report for FY 2024. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan and John Roberson

5.0 Grants, Contracts and Procurements

Grouped items

Agenda items 5.01 through 5.04 were presented together.

5.01 November, 2023 Executive Committee report

[23-516](#)

Attachments: [Grants and Procurements, November 2023](#)

Items 5.01 through 5.04 were received and filed.

5.02 December, 2023 Executive Committee report

[24-066](#)

Attachments: [Grants and Procurements, December 2023](#)

Items 5.01 through 5.04 were received and filed.

5.03 January, 2024 Executive Committee report[24-014](#)**Attachments:** [Grants and Procurements, January 2024](#)

Items 5.01 through 5.04 were received and filed.

5.04 February, 2024 Executive Committee report[24-063](#)**Attachments:** [Grants and Procurements, February 2024](#)

Items 5.01 through 5.04 were received and filed.

6.0 Other Items for Approval**6.01 2024 Executive Committee meeting schedule**[23-522](#)**Attachments:** [2024 Executive Committee Meeting Schedule](#)

A motion by Member John Noak, seconded by Member John Roberson, to approve the 2024 Executive Committee Meeting Schedule. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan and John Roberson

7.0 Information Items**7.01 Discussion of proposed amendments to the CMAP Board by-laws**[24-006](#)**Attachments:** [By-laws memo 02-01-24](#)
[CMAP by-laws Redline 12-26-23](#)

Erin Aleman, Executive Director, reported that the Board reviewed draft changes to its by-laws in May and June 2023. Staff was directed to meet with representatives from Cook County, the collar counties, and City of Chicago to discuss and make recommendations. Over the last several months, staff worked with these representatives to discuss proposed amendments.

Attorney Hart Passman of Elrod Friedman presented the proposed amendments to the by-laws. Amendments to Article Three include administrative amendments that clarify virtual meeting participation, clarify the use of a consent agenda to transact business, and provide clarity and transparency by documenting the long-standing practice that the Executive Committee would be represented by two members each from the City of Chicago, Cook County, and the collar counties. Proposed amendments to Article Four of the by-laws authorizes the Executive Committee to take action to accept grants and enter into the associated grant agreements, enter into intergovernmental agreements, approve or amend contracts with certain limitations, and approve change orders to existing contracts up to 10 percent. Article Seven would be amended to tie the simplified acquisition threshold or maximum contract authority of the Executive Director to the limits defined in the State Statute and Article Ten would increase the limit of emergency purchases during a declared state of emergency to \$250,000.

Member Schofield expressed concern that the proposed by-laws could create a situation where procurements could bypass the CMAP Board. Discussion ensued regarding incorporating language into the by-laws that would only allow the Executive Committee to act on agenda items in the event

the Board is unable to meet. Member Noak noted that he was supportive of the Executive Committee handling some operational issues but wanted to ensure that 4/5 voting requirement was in the by-laws. Attorney Passman will bring back revisions for discussion at the next Executive Committee meeting in March.

The committee discussed proposed amendments to the CMAP Board by-laws.

7.02 Discussion on the review process for the executive director's contract [24-067](#)

Attachments: [Executive Director contract renewal and annual evaluation Memo](#)

Erin Aleman, Executive Director, provided the process for the review of the executive director's contract. CMAP's HR director Megan Fulara will be facilitating this item.

The process for the executive director's contract was reviewed.

7.03 Executive director expenses for the month of October 2023 [23-517](#)

Attachments: [Executive Director Travel Summary for month of October 2023](#)

The executive director's expenses for the month of October 2023 were received and filed.

7.04 Executive director expenses for the month of January 2024 [24-062](#)

Attachments: [Executive Director Travel Summary for month of January 2024](#)

The executive director's expenses for the month of January 2024 were received and filed.

8.0 Executive Session

8.01 Executive Session to review closed session minutes pursuant to 5 ILCS 120/2 (c)(21) [23-520](#)

The Committee chose not to enter into Executive Session to review closed session minutes.

8.01A Action on April 12, 2023 closed session minutes and recommendation from counsel regarding prior closed session minutes [23-521](#)

A motion was made by Member John Noak, seconded by Member John Roberson, to approve but not release the meeting minutes from April 12, 2024 and to maintain confidentiality of all remaining closed session minutes. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan and John Roberson

9.0 Other Business

There was no other business to conduct.

10.0 Public Comment

There were no comments from the public.

11.0 Next Meeting

Chair Bennett noted that the next Executive Committee meeting will be held on March 13, 2024.

12.0 Adjournment

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

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan and John Roberson

The meeting was adjourned at 11:34 am.

Minutes prepared by Evan Hay and Blanca Vela-Schneider