



EXECUTIVE COMMITTEE

AGENDA - FINAL

Wednesday, March 13, 2024

10:30 AM

(or immediately following Board)

**DuPage 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, March 12, 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>

Conference Call number: 312 626 6799 US (Chicago)

Meeting ID: 886 1044 0366

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**2.0 Agenda Changes and Announcements****3.0 Approval of Minutes****3.01 Approval of the February 14, 2024 meeting minutes**[24-107](#)

ACTION REQUESTED: Approval

Attachments: [Executive Committee 02.14.24 Minutes](#)**4.0 Financials****4.01 October revenue and expenditure report for FY 2024**[24-100](#)

PURPOSE & ACTION: A monthly update of financial activity for the committee's review and approval.

ACTION REQUESTED: Approval

Attachments: [Financials Memo October FY 24](#)
[Financials October FY24](#)**4.02 November revenue and expenditure report for FY 2024**[24-101](#)

PURPOSE & ACTION: A monthly update of financial activity for the committee's review and approval.

ACTION REQUESTED: Approval

Attachments: [Financials Memo November FY24](#)
[Financials November FY24](#)**5.0 Grants, Contracts and Procurements****5.01 March, 2024 Executive Committee report**[24-099](#)

PURPOSE & ACTION: A monthly update of activity relating to grants, contracts and procurements.

ACTION REQUESTED: Information

Attachments: [Grants and Procurements March 2024](#)**6.0 Other Items for Approval****6.01 Discussion and recommendation for approval to the Board of proposed amendments to the CMAP Board by-laws**[24-108](#)

PURPOSE & ACTION: Periodic review of the by-laws is necessary to continue to align with federal and state laws and accurately reflect the work of the organization. Feedback was sought from the Board at their May 10, 2023 and June 14, 2023 meetings. Staff worked with one member representing Cook, City, and the collar counties and refined proposed amendments to the board by-laws as directed by the Board. Based on the representatives' recommendations, revisions were prepared by counsel for the Executive Committee's review. At its February 14, 2024 meeting, the Executive Committee offered additional recommendations and revisions have been prepared for consideration and recommendation for approval to the CMAP Board at its April 10, 2024 meeting.

ACTION REQUESTED: Recommend approval to CMAP Board

Attachments: [By-laws memo March 2024](#)
[CMAP Bylaws – Redline to Current Approved Bylaws](#)

7.0 Information Items

7.01 Executive director expenses for the month of February, 2024 [24-106](#)

PURPOSE & ACTION: Submittal of the executive director’s out-of-region travel expenses for the month of February, 2024 for informational purposes.

ACTION REQUESTED: Information

Attachments: [Executive Director Travel Summary - February 2024](#)

7.02 Executive director’s five-year accomplishments [24-109](#)

PURPOSE & ACTION: CMAP executive director presentation reflecting on achievements over the past five years.

ACTION REQUESTED: Information

Attachments: [Executive Director Five Year Memo](#)

8.0 Executive Session

8.01 Executive Session to review personnel matters pursuant to 5 ILCS 120/2 (c)(1) [24-110](#)

ACTION REQUESTED: Discussion

8.01A Action to forward recommendations of the executive director's contract renewal and performance evaluation to the CMAP Board for their consideration [24-111](#)

ACTION REQUESTED: Approval

9.0 Other Business

10.0 Public Comment

This is an opportunity for comments from members of the audience.

11.0 Next Meeting

The next meeting is scheduled for April 10, 2024.

12.0 Adjournment

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**

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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



MEMORANDUM

To: Executive Committee

From: Stephane Phifer
Interim Deputy, Finance and Administration

Date: March 1, 2024

Subject: October revenue and expenditure report for FY 2024

Action Requested: Approval

A monthly update of financial activity will be made to the Executive Committee for its review and approval.

FY2024
CMAP
monthly
financial
report
October 2023

Monthly Revenue and Expenditure Report

As of October 31, 2023

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. The format of analysis provided in the past is currently being revised and will be presented with the meeting packet in the coming months.

However, in the interim, the following items for the month of October are being presented:

- Cash and investments trending graph.
- Transaction Register of disbursements reflecting vendor name, check number (or disbursement code), description, and amount.

Monthly Cash Overview, October 2023

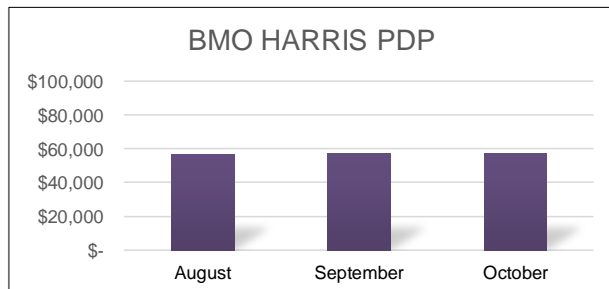
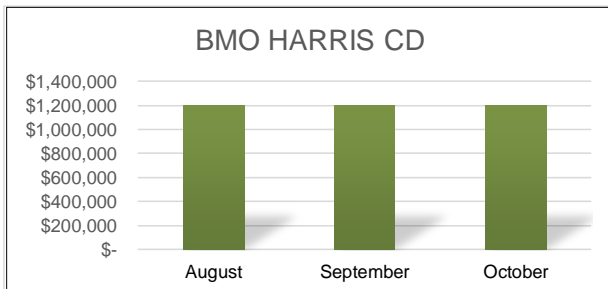
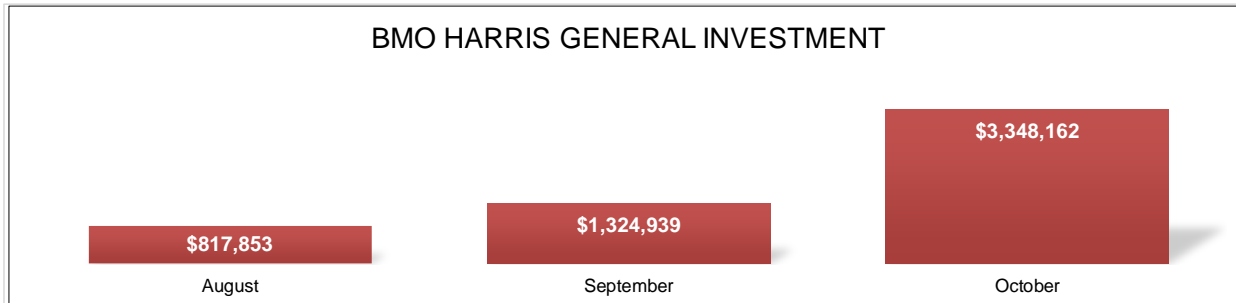
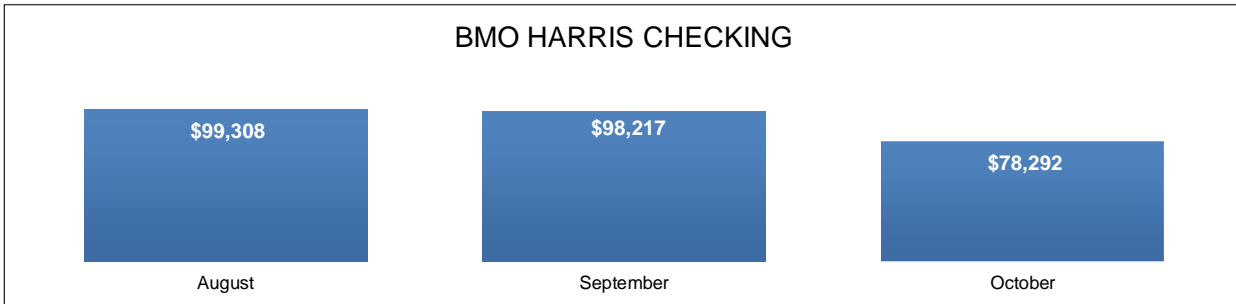
What caused the change in balance for each of the cash accounts?

BMO Harris Checking Account: Wire transfers of \$2,296,210.73 from the General Investment account partially funded operating activities for the month. Operating activities were comprised of \$888,978.36 in personnel related costs, and \$1,427,157.96 in payables.

BMO Harris General Investment Account: Wire transfers in the amount of \$4,319,433.52 resulting from monthly revenue activity partially funded \$2,296,210.73 in transfers to the Checking account for the month.

BMO Harris CD: No activity has occurred in this account during FY2024.

BMO Harris Peters Fellowship: Monthly interest was the only activity in this account during FY2024.



Transaction Register, October 2023

Number	Date	Vendor Name	Transaction Description	Amount
13343	10/2/2023	Vision Service Plan (IL)	10/23 Retiree Vision	\$ 1,434.69
13305	10/5/2023	Advanced Digital Media Inc	Annual subscription	\$ 3,000.00
13306	10/5/2023	LILY ROSE BRACK	Brack - APA membership dues	\$ 350.00
13307	10/5/2023	Creative Financial Staffing LLC	Temp Admin Services	\$ 1,676.25
13308	10/5/2023	Deloitte & Touche LLP	10/22-11/22 RIA consulting	\$ 4,580.05
13309	10/5/2023	EcolInteractive Inc	Integrated TIP database Year 4	\$ 15,427.50
13310	10/5/2023	Elrod Friedman LLP	5/23 Legal Services	\$ 3,294.50
13311	10/5/2023	Geosyntec Consultants	8/23 PAO B Flood Susceptibility	\$ 3,727.25
13312	10/5/2023	GRM Information Management Services of Chicago LLC	7/23 - Offsite Storage	\$ 641.82
13313	10/5/2023	KASIA S HART	PART and WCGL travel exp	\$ 497.82
13314	10/5/2023	Health Care Cost Management Inc	10/06/2023 Health FSA PR WH	\$ 2,264.47
13315	10/5/2023	Inc. Jacobs Engineering Group	4/29-5/26 PAO H Lansing	\$ 1,697.89
13316	10/5/2023	Morreale Public Affairs Group Inc	IIJA Regional Project Coordination	\$ 5,709.90
13317	10/5/2023	RUSSELL PIETROWIAK	7/11-8/10 IDOT and FHWA travel	\$ 161.00
13318	10/5/2023	SB Friedman and Company	Sales tax research in support	\$ 22,056.50
13319	10/5/2023	StreetLight Data Inc	8/23 Speed data project	\$ 14,581.00
13320	10/5/2023	SUM NFP	Managers retreat and training	\$ 4,125.00
13321	10/5/2023	US Bank HSA	10/06/2023 HSA Deduction EE	\$ 2,275.01
13340	10/5/2023	Comcast	9/11-10/10/23 TV Service fee	\$ 86.90
13323	10/12/2023	ERIN L ALEMAN	various in-region travel	\$ 723.51
13324	10/12/2023	DOMINICK ARGUMEDO	RTA Refund for D. Argumedo	\$ 573.75
13325	10/12/2023	MICHAEL BROWN	7/17/23 Car rental tolls	\$ 1,747.20
13326	10/12/2023	Cornell University	Professional Development Train	\$ 2,774.25
13327	10/12/2023	ELIZABETH M DAVIS-GINSBERG	Mun Bond Club of Chi Reg/Suppl	\$ 505.18
13328	10/12/2023	Eno Transportation Foundation	Annual Eno membership dues	\$ 800.00
13329	10/12/2023	JAEMI JACKSON	Waukegan meet/ADA/Rehab Travel	\$ 303.70
13330	10/12/2023	Mesirow Financial	Investment Consulting Fees	\$ 4,554.18
13331	10/12/2023	KATHLEEN REIGSTAD	Calumet City MWRD plan travel	\$ 46.70
13332	10/12/2023	JOSE RODRIGUEZ	Camera install/takedown travel	\$ 451.71

13333	10/12/2023	LUCAS SRENIAWSKI	Video Traffic Study travel	\$	18.00
13334	10/12/2023	JENNIE KHOEN VANA	Good Government Online sub	\$	100.00
13335	10/12/2023	BEATRIX EDLYN GUE YAN	NEXT Chinatown project travel	\$	10.00
13342	10/13/2023	ComEd	9/23 electricity	\$	1,312.47
13344	10/20/2023	SEMA ABULHAB	Travel exp for IAP2 2023 conf	\$	2,777.33
13345	10/20/2023	LILY ROSE BRACK	Legacy Project Seminar Reg	\$	50.00
13346	10/20/2023	MICHAEL BROWN	Meeting travel exp	\$	32.95
13347	10/20/2023	JULIE BURROS	supplies for engagement event	\$	625.99
13348	10/20/2023	DUSTIN CALLIARI	Gas for car rental travel	\$	64.61
13349	10/20/2023	TERI DIXON	IDOT Fall Planning Conf travel	\$	623.07
13350	10/20/2023	KATE EVASIC	Midlothian Grant travel	\$	39.13
13351	10/20/2023	BORJA MANUEL GONZALEZ MORGADO	Gas for car rental ADA training	\$	50.30
13352	10/20/2023	Health Care Cost Management Inc	10/20/2023 Health FSA PR WH	\$	2,471.13
13353	10/20/2023	STEPHEN C OSTRANDER	ADA, APA, Hegewisch travel	\$	243.90
13354	10/20/2023	US Bank HSA	10/20/2023 HSA Deduction EE	\$	2,275.01
13355	10/20/2023	Warehouse Direct	General office supplies	\$	257.18
13356	10/20/2023	MARY ELIZABETH WEBER	Will council meeting travel	\$	70.09
13566	10/24/2023	Comcast	10/23 internet	\$	1,000.00
13357	10/26/2023	601W Companies Chicago MT LLC	11/23 Rent	\$	192,656.14
13358	10/26/2023	ADO Professional Solutions Inc	Temp Services - A. Williams	\$	20,903.97
13359	10/26/2023	LAURENT M AHIABLAME	ASABE Dues	\$	190.00
13360	10/26/2023	Sarah Al-Jawhar	FLIP student stipend - Sarah	\$	50.00
13361	10/26/2023	Arctic Information Technology Inc	ERP Professional Services	\$	194,537.00
13362	10/26/2023	Astriata LLC	8/23 website redesign FY24	\$	4,725.00
13363	10/26/2023	Village of Bedford Park	2/2023 Southwest COM	\$	24,581.74
13364	10/26/2023	Rohan Bhargava	FLIP student stipend - Rohan	\$	50.00
13365	10/26/2023	Sam Bhargava	FLIP student stipend - Sam	\$	50.00
13366	10/26/2023	Blue Cross Blue Shield of Illinois	11/23 Retirees/COBRA Health	\$	131,432.97
13367	10/26/2023	DUSTIN CALLIARI	River Grove presentation travel	\$	10.61
13368	10/26/2023	CDW Government Inc	Computer Hardware: Microsoft	\$	63,805.17
13369	10/26/2023	City of Chicago Department of Transportation	10/22 CDOT -Vision Zero South	\$	83,731.99
13370	10/26/2023	Chicago Office Technology Group	FY24 Copier Maintenance Agreement	\$	1,502.23
13371	10/26/2023	Clarity Partners LLC	8/23 Liferay Website	\$	2,100.22
13372	10/26/2023	Creative Financial Staffing LLC	Temp services – K. Herron	\$	12,101.40

13373	10/26/2023	Dell Marketing LP	Computer Hardware: Dell P2422	\$	8,422.00
13374	10/26/2023	Delta Dental - Risk	11/23 Dental COBRA	\$	8,245.28
13375	10/26/2023	PHOEBE N DOWNEY	AMPO Conference Registration	\$	1,572.65
13376	10/26/2023	DuPage Mayors & Managers Conference	2/23 DuPage COM	\$	42,876.72
13377	10/26/2023	Daniel Dwyer	FLIP student stipend - Daniel	\$	50.00
13378	10/26/2023	Elrod Friedman LLP	9/28/23 Legal services	\$	268.00
13379	10/26/2023	First Communications LLC	8/23 Telephone	\$	5,257.24
13380	10/26/2023	Malcolm Fleming	FLIP student stipend - Malcolm	\$	50.00
13381	10/26/2023	BORJA MANUEL GONZALEZ MORGADO	ADA Coordinator Rental Car Gas	\$	25.45
13382	10/26/2023	GovTempsUSA LLC	Deputy temp services - N. Mostardo	\$	2,296.00
13383	10/26/2023	Health Care Cost Management Inc	7/23 FY24 FSA Admin Fees	\$	741.00
13384	10/26/2023	Henricksen and Company INC	Office Chairs purchase	\$	1,327.20
13385	10/26/2023	High Street Consulting Group LLC	8/23 Transportation Project Analysis Tool	\$	33,215.50
13386	10/26/2023	HNTB Corporation	Consultant support for transit	\$	20,846.39
13387	10/26/2023	Holland and Knight LLP	8/23 Legal Services	\$	2,034.50
13388	10/26/2023	Houseal Lavigne Associates LLC	Harvey Comp Plan, UWP multi-year	\$	10,487.40
13389	10/26/2023	ICF Incorporated LLC	7-12/23 Resilience Improvement	\$	23,597.56
13390	10/26/2023	Interprenet Ltd	ASL interpreter for ADA training	\$	2,916.00
13391	10/26/2023	Iron Mountain	FY24 Shredding Services	\$	94.32
13392	10/26/2023	Inc. Jacobs Engineering Group	7/29-8/25/23 A16 PAO G Dixmoor	\$	13,261.16
13393	10/26/2023	Emma Juarez	FLIP student stipend - Emma	\$	50.00
13394	10/26/2023	Kane County Division of Transportation	4/2023 Kane-Kendall COM	\$	32,689.75
13395	10/26/2023	Chui Yi Kwan	Translation services	\$	98.20
13396	10/26/2023	McHenry County Division of Transportation	5/23 McHenry COM	\$	19,469.40
13397	10/26/2023	Morreale Public Affairs Group Inc	IIJA Regional Project Coordination	\$	18,195.81
13398	10/26/2023	Aiyanna Nash	FLIP student stipend - Aiyanna	\$	50.00
13399	10/26/2023	ARTHUR NICHOLAS	IDOT Fall Planning Conf Travel	\$	646.53
13400	10/26/2023	Northwest Municipal Conference	3/2023 NW/N Shore COM	\$	33,696.27
13401	10/26/2023	Oates Associates Inc	8/23 ADA Transition Plan Training	\$	900.00
13402	10/26/2023	Omegabit LLC	9/23 Website hosting	\$	2,299.95

13403	10/26/2023	RUSSELL PIETROWIAK	IDOT, FHWA, County Eng travel	\$	186.94
13404	10/26/2023	KATHLEEN REIGSTAD	MWRD sub area plan travel	\$	57.17
13405	10/26/2023	Jazmin Rivera	FLIP student stipend - Jazmin	\$	50.00
13406	10/26/2023	Riverside Graphics Corporation	business cards	\$	171.00
13407	10/26/2023	S2Verify LLC	FY24 employee background check	\$	91.18
13408	10/26/2023	Sam Schwartz Engineering	FY24 PAO D Round Lake Beach	\$	4,675.00
13409	10/26/2023	David Severiano	FLIP student stipend - David	\$	50.00
13410	10/26/2023	Dev Sharma	FLIP student stipend - Dev	\$	50.00
13411	10/26/2023	SLG Innovation Inc	9/23 IT consulting	\$	71,955.77
13412	10/26/2023	South Suburban Mayors & Managers Association	1/2023 - South COM	\$	38,220.13
13413	10/26/2023	SARAH G STOLPE	IDOT Fall Planning Conf Travel	\$	265.80
13414	10/26/2023	TierPoint LLC	8/23 bandwidth; 9/23 power	\$	7,929.46
13415	10/26/2023	TIP Strategies Inc	9/23 consulting JQ&A tool	\$	20,550.00
13416	10/26/2023	Valerie S Kretchmer Associates Inc	PAO A Braidwood Mkt Analysis	\$	5,965.45
13417	10/26/2023	Megan Wang	FLIP student stipend - Megan	\$	50.00
13418	10/26/2023	West Central Municipal Conference	2/2023 FY23 Central COM	\$	56,384.26
13419	10/26/2023	Will County Governmental League	FY23 Will County Governmental League	\$	36,460.13
13420	10/26/2023	BEATRIX EDLYN GUE YAN	IDOT Fall Conference Travel	\$	336.30
13421	10/26/2023	Zones Inc	Software: VMware vSphere Esse	\$	14,653.42
13422	10/26/2023	UPS	Shipping- H Hudson	\$	190.31
70141	10/26/2023	Saraiah Allen	FLIP student stipend - Saraiah	\$	50.00
70142	10/26/2023	Manuel Avalos	FLIP student stipend - Manuel	\$	50.00
70143	10/26/2023	Brady Gamrath	FLIP student stipend - Brady	\$	50.00
70144	10/26/2023	Lance J. Lesser	FLIP student stipend - Lance	\$	50.00
70145	10/26/2023	Yongmei Liu	FLIP student stipend - Yongmei	\$	50.00
70146	10/26/2023	Sophia Elena Lowy	FLIP student stipend - Sophia	\$	50.00
70147	10/26/2023	Dara Neftali Mesta Gallegos	FLIP student stipend - Dara	\$	50.00
70148	10/26/2023	Izabela Micor	FLIP student stipend - Izabela	\$	50.00
70149	10/26/2023	Midwest Awards Corporation	name badges	\$	137.30
70150	10/26/2023	Connolly Joan Nugent	FLIP student stipend - Connolly	\$	50.00
70151	10/26/2023	Bethany Rosner	FLIP student stipend - Bethany	\$	50.00
70152	10/26/2023	Niharika Salvaji	FLIP student stipend - Niharika	\$	50.00
70153	10/26/2023	Sam Schwartz Engineering	FY24 PAO D Round Lake Beach	\$	6,575.00

70154	10/26/2023	Amara-Jolene T Sears-Pecoraro	FLIP student stipend - Amara	\$	50.00
70155	10/26/2023	Fatimot Soyebbo-Hassan	FLIP student stipend - Abdul	\$	50.00
70156	10/26/2023	Katlyn Speciale	FLIP student stipend - Katlyn	\$	50.00
70157	10/26/2023	Marlexa R. Turner	FLIP student stipend-Marlexa	\$	50.00
70158	10/26/2023	University of Illinois	8/23 Property Tax Working Group	\$	10,556.05
70159	10/26/2023	LaNiya L Whitlock	FLIP student stipend - LaNiya	\$	50.00
13572	10/30/2023	BMO Harris Bank Master Card	WTS Conference Registration	\$	4,296.96
WT	10/5/2023	Empower Financial Group	Insurance	\$	13,133.22
WT	10/6/2023	ADP	PAYROLL	\$	277,054.50
WT	10/6/2023	ADP	PAYROLLTAX	\$	124,022.51
WT	10/10/2023	BMO Harris Bank	Fee - standby letter of credit	\$	4,600.00
WT	10/13/2023	ADP	Payroll Fees	\$	7,488.73
WT	10/13/2023	ADP	Payroll Fees	\$	149.00
WT	10/16/2023	RTA	RTA Card Payment	\$	644.25
WT	10/19/2023	Empower Financial Group	Insurance	\$	13,272.14
WT	10/20/2023	ADP	PAYROLLTAX	\$	124,548.12
WT	10/20/2023	ADP	PAYROLL	\$	277,750.83
WT	10/20/2023	ADP	Payroll void	\$	(100.00)
WT	10/23/2023	BMO Harris Bank	BMOH acct analysis fee	\$	768.99
WT	10/24/2023	CTA	Ventra card loads - EE	\$	2,751.75
WT	10/27/2023	IMRF	IMRF payment	\$	59,197.04
Total				\$	2,316,136.32

End report
###



MEMORANDUM

To: Executive Committee

From: Stephane Phifer
Interim Deputy, Finance and Administration

Date: March 13, 2024

Subject: November revenue and expenditure report for FY 2024

Action Requested: Approval

A monthly update of financial activity will be made to the Executive Committee for its review and approval.

FY2024
CMAP
monthly
financial
report

November 2023



Monthly Revenue and Expenditure Report

As of November 30, 2023

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. The format of analysis provided in the past is currently being revised and will be presented with the meeting packet in the coming months.

However, in the interim, the following items for the month of November are being presented:

- Cash and investments trending graph.
- Transaction Register of disbursements reflecting vendor name, check number (or disbursement code), description, and amount.

Monthly Cash Overview, November 2023

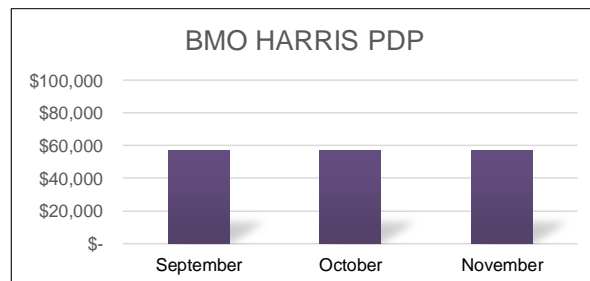
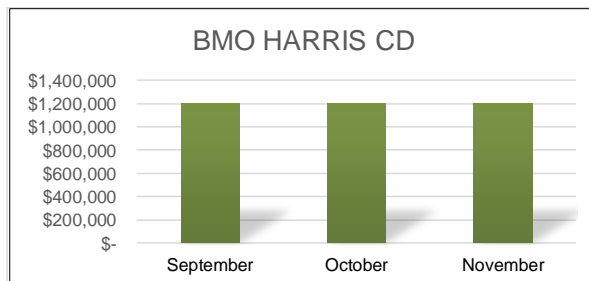
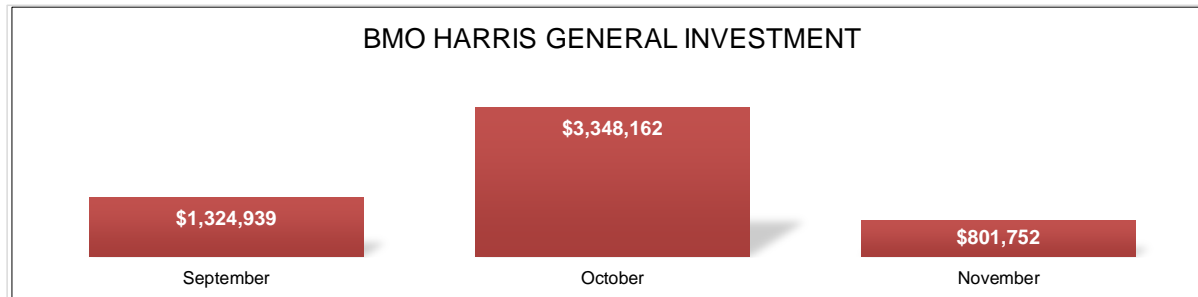
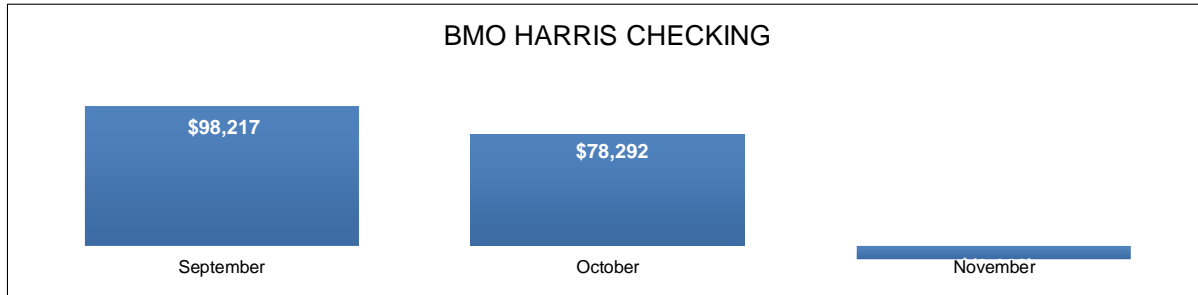
What caused the change in balance for each of the cash accounts?

BMO Harris Checking Account: Wire transfers of \$2,760,000 from the General Investment account partially funded operating activities for the month. Operating activities were comprised of \$1,304,525.73 in personnel related costs, and \$1,543,393.84 in payables.

BMO Harris General Investment Account: Wire transfers in the amount of \$213,590.68 resulting from monthly revenue activity partially funded \$2,760,000 in transfers to the Checking account for the month.

BMO Harris CD: No activity has occurred in this account during FY2024.

BMO Harris Peters Fellowship: Monthly interest was the only activity in this account during FY2024.



Transaction Register, November 2023

Number	Date	Vendor Name	Transaction Description	Amount
13423	11/2/2023	LAURENT M AHIABLAME	10/16-20 CARE conversations	\$ 130.40
13424	11/2/2023	ERIN L ALEMAN	9/6-9/29/23 PART travel exp	\$ 404.06
13425	11/2/2023	JESSE MITCHELL ALTMAN	IL Renewable Energy Conf Reg	\$ 497.68
13426	11/2/2023	ASHA BARNES	10/12-27 travel exp	\$ 60.98
13427	11/2/2023	Village of Bedford Park	11/2022 FY23 Southwest COM	\$ 31,046.95
13428	11/2/2023	LILY ROSE BRACK	Travel for various meetings	\$ 428.76
13429	11/2/2023	Center for Neighborhood Technology	7/23 Equitable Engagement Prog	\$ 55,000.00
13430	11/2/2023	Chicago Transit Authority	CTA RPM Core Capacity Expansion	\$ 23,237.26
13431	11/2/2023	KAMA DOBBS	IDOT Fall Planning Conference	\$ 514.71
13432	11/2/2023	DuPage Mayors & Managers Conference	4/23 DuPage COM	\$ 20,196.27
13433	11/2/2023	EcoInteractive Inc	9/23 Integrated TIP database	\$ 15,427.50
13434	11/2/2023	ALEXANDRA A ENSIGN	10/6-10/18/23 travel exp	\$ 100.43
13435	11/2/2023	KATE EVASIC	travel to/from CARE Meetings	\$ 29.65
13436	11/2/2023	Garveys Office Products Inc	General office supplies	\$ 20.72
13437	11/2/2023	BORJA MANUEL GONZALEZ MORGADO	ADA Training Module 2 Food Exp	\$ 534.91
13438	11/2/2023	GovTempsUSA LLC	Deputy temp services	\$ 2,968.00
13439	11/2/2023	NOAH L HARRIS	IDOT Fall Planning Conf travel	\$ 307.80
13440	11/2/2023	Health Care Cost Management Inc	Health FSA PR WH	\$ 2,471.13
13441	11/2/2023	High Street Consulting Group LLC	9/23 Transportation Project Analysis Tool	\$ 25,484.75
13442	11/2/2023	HNTB Corporation	8/5-8/25 PART - supplement	\$ 16,600.91
13443	11/2/2023	HOLLY L HUDSON	9/13-29 various meetings	\$ 131.67
13444	11/2/2023	JAEMI JACKSON	Legacy Project Seminar	\$ 50.00
13445	11/2/2023	Inc. Jacobs Engineering Group	A16 PAO G Dixmoor CIP	\$ 12,663.54
13446	11/2/2023	Kane County Division of Transportation	4/2023 FY23 Bike/Ped Plan	\$ 48,705.68
13447	11/2/2023	Chui Yi Kwan	10/3 poster translation	\$ 112.80
13448	11/2/2023	Lake County Division of Transportation	6/2023 Lake COM	\$ 55,870.12
13449	11/2/2023	Metra	6/2023 Metra FY23 Operating	\$ 51,994.62
13450	11/2/2023	Multilingual Connections	Translation Services	\$ 689.94
13451	11/2/2023	Northwest Municipal Conference	5/23 NW/N Shore COM	\$ 23,018.47
13452	11/2/2023	Oates Associates Inc	9/23 ADA Transition Plan Training	\$ 7,000.00

13453	11/2/2023	Sam Schwartz Engineering	FY24 PAO D Round Lake Beach	\$	10,089.15
13454	11/2/2023	South Suburban Mayors & Managers Association	3/2023 South COM	\$	18,400.79
13455	11/2/2023	US Bank HSA	9/23 Statement Fee	\$	2,286.01
13456	11/2/2023	BLANCA VELA-SCHNEIDER	10/4-10/18/23 travel exp	\$	54.89
13457	11/2/2023	West Central Municipal Conference	6/23 North Central COM (WCMC)	\$	16,907.72
13458	11/2/2023	Will County Governmental League	FY23 Will County Governmental League	\$	3,242.89
70160	11/2/2023	Hertz Corporation	8/19-8/21 K. Pudlock rental	\$	637.57
70161	11/2/2023	MIOVISION Technologies Incorporated	Video processing credits	\$	799.83
70162	11/2/2023	Morris E Robinson Jr	FLIP speaker - Shorefront day4	\$	300.00
13570	11/6/2023	Comcast	10/11-11/10/23 TV Service Fee	\$	86.90
13460	11/8/2023	Aflac	8/23 Aflac PR WH	\$	1,166.70
13461	11/9/2023	AECOM Technical Services Inc	7/1-8/25 Pavement MGMT Plan	\$	98,633.85
13462	11/9/2023	MARY VICTORIA BARRETT	10/10-10/20/23 CARE interviews	\$	167.33
13463	11/9/2023	MICHAEL BROWN	Travel Exp for WAYS Conference	\$	59.44
13464	11/9/2023	JONATHAN BURCH	travel exp for various mtgs	\$	229.68
13465	11/9/2023	Coalition for Americas Gateways & Trade Corridors	annual agency membership	\$	7,500.00
13466	11/9/2023	Coffee Unlimited	Breakroom Supplies	\$	1,658.64
13467	11/9/2023	Dell Marketing LP	Computer Monitors	\$	1,125.00
13468	11/9/2023	First Communications LLC	10/23 Telephone	\$	2,701.58
13469	11/9/2023	PARRY M FRANK	TES Conference Registration	\$	618.51
13470	11/9/2023	Genesys Works Chicago	Work program for Jordan-Janae	\$	3,784.00
13471	11/9/2023	KASIA S HART	IDOT Fall Planning Conf Travel	\$	427.13
13472	11/9/2023	Kane County Division of Transportation	5/2023 FY23 Bike/Ped Plan	\$	42,990.97
13473	11/9/2023	Koa Hills Consulting LLC	Project Management; Data Migration	\$	2,160.00
13474	11/9/2023	Chui Yi Kwan	translation services - poster	\$	28.00
13475	11/9/2023	Northwest Municipal Conference	6/23 NW/N Shore COM	\$	24,129.16
13476	11/9/2023	KATHLEEN REIGSTAD	Community Engagement Exp	\$	216.23
13477	11/9/2023	Riverside Graphics Corporation	business cards	\$	273.00
13478	11/9/2023	The Silver Line	8/15-9/29 MacArthur Grant	\$	6,912.50
13479	11/9/2023	LLC SK Global Software	Project Management	\$	5,456.25
13480	11/9/2023	StreetLight Data Inc	9/23 Speed data project SPR	\$	10,025.25

13481	11/9/2023	Valerie S Kretchmer Associates Inc	PAO A Braidwood Comp Mkt Analysis	\$	16,942.09
13482	11/9/2023	MARY ELIZABETH WEBER	IDOT Fall Planning Conference	\$	543.20
13483	11/9/2023	CHUBB	7/24-9/24 Prepaid Pro risk Insurance	\$	31,500.00
13500	11/13/2023	ComEd	10/23 electricity	\$	1,322.35
13484	11/16/2023	AECOM Technical Services Inc	9/9-29 Safety Action Plans- Fed	\$	16,349.95
13485	11/16/2023	City of Chicago Department of Transportation	3/2023 CDOT FY23 Operating	\$	166,781.99
13486	11/16/2023	BORJA MANUEL GONZALEZ MORGADO	11/8 Food exp - ADA Module 3	\$	493.00
13487	11/16/2023	GovTempsUSA LLC	Deputy temp services - Mostardo	\$	3,164.00
13488	11/16/2023	Health Care Cost Management Inc	11/17/2023 Dependent FSA PR WH	\$	2,471.13
13489	11/16/2023	Holland and Knight LLP	10/23 Legal advice	\$	671.50
13490	11/16/2023	Houseal Lavigne Associates LLC	Harvey Comp Plan	\$	3,865.00
13491	11/16/2023	Omegabit LLC	10/23 Website hosting	\$	2,299.95
13492	11/16/2023	KATHLEEN REIGSTAD	10/21 Lansing Engagement	\$	82.32
13493	11/16/2023	SB Friedman and Company	9/23 Sales tax analysis	\$	14,820.00
13494	11/16/2023	SUM NFP	Managers' retreat and training	\$	4,125.00
13495	11/16/2023	US Bank HSA	11/17/2023 HSA Deduction EE	\$	2,275.01
13496	11/16/2023	Warehouse Direct	Banker Boxes	\$	738.72
13497	11/16/2023	MARY ELIZABETH WEBER	10/24-11/1 Lansing Meetings	\$	89.88
70163	11/16/2023	Menard Consulting Inc	FY23 GASB 75 Roll Forward FY23	\$	200.00
70164	11/16/2023	University of Illinois	9/23 Property Tax Working Grp	\$	13,962.48
13501	11/20/2023	Vision Service Plan (IL)	11/23 Retiree Vision	\$	1,506.05
13502	11/22/2023	601W Companies Chicago MT LLC	12/23 Rent	\$	188,770.09
13503	11/22/2023	Blue Cross Blue Shield of Illinois	12/23 Retirees/COBRA Health	\$	117,994.27
13504	11/22/2023	MICHAEL BROWN	11/2 Joint Board of Review Mtg	\$	49.10
13505	11/22/2023	Clarity Partners LLC	9/23 Website development	\$	680.16
13506	11/22/2023	Delta Dental - Risk	12/23 Dental COBRA	\$	7,640.26
13507	11/22/2023	DuPage County	FY23 DuPage Trails Plan	\$	95,378.32
13508	11/22/2023	JANE GROVER	10/4-10/26 CARE travel exp	\$	75.37
13509	11/22/2023	HNTB Corporation	9/23 PART - supplement	\$	24,884.17
13510	11/22/2023	Chui Yi Kwan	translation services	\$	51.80
13511	11/22/2023	NIKOLAS E MERTEN	MBUFA conference registration	\$	2,760.22
13512	11/22/2023	Mutual of Omaha	11/23 Life insurance - EE	\$	5,501.79
13513	11/22/2023	Therm Flo Inc	FY24 Maintenance Agreement	\$	2,431.00

13514	11/22/2023	TierPoint LLC	9/23-10/23 bandwidth, power	\$	1,401.43
13571	11/22/2023	Comcast	11/23 internet	\$	1,000.00
70165	11/22/2023	4imprint Inc	Lanyards with logo imprint	\$	656.17
70166	11/22/2023	State Employee Retirement System of Illinois	Oct 2023 Employees WH	\$	22,054.36
13601	11/29/2023	BMO Harris Bank Master Card	Glass Whiteboard Magnets	\$	4,518.40
13515	11/30/2023	LILY ROSE BRACK	Food exp for Ford Heights	\$	29.99
13516	11/30/2023	Cogent Communications Inc	10/23 FY24 ISP agreement	\$	3,042.85
13517	11/30/2023	Creative Financial Staffing LLC	Temp services -KaLeigh Herron	\$	8,935.11
13518	11/30/2023	Genesys Works Chicago	Work program for Jordan-Janae	\$	1,462.96
13519	11/30/2023	GRM Information Management Services of Chicago LLC	10/23 Offsite Storage	\$	308.73
13520	11/30/2023	NOAH L HARRIS	10/18 CREATE event	\$	39.19
13521	11/30/2023	Health Care Cost Management Inc	12/1/23 Health FSA PR WH	\$	2,471.13
13522	11/30/2023	Holland and Knight LLP	11/23 Legal Services	\$	1,461.50
13523	11/30/2023	Metrostudy	10/23-9/24 Metrostudy membership	\$	21,708.00
13524	11/30/2023	Multilingual Connections	Translation Services thru 9/30	\$	286.65
13525	11/30/2023	Muse Community Design LLC	7/23 UWP FY23 Complete Streets	\$	14,592.25
13526	11/30/2023	Mutual of Omaha	12/23 Life insurance - EE	\$	5,582.93
13527	11/30/2023	Nearmap US Inc.	10/23-10/24 Aerial photography	\$	52,000.00
13528	11/30/2023	LLC SK Global Software	Prof Services. Software support	\$	56.25
13529	11/30/2023	US Bank HSA	10/23 Statement Fee	\$	2,236.01
13530	11/30/2023	JULIA VOIGT	11/1 UIC Capstone	\$	36.82
70167	11/30/2023	Capitol Fax	11/23-10/24 Subscription	\$	500.00
WT	11/1/2023	IMRF	IMRF	\$	(2,099.90)
WT	11/1/2023	ADP	PRMISC102023	\$	100.00
WT	11/3/2023	ADP	PAYROLLCASH	\$	123,745.38
WT	11/3/2023	ADP	PAYROLL	\$	277,309.23
WT	11/10/2023	ADP	11/23 ADP payroll fees	\$	7,478.09
WT	11/10/2023	Empower Financial Group	Insurance	\$	13,302.38
WT	11/15/2023	IMRF	10/23 IMRF payment	\$	59,539.16
WT	11/16/2023	RTA	12/23 RTA card payment	\$	743.50
WT	11/16/2023	Empower Financial Group	Insurance	\$	14,539.72
WT	11/17/2023	ADP	PAYROLLCASH	\$	120,561.41
WT	11/17/2023	ADP	PAYROLL	\$	279,325.69
WT	11/17/2023	ADP	PAYROLLADJ111723	\$	(107.04)

WT	11/22/2023	BMO Harris Bank	BMOH acct analysis fee	\$	770.57
WT	11/24/2023	CTA	Ventra card loads - EE	\$	2,932.00
WT	11/30/2023	Empower Financial Group	Insurance	\$	14,539.72
WT	11/30/2023	ADP	PAYROLLCASH	\$	119,643.32
WT	11/30/2023	ADP	PAYROLL	\$	282,134.37
WT	11/30/2023	ADP	PAYROLLADJ	\$	(107.61)
Total				\$	2,847,919.57

End report
###



Chicago Metropolitan Agency for Planning

433 West Van Buren Street
Suite 450
Chicago, IL 60607

312-454-0400
cmap.illinois.gov

MEMORANDUM

TO: Executive Committee
FROM: Finance and Administration
Date: March 1, 2024
Subject: Grants and Procurements

Action Requested: Information

A monthly update of activity relating to grants, contracts and procurements will be made to the Executive Committee for its review and information.

The following list identifies pending and received grant proposals and pending and executed agreements.

GRANTS AND AGREEMENTS			
<u>Grantor</u>	<u>Amount</u>	<u>Dates</u>	<u>Purpose</u>
<u>Grants Pending:</u>			
Housing and Urban Development Department Pathways to Removing Obstacles to Housing (PRO Housing)	\$10,000,000	1/1/2024 – 9/30/2029	Housing Readiness: Pathways to Removing Obstacles to Housing in Northeastern Illinois
<u>Grants Received:</u>			
None			
<u>Agreements Pending:</u>			
None			
<u>Agreements Executed:</u>			
ComEd and Respiratory Health Association in Partnership with CMAP as recipients of the Clean Energy to Communities – In Depth Technical Partnerships contract from the U.S. Department	\$500,000	2/15/2024	Reaching Net Zero: Transport-Energy Scenarios for Northeastern Illinois

GRANTS AND AGREEMENTS			
<u>Grantor</u>	<u>Amount</u>	<u>Dates</u>	<u>Purpose</u>
of Energy/NREL(*Note: this is a contract award, not a grant)			

The CMAP bylaws provide authority to the executive director to enter into contractual commitments where compensation does not exceed \$50,000. For those commitments \$50,000 and greater, the Executive Committee has retained authority for approval. For all projects not included in the approved UWP where the total of the compensation for an individual provider exceeds \$50,000 within the fiscal year, Board approval is required.

CONTRACTS FOR EXECUTIVE COMMITTEE APPROVAL				
<u>Provider</u>	<u>Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
<u>\$50,000 and over, Approval Requested of Committee (February 14, 2024):</u>				
None				
<u>Under \$50,000, Approved by Executive Director since (January 10, 2024):</u>				
None				

The following list identifies pending procurements.

PROCUREMENTS				
<u>Provider</u>	<u>Estimated Amount</u>	<u>Fund Source</u>	<u>Type of Procurement</u>	<u>Purpose</u>
Civiltech Engineering	\$317,000	ADA	RFP	ADA Project Management and Oversight (PMO) Consultant
TBD	\$500,000	UWP	RFQ	Berwyn Riverside Railroad Grade Crossing Study
TBD	\$400,000	UWP/ USEPA CPRG	RFP	Comprehensive Climate Action Plan
TBD	\$800,000	UWP	RFQ	2026 Regional Transportation Plan
TBD	\$300,000	UWP	RFP	Congestion Management Strategy

Note: UWP operating funds can only be used in the fiscal year budgeted. UWP competitive contract funds are available for a five-year period.

###



Chicago Metropolitan Agency for Planning

433 West Van Buren Street
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Chicago, IL 60607
312-454-0400
cmap.illinois.gov

MEMORANDUM

To: CMAP Executive Committee

From: Erin Aleman, Deputy Executive Director

Date: March 1, 2024

Subject: Amendment consideration for the CMAP by-laws

Action Requested: Discussion and approval to recommend to the CMAP Board in April

Introduction:

At the CMAP Board meeting in May and June, the Board reviewed drafted changes to their by-laws. After discussion, staff were directed to meet with a group of board members representing Cook County, collar counties, and the City of Chicago to discuss and make recommendations for any by-law amendments. Staff met with members Sheahan, Brolley and Walsh, as well as the CMAP legal counsel Hart Passman from Elrod Freidman, to review and discuss potential changes.

At the February Executive Committee meeting, the committee discussed the proposed changes with counsel and suggested a few additional modifications. The committee agreed with amendments to Article Three, Article Seven, and Article Ten as described below. Members continued to discuss providing further clarity to Article Four and asked to provide additional language around failure of the Board to achieve quorum and the explicit application of the four-fifths rule to the Executive Committee.

Attached to this memo is a copy of the Board's by-laws with potential amendments for consideration. Below is a brief overview of the changes presented in the redline document.

Article Three: Organization of CMAP

Upon recommendation of legal counsel, Article Three adds the following:

1. provide further clarification on virtual meeting participation
2. provide clarification that the board and its committees may use a consent agenda to transact business
3. provide clarity and transparency by documenting in the by-laws the long-standing practice of maintaining on the Executive Committee 2 members each from the City of Chicago, Cook County and the collar counties

Article Four: Powers of the Executive Committee

The Executive Committee discussed the importance of the amendments not circumventing the powers of the CMAP Board and in addition to the language in 2A, 2B, 2C and 2D, asked to include the following limitations of the Executive Committee:

1. taking actions only when a Board meeting has not occurred 14 days prior and will not meet for an additional 14 days;
2. explicit language about four-fifths of the members of the Executive Committee being necessary

Authorizes the Executive Committee to take the following actions when they are consistent with the most current long-range plan:

1. accept grants and enter into the associated grant agreements
2. enter into intergovernmental agreements
3. approve or amend contracts with the following limitations
 - a. limits authorizations to \$1 million dollars
 - b. limits the duration of any approved contract to 3 years plus (2) one-year extensions renewals
 - c. existing by-laws requires notification to the board of all such actions taken by the Executive Committee
4. approve change orders to existing contracts for up to 10%

The executive director will continue to seek board approval when possible and expedient.

Article Seven: Power of the Executive Director

Upon recommendation of legal counsel, ties the simplified acquisition threshold or maximum contract authority of the Executive Director to the limits defined in State Statute.

Article Ten: Miscellaneous

Emergency purchases during a declared state of emergency – increase the limit to \$250,000. This provision provides a safety net if significant damage occurred to the CMAP office, personal

protective equipment was required by staff to perform work, or other major impact was experienced during a declared state or federal emergency. There has only been one qualifying state of emergency since the agency's inception.

**BY-LAWS OF THE
CHICAGO METROPOLITAN AGENCY FOR PLANNING**

Adopted June 21, 2006

Revised November 28, 2007

Revised November 13, 2013

Revised October 11, 2017

Revised June 9, 2021

**BY-LAWS OF THE
CHICAGO METROPOLITAN AGENCY FOR PLANNING**

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ARTICLE ONE
Purpose of the Chicago Metropolitan Agency for Planning

The Chicago Metropolitan Agency for Planning (“CMAP”) was created by the Regional Planning Act (70 ILCS 1707/1 et. seq.) (the “Act”), and the agency’s Policy Committee is the federally-designated Metropolitan Planning Organization for northeastern Illinois as detailed in the Federal-Aid Highway Act of 1962 [23 U.S.C. § 134]. The Act provides for a consolidated regional planning agency to plan for the most effective public and private investments in the northeastern Illinois region, to better integrate plans for land use and transportation, program transportation funds, and serve as the region’s data hub.

CMAP was created to address the development and transportation challenges in Cook, DuPage, Kane, Kendall, Lake, McHenry and Will Counties. The agency also provides research on transportation system safety and equity, freight, housing, economic development, and environment and natural resources through the federally- required metropolitan planning process.

These Rules shall serve to guide the proper functioning of the urban transportation planning process by CMAP as well as general procedures and policies for CMAP, and CMAP committees.

ARTICLE TWO
Definitions

As used in these By-Laws, the following terms shall mean:

- (a) Act means the Regional Planning Act, effective August 9, 2005, as amended now and hereafter.
- (b) Board means the fifteen voting members and non-voting members of CMAP.
- (c) Board member means a voting member or non-voting member of CMAP.
- (d) Policy Committee means the decision-making body of the MPO.
- (e) Chair means the Chair of the Board.
- (f) Executive Director means the Executive Director of the Chicago Metropolitan Agency for Planning.
- (g) Northeastern Illinois region means Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will Counties.
- (h) CMAP means the Chicago Metropolitan Agency for Planning created pursuant to the Act.

ARTICLE THREE
Organization of the Chicago Metropolitan Agency for Planning

1. Composition of the Board

The CMAP is governed by a board (“Board”) consisting of the following 15 voting members and non-voting members, all as appointed ~~by~~pursuant to the Regional Planning Act (the “Act”) and serving for initial terms as follows:

- A. One member from DuPage County appointed cooperatively by the mayors of DuPage County and the chief elected county official of DuPage County with a term expiring on July 1, 2007.
- B. One member representing both Kane and Kendall Counties appointed cooperatively by the mayors of Kane County and Kendall County and the chief elected county officials of Kane County and Kendall County with a term expiring on July 1, 2007.
- C. One member from Lake County appointed cooperatively by the mayors of Lake County and the chief elected county official of Lake County with a term expiring on July 1, 2009.
- D. One member from McHenry County appointed cooperatively by the mayors of McHenry County and the chief elected county official of McHenry County with a term expiring on July 1, 2009.
- E. One member from Will County appointed cooperatively by the mayors of Will County and the chief elected county official of Will County with a term expiring on July 1, 2009.
- F. Five members from the City of Chicago appointed by the Mayor of the City of Chicago. As designated at the time of appointment, the terms of 2 of these members shall expire on July 1, 2007 and the terms of the other 3 members shall expire on July 1, 2009.
- G. One member from that portion of Cook County outside of the City of Chicago appointed by the President of the Cook County Board of Commissioners with a term expiring on July 1, 2007.
- H. Four members from that portion of Cook County outside of the City of Chicago appointed, with the consent of the President of the Cook County Board of Commissioners, as follows:
 - 1) One by the mayors representing those communities in Cook County that are outside of the City of Chicago and north of Devon Avenue with a term expiring on July 1, 2007.

- 2) One by the mayors representing those communities in Cook County that are outside of the City of Chicago, south of Devon Avenue, and north of Interstate 55, and in addition the Village of Summit with a term expiring on July 1, 2009.
- 3) One by the mayors representing those communities in Cook County that are outside of the City of Chicago, south of Interstate 55, and west of Interstate 57, excluding the communities of Summit, Dixmoor, Posen, Robbins, Midlothian, Oak Forest, and Tinley Park with a term expiring on July 1, 2007.
- 4) One by the mayors representing those communities in Cook County that are outside of the City of Chicago and east of Interstate 57, and, in addition, the communities of Dixmoor, Posen, Robbins, Midlothian, Oak Forest, and Tinley Park with a term expiring on July 1, 2009.

I. The Policy Committee may appoint one of their members to serve as a non-voting member and the CMAP Board may appoint other non-voting members of the Board. All members must reside in the seven-county region.

2. Terms

After their initial terms, Board members shall hold a term of 4 years or until successors are appointed and qualified.

3. Vacancies

If a vacancy occurs, the appropriate appointing authority shall fill the vacancy by an appointment for the unexpired term.

4. Compensation

Board members shall receive no compensation, but shall be reimbursed for expenses incurred in the performance of their duties.

5. Attendance by Video or Audio Conference

Board members or committee members may attend a Board or committee meeting via audio or video conference as only to the extent permitted under the Open Meetings Act (5 ILCS ~~1201/1~~120/1, *et seq.*), now and as hereafter amended.

~~6. Virtual Meetings~~

~~The Board and its committees may conduct meetings by audio or video conference, without the physical presence of a quorum of the members, to the extent permitted by, and in accordance with, Section 7(e) of the Illinois Open Meetings Act, as may be amended.~~

6. ~~7.~~ Quorum

A majority of the voting Board members holding office shall constitute a quorum for the purpose of convening a meeting of the Board.

7. ~~8.~~ Voting

A. A vote shall be taken on any motion, resolution, or ordinance of the CMAP Board and shall be included in the record of the meeting.

~~B.~~ B. The affirmative votes of at least 4/5 of the ~~voting~~ Board members in office is necessary for the Board to take any action for which Board approval is required pursuant to the Act or these By-Laws. A Board member or committee member who attends a meeting via ~~telephone~~ audio or video conference (as provided in Article 3, Section 5 above) is considered present for purposes of voting.

8. ~~9.~~ Regular Meetings and Time and Place of Meetings

Regular meetings of the Board shall be held at least once in each calendar quarter. The time and place of Board meetings shall be fixed by resolution of the Board.

9. ~~10.~~ Special Meetings

Special meetings of the Board may be called by the Chair or a majority of the Board members.

10. ~~11.~~ Workshop Meetings

The Board may choose to hold workshop meetings from time to time, by a call of the Chair or a majority of the Board members. A quorum shall not be necessary for conducting a workshop; however, all board workshops shall be noticed in the same manner as regular meetings of the Board, and no final action may be taken at any Board workshop. Workshop meetings shall be considered meetings of the Board for purposes of these By-Laws and the Open Meetings Act.

11. ~~12.~~ Notice to Board Members

A written notice of the time and place of any special meeting or workshop shall be provided to all Board members at least 96 hours prior to the date fixed for the meeting by regular mail, e-mail or facsimile, except that if the time and place of a special meeting is fixed at a regular meeting at which all Board members are present, no such written notice is required.

12. ~~13.~~ Chair, First Vice Chair, and Second Vice Chair

At its initial meeting and its first regular meeting after July 1 of each year thereafter, the Board shall appoint from its membership a Chair, a first vice Chair and a second vice Chair who will all serve until their successors are appointed. The first vice Chair shall act

as Chair during the absence or disability of the Chair and in case of resignation or death of the Chair and shall carry out such other duties as designated by resolution of the Board. If the first vice Chair is unavailable to take on such duties, the second vice Chair shall act as Chair during the absence or disability of the Chair and in case of resignation or death of the Chair and shall carry out such other duties as designated by resolution of the Board.

13. ~~14.~~ Agenda Development and Distribution ~~For~~for Board Meetings

- A. Before a Board meeting, the Chair shall review a tentative agenda prepared by the Executive Director and set a final agenda for the upcoming Board meeting. Board members' requests to place an item on the agenda shall be made to the Executive Director or the Chair at least 96 hours prior to the date fixed for the meeting.
- B. The Executive Director shall provide the agenda for each regular meeting to all Board members at least 72 hours before such meeting. The Executive Director shall also provide to each Member a draft of each ordinance or resolution to be proposed for action of the Board at least 72 hours before such meeting. The agenda for such meeting shall be posted at the principal office of CMAP and at the location where the meeting will be held, at least 48 hours before such meeting. Revisions to the agenda may be made by the Chair or by a majority of the Board not less than 72 hours prior to the meeting, including addition to the agenda of items requiring adoption of an ordinance or resolution at the meeting, provided, however, that a copy of each ordinance or resolution is also made available to each Member.

14. Consent Agenda

- A. At any meeting, the Board may, by unanimous consent, take a single vote on the several questions of the passage of any two or more of the designated ordinances, orders, resolutions, or motions placed together for voting purposes in a single group (the "Consent Agenda"). The Executive Director may, but is not required to, submit a Consent Agenda to be considered by the Board at each Board meeting. The Consent Agenda may contain (1) all matters deemed by the Executive Director to be of a noncontroversial nature; (2) all matters on which the Board has previously issued a preliminary favorable vote or recommendation; and (3) the approval of bids when the recommendation is to accept the low bidder.
- B. Any item may be removed from the Consent Agenda at the Board meeting by the request of any one member. Upon removal, the item will be considered and voted upon separately.
- C. A single vote on the Consent Agenda shall be deemed in compliance with all requirements of law for all intents and purposes as if the vote in each case had been taken separately for each individual item on the Consent Agenda. Members voting on the Consent Agenda may state those specific items for which they vote nay, or abstain.

15. Minutes of Board and Committee Meetings

Written minutes of all Board and committee meetings shall be prepared. Such minutes shall include, but need not be limited to:

- 1) the date, time and place of the meeting;
- 2) the members recorded as either present or absent (if any members attended via audio or video conference, the minutes of such meetings must state which members were physically present and which members were present via audio or video conference); and
- 3) a summary or discussion on all matters proposed, deliberated or decided, and a record of any votes taken.

Board members may request that specific comments be included in the minutes.

Minutes of all meetings open to the public shall be maintained on file by the Executive Director.

Minutes of prior meetings open to the public and prior meetings closed to the public shall be furnished to Board members in the advance Board packages for review and approval at the ensuing Board meeting.

Minutes of meetings open to the public shall be available for public inspection during the regular business hours of CMAP at the principal office of CMAP within 7 days of the approval of such minutes. Minutes of meetings closed to the public shall be placed in a confidential file and available for public inspection only after the Board determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

16. Compliance with the Open Meetings Act

All meetings of the Board and committees shall be held in compliance with the Open Meetings Act (5 ILCS 1201/1, *et seq.*), now and as hereafter amended.

17. Board Committees

The committees of the Board may make recommendations to the Board, but, except as provided to the contrary in these By-Laws with respect to the Executive Committee, the Board takes all actions for CMAP. The committees of the Board are as follows:

A. Executive Committee. The Executive Committee is to be comprised of six members, as follows:

1. Two members from among the Board members representing the City of Chicago;

2. Two members from among the Board members representing suburban Cook County; and

3. Two members from among the Board members representing DuPage, Kane, Kendall, Lake, McHenry, and Will Counties.

Each member of the Executive Committee must be approved by a concurrence of four-fifths of the Board members in office.

The Executive Committee shall serve as the audit and finance committee and (i) manage the day-to-day operations of CMAP; (ii) review and direct the activities of the other committees of CMAP; (iii) make recommendations on an executive director; (iv) develop strategic plans and policies for CMAP; and (v) develop a funding plan for the CMAP. Further, the Executive Committee shall have those powers and duties set forth in Article ~~Four~~4 of these By-Laws.

B. Transportation Committee. The CMAP Board shall jointly determine the structure and member organizations of the Transportation Committee with the Policy Committee. The Transportation Committee shall fulfill duties outlined in the Memorandum of Understanding (MOU) between CMAP and the Policy Committee.

C. Citizens' Advisory Committee. The CMAP Board shall create a standing Citizens' Advisory Committee to provide continuous and balanced public representation in the development of regional plans and policies.

D. Any other committees created by the Board. Such committees shall have such duties as the Board designates.

The Board can change the duties of any committee or dissolve any committee at any time, with the exception of the Citizens' Advisory Committee and the Transportation Committee which shall be done jointly with the Policy Committee. The Chair shall appoint members to committees and designate committee chairmen at the beginning of each calendar year or at the time the Committee is created. The Chair of each committee shall serve for the balance of the calendar year and until a successor is appointed. The Chair of any committee may be reappointed as Chair of the committee.

The Chair may delegate to the Executive Director management of committees created pursuant to this section, including but not limited to the appointment of committee members and Chair, establishment of meeting dates, and the setting of meeting agendas. The Executive Director may also establish technical committees to advise CMAP staff.

Any question of committee jurisdiction over an issue shall be raised with the Executive Director.

18. Live-streaming

The Board will broadcast open meetings of the board in real time using a high-speed Internet connection in compliance with the Regional Planning Act.

ARTICLE FOUR
Powers of the Executive Committee

1. In addition to those duties set forth in Article Three, Paragraph 17.A of these By-Laws, the Executive Committee has been established by the Board to:

- A. discuss CMAP agenda items, legislative issues, and similar concerns and business, for recommendation(s) to the Board;
- B. take action on certain administrative items, including (i) procurements for work activities that have been approved by the board ~~in CMAP's annual budget and workplan;~~ and (ii) accepting grant funding, and approving, entering into, and implementing associated grant agreements, consistent with CMAP's then-current long-range plan and strategic direction;
- C. annually review the performance of the Executive Director, and upon completion of its review, to forward its findings and recommendations to the full Board; and
- D. consider and provide direction to the Executive Director regarding such other matters that may come before CMAP from time to time.

2. In order to assist the Board in carrying out its general powers and duties granted under the Act, whether because no meeting of the Board has been scheduled or due to failure to obtain a quorum at a scheduled meeting of the Board, at any time at which the Board has not met in the prior 14 days, and will not meet for at least 14 days, the Executive Committee is expressly granted the authority, without prior Board approval, to take any of the following actions, but only by concurrence of four-fifths of the members of the Executive Committee, and only if consistent with the then-current long-range plan adopted by the Board:

- A. approve and execute any and all documents necessary to apply for, approve, accept, and amend grants from Federal, State, Local, or philanthropic sources; and
- B. approve and enter into agreements with units of local government, transportation agencies, State agencies, federal agencies, and persons in order to implement any of the provisions of the Act, provided that the Executive Committee may not approve an agreement that would incur expenditures of more than \$1,000,000.00, or of a term of more than three years plus up to two one-year extensions; and

C. enter into contracts or other transactions with any unit of local government, transportation agency, State agency, public or private organization, or any other source in furtherance of the purpose of the Act, and to take any necessary action in order to avail itself of such aid and cooperation, provided that the Executive Committee may not approve a contract or other transaction that would incur expenditures of more than \$1,000,000.00, or of a term of more than three years plus up to two one-year extensions; and

D. issue and approve a change order or amendment to any purchase order or contract, provided that no such change order or amendment, individually or when combined with any previous change order to the same purchase order or contract, exceeds 10 percent of the original price of the purchase order or contract.

3. ~~2.~~ The Executive Committee shall report its actions on all matters to the Board at the next available meeting.

4. Under no circumstances will the Executive Committee have the authority to approve the long-range plan.

ARTICLE FIVE Citizens' Advisory Committee

Pursuant to Section 40(c) of the Act, a standing Citizens' Advisory Committee will be created by the Board to provide continuous and balanced public representation in the development of regional plans and policies.

ARTICLE SIX Public Participation at Public Hearings, Board Meetings, and Citizens' Advisory Committee Meetings

1. Requirement

In connection with its review and development of any regional plans and prior to any plan's approval, the Board must hold a public hearing.

2. Participation

Any person may participate in a public hearing, Board meeting, or Citizens' Advisory Committee meeting by oral presentation or by submitting written material within 24 hours of the close of the meeting or hearing. The Chair or presiding officer shall have the power to restrict the presentation of any person desiring to participate in the hearing or meeting to oral presentation or to submission of written materials, and to impose any other reasonable limitations upon the conduct of such public hearing or meeting as necessary to effectuate its purpose. The Chair or presiding officer shall limit any individual speaker's testimony to five minutes; provided that the Chair or presiding officer shall have the sole discretion on whether to grant speaker's request for additional time.

3. Conduct of Hearings

The presiding officer for each hearing shall be designated by the Chair, and shall be a Board member or officer or employee of CMAP. Notice of the time, date, and place set for the hearing must be by posting a copy of such notice at the principal office of CMAP, by giving notice to those news media which have filed a request for public notices pursuant to law, and by posting on CMAP's website, published in a newspaper having a general circulation within the northeastern Illinois region at least 30 days prior to the date of the hearing. The notice must contain a short explanation of the purpose of the hearing. The hearing may be continued, as deemed necessary by the Board.

Procedures for public hearings, Board meetings and Citizens' Advisory Committee meetings set forth in this Article shall apply to all such hearings and meetings under the Act, except as otherwise noted herein. Hearings required under any statute or regulation of the United States or the State of Illinois shall be held under this part to the extent consistent with such statute or regulation.

Minutes for each hearing and copies of all written materials submitted in connection with each hearing shall be maintained by the Executive Director.

ARTICLE SEVEN
Powers of the Executive Director

1. In addition to those powers provided by law, ordinance or resolution of the Board, the Executive Director:
 - A. shall hire deputy directors and other employees as needed.
 - B. shall have the authority to enter into contractual commitments where the total of the compensation provided under such commitment ~~or the compensation to that provider of contractual~~ does not exceed the annually adjusted Simplified Acquisition Threshold for professional and artistic services as established under all other contractual commitments made within the fiscal year does not exceed \$50,000 the Illinois Procurement Code (30 ILCS 500/20-20). Procurements shall not be artificially divided so as to constitute a small purchase eligible to this provision of the Illinois Procurement Code.

ARTICLE EIGHT
Access to Public Records

CMAP shall grant access to public records in compliance with the Freedom of Information Act (5 ILCS 140/1 *et seq.*) and the Regional Planning Act. In accordance with the Regional Planning Act, the Board shall post recordings of its open meetings on its website within a reasonable time after the meeting.

ARTICLE NINE
Maintenance of Public Records

CMAP shall maintain records in accordance with the provisions of the State Records Act (5 ILCS 160/1 *et. seq.*) and the Regional Planning Act.

ARTICLE TEN
Miscellaneous

1. Annual Report

The Board shall prepare, publish, and distribute an annual report and any other reports and plans that relate to the purpose of this Act.

2. Emergency Purchases

In the event the Federal government or the Governor declares a “State of Emergency,” the Chair, First Vice Chair, Second Vice Chair, or Executive Director may authorize the purchase of, or contract for, or services required in contemplation of, preparation for, or during, an emergency utilizing the competitive bidding or competitive proposal

procedures set forth in the CMAP’s Procurement Rules. During a “State of Emergency,” the Executive Director shall be authorized to provide for the distribution of federal or state aid for repairs, replacements, or the distribution of aid. Notwithstanding the foregoing, at least two signatures, one by a Board Officer (use of an electronic signature may be authorized for this purpose) and one by the Executive Director, shall be required to effectuate an emergency expenditure. Emergency purchases of goods or services where the expenditure by CMAP is estimated to be \$50,000 or greater shall be subject to ratification by the Executive Committee or Board as soon as practicable. The Chair, First Vice Chair, Second Vice Chair, or Executive Director will inform the Board of any such emergency actions at the next available meeting.

3. Policy Committee Representation

At the beginning of every other calendar year, the Chair shall appoint two of the Board’s members to the MPO Policy Committee as permitted by the Policy Committee bylaws and the Board shall approve the appointments. The two appointments shall reflect the geographic distribution of the region and shall not both be from the same geographic area (the City of Chicago as defined in Article Three, paragraph F; Suburban Cook County as defined in Article Three, Paragraphs G and H; or the Collar Counties as defined in Article Three paragraphs A-E).

4. Amendments

These By-Laws may be amended or repealed by the affirmative votes of at least 4/5 of the voting Board members in office at a special or regular meeting, provided that the proposed amendments to these By-Laws or a notice stating that the Board seeks to repeal these By-Laws (whichever is applicable) is sent to the Board members at least 14 days before said meeting.

5. Parliamentary Authority

Except where inconsistent with the provisions of the Act or these By-Laws, Robert's Rules of Order shall govern the conduct of all meetings of the Board and the committees.

6. Effective Date

These By-Laws shall be effective upon approval of at least 4/5 of the voting Board members then in office.

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Document comparison by Workshare 10.0 on Tuesday, March 5, 2024 9:16:05 AM

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Description	CMA - Revised Bylaws
Rendering set	Standard

Legend:	
<u>Insertion</u>	
Deletion	
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Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	82
Deletions	37
Moved from	1
Moved to	1
Style changes	0
Format changes	0
Total changes	121



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Executive Committee

From: Blanca Vela-Schneider, Executive Operations Manager

Date: March 4, 2024

Subject: Executive Director Erin Aleman
 Out-of-region travel summary for the month of February 2024

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman’s out-of-region travel during the month of February 2024. Expenses listed below are from the National Association of Regional Councils.

**National Association of Regional Councils
 Washington, DC
 02/10/2024 – 02/13/2024**

Description	Date Expense Incurred	Expense Amount
Conference Registration	1/19/2024	\$575.00
Flight – United Airlines	2/13/2024	\$348.21
Ground Transportation (Limousine/Public Transit)	2/10/2024-2/13/2024	\$101.80
Hotel Reservation – Marriott Marquis	02/10/2024 – 02/13/2024	\$782.67
Per Diem	02/10/2024 – 02/13/2024	\$134.00
Total:	\$1,941.68	



MEMORANDUM

To: Executive Committee

From: Erin Aleman, Executive Director

Date: March 1, 2024

Subject: Executive Director 5-Year Accomplishments (2019-2024)

Action Requested: Information

Reflecting on the last five years since joining CMAP as its executive director, I'm filled with pride on our successes, achieved in partnership with the CMAP Board, MPO Policy Committee, and our many partners.

From creating a first-of-its-kind regional economic partnership, developing solutions to transform the region's transit system and building consensus among the region's leaders on the highest-priority transportation projects, together, we've made a profound and positive impact. As a result, we are stronger and more resilient today than we were five years ago.

I'm especially proud of CMAP's role as a regional leader and influencer. We've provided tremendous value to the region through **collaboration and convening** evident by government and business leaders from all levels turning to us to convene and collaborate to influence policies and solve problems.

A few examples include:

- **COVID convenings:** At the onset of the pandemic, responding to a collective call to action from the seven county board chairs and the City of Chicago, we led coordination efforts with regional leaders producing guiding principles for **One Regional Voice: COVID-19 Stimulus and Relief Response** addressing transportation and economic challenges and responses.
- **Community Alliance for Regional Equity:** CMAP is connecting and collaborating with community-based organizations to advance equity and strengthen relationships through our new and innovative Community Alliance for Regional Equity (or CARE) program.
- **Infrastructure Investments and Jobs Act convenings:** Federal leaders called on CMAP to convene regional stakeholders and deliver a regional consensus list of transportation priorities following the passage of the infrastructure bill. And we delivered, working with our partners to achieve consensus on our region's highest-priority projects.

- **Americans with Disabilities Act compliance:** Recognizing a need to gain ADA compliance across the region (only a handful of our communities are in compliance), CMAP made it a priority to help communities comply through in-person trainings and other resources including guidance for ADA self-evaluation and design standards, transition plans, and the role of ADA coordinators.
- **Greater Chicagoland Economic Partnership:** Starting in 2021, CMAP convened a Regional Task Force at the request of the region’s seven County Board Chairs and the City of Chicago to support collaboration and action related to regional workforce, economic development, and tourism initiatives. Those discussions with the seven counties, their economic development organizations and the City of Chicago continued into 2022, supported by a grant from the Searle Funds at The Chicago Community Trust. This work led to the launch and implementation of the Greater Chicagoland Economic Partnership in 2023.
- **Safe Travel for All Roadmap:** Roadway deaths have risen sharply since COVID-19, and an increasing number of those killed are people walking or riding a bike — our most vulnerable travelers. To address this alarming safety crisis, the Chicago Metropolitan Agency for Planning (CMAP) received a \$5 million grant to launch the Safe Travel for All Roadmap (STAR) program, which provides a framework for safety research and programs to make northeastern Illinois safer for all travelers.
- **Plan of Action for Regional Transit:** We responded and delivered on the State mandate to develop bold options to address our transit system’s looming fiscal cliff and make transit work better for everyone.

I’m also proud of our efforts to strengthen CMAP’s budget and finances, and our strategic program management resulting in a five-year strategic plan and annual work plans, as well as investments in our highly-skilled, passionate team and work culture.

The CMAP team is considered highly credible and respected transportation experts, data analysts, thought leaders, planners, policy influencers, collaborators and consensus builders. We’ve earned a revered reputation for advancing sound policy, driving innovative solutions and leading transformational change.

At the March 13 Executive Committee meeting, I will share some our success over the last five years for your reference as you consider my contract renewal.

Thank you for the honor to serve this region.

In gratitude,

Erin

Attachments: [February 14, 2024 Executive Committee Agenda](#)
Item 7.02: [Schedule for Executive Director contract renewal and annual evaluation](#)