



# Chicago Metropolitan Agency for Planning

433 West Van Buren Street  
Suite 450  
Chicago, IL 60607

312-454-0400  
cmap.illinois.gov

## MEMORANDUM

**TO:** CMAP Executive Committee

**FROM:** Megan Fulara, Human Resources Director

**Date:** February 7, 2024

**Re:** Schedule for Executive Director contract renewal and annual evaluation

Annually, the CMAP Board and Executive Committee reviews the performance of the executive director. This year's evaluation coincides with the 5-year renewal mark of the executive director's employment contract. It is recommended that both activities take place concurrently. A timeline and schedule of activities is presented in this memo for the Executive Committee.

### Executive Director contract renewal

At its January meeting, the CMAP Board delegated its authority to the Executive Committee to negotiate Executive Director Aleman's 5-year contract renewal. Director Aleman began her employment on July 15, 2019. July 2024 will be her 5-year employment anniversary. The terms of her employment as laid out in the contract with the Board is as follows:

#### *Section 1: Term of Employment*

1. *The terms of this agreement are from July 15, 2019 to July 15, 2024.*
2. *Ms. Aleman's tenure, service and authority as Executive Director of CMAP shall be subject to termination by an affirmative vote of at least 4/5 of the voting Board members of CMAP at any time, pursuant to the terms of this agreement and CMAP's enabling legislation.*
3. *Ms. Aleman may resign at any time with at least a two-month advance written notice to the Chair of CMAP, unless otherwise agreed between CMAP and Ms. Aleman.*

The following table describes the timeline and activities for the executive director's contract renewal:

March	Executive director to provide committee with a memo reflecting on 5 years of accomplishments. Current contract provided to the Executive Committee. The Executive Committee will discuss in closed session (as required) contract renewal considerations with the executive director.
April	The Executive Committee will discuss in closed session (as required) and develop a recommendation for contract renewal and forward it to the Board.
May/June	The Executive Committee's recommendation will be sent to the CMAP Board with a recommendation for the contract renewal and Board approval at their regularly scheduled

	May (or June if additional time is required) Board meeting. Approval of the contract renewal at the June meeting will ensure offer acceptance will be received by July 15., 2024.
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### Executive Director annual evaluation process

Annually, the CMAP Board is required to conduct an annual evaluation of the Executive Director. Per the By Laws of the CMAP Board, the Executive Committee has been charged by the Board to *annually review the performance of the Executive Director, and upon completion of its review, to forward its findings and recommendations to the full Board.*

The executive director's contract states the following:

#### *Section 4: Evaluation Process*

*CMAP shall review and evaluate the performance of Ms. Aleman prior to June 30 of each year. Said review and evaluation shall be in accordance with specific criteria developed jointly by CMAP and Ms. Aleman. CMAP Chair shall provide Ms. Aleman with a summary written statement of the CMAP evaluation and an opportunity to discuss the evaluation with the Executive Committee.*

The annual evaluation process has been conducted as follows:

March	The current survey document will be sent to the Executive Committee for their review via email in advance of the March meeting. Once confirmed no changes are necessary, the annual review document is transmitted to all CMAP Board members for completion.
April	<p>Following receipt of the completed forms, the results will be compiled for the Executive Committee to review and consider at the regularly scheduled April meeting.</p> <p>The Executive Committee will review the survey results and discuss in closed session as required. Per CMAP By Laws, the Executive Committee will develop a recommendation for performance compensation adjustment and forward it to the Board.</p> <p>This schedule will provide the flexibility of bringing the final Executive Committee recommendation to the Board at their May meeting if complete or, if additional time is required, the June meeting is also a possibility.</p>
May/June	<p>The Executive Committee's recommendation will be sent to the CMAP Board with a recommendation for any compensation adjustment. The CMAP Board will consider the recommendation for approval at their regularly scheduled May (or June if additional time is required) Board meeting.</p> <p><i>Two items will be added to the appropriate Board Agenda: (1) an executive session to discuss the executive directors review and contract updates, specific feedback and any corresponding performance increase or additional compensation; and (2) approval of the Executive Committee's recommendation regarding the performance review and contract terms for the executive director and any corresponding compensation adjustments.</i></p>

Given the timing and need to review both the executive director's employment contract and conduct an annual evaluation, it is recommended that both be done on a similar schedule.