



**CMAP BOARD**

**MEETING MINUTES - FINAL**

Wednesday, February 14, 2024

9:30 AM

**Cook 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](mailto:info@cmap.illinois.gov) until Tuesday, February 13 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/88121200726?pwd=OIFcnbDvF0rsbpzwKpB4CvRXBvKy2i.1>

CMAP provides the opportunity for public comment. Individuals are encouraged to submit comment by email to [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov) at least 24 hours before the meeting. A record of all written public comments will be maintained and made publicly available.

The total cumulative time for public comment is limited to 15 minutes, unless determined otherwise by the Chair. Public comment is limited to three minutes per person unless the Chair designates a longer or shorter time period. Public comments will be invited in this order: Comments from in person attendees submitted ahead of time; comments from in-person attendees not previously submitted; comments from virtual attendees submitted ahead of time; and comments from virtual attendees not previously submitted.

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

If you require a reasonable accommodation or language interpretation services to attend or join the meeting, please contact CMAP at least five days before the meeting by email ([info@cmap.illinois.gov](mailto:info@cmap.illinois.gov)) or phone (312-454-0400).

## 1.0 Call to Order and Introductions

Chair Bennett called the meeting of the CMAP Board to order at 9:32 a.m. and noted the meeting was being live-streamed.

**Present:** Gerald Bennett, Frank Beal, Matthew Brolley, Gary Grasso, Paul Hoefert, Nina Idemudia, John Noak, Richard Reinbold, John Roberson, Nancy Rotering, Stefan Schaffer, Carolyn Schofield, Anne Sheahan and Matthew Walsh

**Non-Voting:** Kouros Mohammadian and Leanne Redden

Noting a physical quorum of the Board, Chair Bennett reported that a request was received from Member Stefan Schaffer to attend the CMAP Board meeting virtually in compliance with Open Meetings Act requirements. A vote is needed to approve his virtual attendance.

*A motion was made by Member Matthew Brolley, seconded by Member Gary Grasso, to allow Member Schaffer to participate virtually. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Frank Beal, Matthew Brolley, Gary Grasso, Paul Hoefert, Nina Idemudia, John Noak, Richard Reinbold, Nancy Rotering, Carolyn Schofield, Anne Sheahan and Matthew Walsh

**Non-Voting:** Kouros Mohammadian and Leanne Redden

**Not Present:** John Roberson and Stefan Schaffer

Chair Bennett remarked that Member Schaffer is present and able to vote on matters of the Board.

**Staff present:** Laurent Ahiablame, Erin Aleman, Bill Barnes, Victoria Barrett, Nora Beck, Michael Brown, Jane Grover, Jaemi Jackson, Lawrence Landfair, Aimee Lee, Stephane Phifer, Kimberly Piper-Cannon, Elizabeth Scott, Jennie Vana, Blanca Vela-Schneider, Laura Wilkison

**Others present:** Dorothy Abreu, Garland Armstrong, Kevin Carrier, Madona Cumar, Eric Czarnota, Drew Duffin, Jackie Forbes, Mark Fowler, Michael Fricano, Kendra Johnson, George Kandathil, Mike Klemens, Brian Larson, Jill Leary, Heidi Lichtenberger, Brittany Matyas, Megan Miller, Rob Nash, Matt Pasquini, Hart Passman, Suzette Quintell, Ryan Peterson, Leslie Rauer, Todd Schmidt, Vicky Smith, Joe Surdam, Megan Swanson, Jon Vana, Seema Wadia

## 2.0 Agenda Changes and Announcements

Chair Barnett welcomed Member Mayor Paul Hoefert who was appointed by Northwest Municipal Conference and Cook County.

## 3.0 Approval of Minutes

### 3.01 Minutes from January 10, 2024

[24-041](#)

**Attachments:** [CMAP Board 01.10.24 Minutes](#)

*A motion was made by Member John Noak, seconded by Member Richard Reinbold, that the minutes from January 10, 2024 be approved. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Frank Beal, Matthew Brolley, Gary Grasso, Paul Hoefert, Nina Idemudia, John Noak, Richard Reinbold, Nancy Rotering, Stefan Schaffer, Carolyn Schofield, Anne Sheahan and Matthew Walsh

**Non-Voting:** Kouros Mohammadian and Leanne Redden

**Not Present:** John Roberson

## 4.0 CMAP Announcements

### 4.01 Executive Director's report

[24-061](#)

Erin Aleman, Executive Director, welcomed Mayor Hoefert. The next call for projects for the Technical Assistance program will open Monday, February 26 and will close on Friday, March 22.

(Member John Roberson arrived at 9:39 a.m.)

Executive Director Aleman reported serving on a panel regarding mileage-based user fees at this year's National Association of Regional Councils conference. During her time in Washington, DC, she met with congressional staff to discuss the work CMAP is doing to maximize federal resources coming to the northeastern Illinois to support transportation, climate, and the regional economy. It was noted the delegation received new Infrastructure and Investment Jobs Act (IIJA) priority projects booklets. Copies of the booklets are included in the Board members' packets.

Executive Director Aleman shared that CMAP was filed two bills this legislative session to support the work of the agency. SB3388/HB5077 would appropriate \$5 million to CMAP to carry out the scope of regional planning obligations as detailed, but not funded, in its enabling statute. SB3389/HB5078 would amend the Regional Planning Act (RPA) to clarify the 4/5 voting requirement on matters of regional significance including the agency budget and work plan, the federal funding program, and related matters. This would allow for voting requirements on operational items to be addressed in the by-laws. Additionally, CMAP continues to talk with state legislators about the Plan of Action for Regional Transit (PART) report and the value of transit.

The Executive Director's report also included how the USEPA's stronger air quality standards that target certain fine particular pollution will impact the region's attainment status, the implementation of a new Enterprise Resource Planning (ERP) system, and the implementation of a Consent Agenda with the adoption of modified bylaws that will be presented to the Board for consideration in the near future.

Member Redden requested that the MPO Policy Committee be provided with a formal update regarding the proposed RPA amendments at its next meeting. Member Noak remarked that the Board did not vote on whether to endorse language that would amend the RPA legislation. Executive Director Aleman reported that discussion was brought to the Board and conversations were held with members. There was discussion regarding the Board's inability to meet quorum requirements and its impacts to operational efficiencies, Board procedure on RPA revisions, the need for Board members to attend meetings, and the desire of the Board to bring forward the legislation amendments for its formal consideration. Proposed amendments will be brought to the Board at its March 13, 2024 meeting and Executive Director Aleman requested that all board members be in attendance.

*The executive director's report was received and filed.*

## 5.0 Procurements and Contract Approvals

Stephane Phifer, Interim Finance Deputy, presented agenda items 5.01 through 5.04.

### Approval of the Group Vote

*A motion was made by Member John Noak, seconded by Member Paul Hoefert, to approve agenda items 5.01 through 5.04 under one vote. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Frank Beal, Matthew Brolley, Gary Grasso, Paul Hoefert, Nina Idemudia, John Noak, Richard Reinbold, John Roberson, Nancy Rotering, Stefan Schaffer, Carolyn Schofield, Anne Sheahan and Matthew Walsh

**Non-Voting:** Kouros Mohammadian and Leanne Redden

- 5.01 Authorization to enter into 12 contracts with 11 firms resulting from RFQ 289 Project Consulting Services for a period of two years with three, one-year renewal options for an amount not to exceed \$3,750,000** [24-055](#)

**Attachments:** [RFQ 289 Project Consulting Services](#)

*Agenda items 5.01 through 5.04 were approved under one vote.*

- 5.02 Authorization to enter into a contract with Plante Moran for RFP 292, Organizational Change Management and Training for the new D365 Enterprise Resource Planning (ERP) and other systems for a 12-month period with two, six-month renewal options, for a total not-to-exceed amount of \$300,000** [24-056](#)

**Attachments:** [RFP 292 ERP Organizational Change Management](#)

Member Schofield inquired about the cost difference in submitted proposals for agenda item 5.02, noting that the two other proposals were significantly higher. Interim Finance Deputy Stephane Phiher reported that while she cannot confirm the actual reason, the cost difference could be a result of the vendor anticipating a higher scope of culture shift. The research conducted by her team is in line with the proposal of the recommended vendor. Member Schofield suggested that a note explaining a cost difference of significance be included in memorandums.

*Agenda items 5.01 through 5.04 were approved under one vote.*

- 5.03 Authorization to enter into a contract with Matrix Management Institute (MMI) for RFP 293, Matrix Management Consultancy and Training for a period of 18 months with one 12-month option to renew for a total not-to-exceed amount of \$210,000** [24-057](#)

**Attachments:** [RFP 293 Matrix Management Consultancy and Training](#)

*Agenda items 5.01 through 5.04 were approved under one vote.*

- 5.04 Authorization to amend a contract with Oates Associates, Inc. for RFP 266, ADA Transition Plan and Self-evaluation Training for a cost increase of \$45,603.10, resulting in a total not-to-exceed amount of \$283,370** [24-058](#)

**Attachments:** [Oates Associates, Inc. Amendment](#)

*Agenda items 5.01 through 5.04 were approved under one vote.*

- 5.05 Resolution authorizing the appointment of Megan Fulara, Human Resources Director, as the Chicago Metropolitan Agency for Planning's (CMAP) Illinois Municipal Retirement Fund (IMRF) authorized agent** [24-040](#)

**Attachments:** [IMRF authorization resolution](#)

Erin Aleman, Executive Director, reported that IMRF requires the Board designate an authorized agent to administer CMAP's pension plan. It is recommended that CMAP's HR director, Megan Fulara, be appointed as the authorized agent.

*A motion was made by Member Paul Hoefert, seconded by Member John Noak, to appoint Megan*

*Fulara as the administrator of CMAP's pension plan. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Frank Beal, Matthew Brolley, Gary Grasso, Paul Hoefert, Nina Idemudia, John Noak, Richard Reinbold, John Roberson, Nancy Rotering, Stefan Schaffer, Carolyn Schofield, Anne Sheahan and Matthew Walsh

**Non-Voting:** Kouros Mohammadian and Leanne Redden

**6.0 Other Items for Approval**

**6.01 Proposed FY 2025 comprehensive budget and work plan**

[24-051](#)

**Attachments:** [2.14.24 Memo FY2025 Proposed Budget and Work Plan](#)  
[CMAP proposed budget and regional work plan](#)

Erin Aleman, Executive Director, presented a video on the proposed FY 2025 comprehensive budget and work plan. Stephane Phifer, Interim Finance Deputy, reported the proposed budget includes \$44.44 million in revenue to support CMAP's work. The Unified Work Program's receives \$27.46 million in federal and state funding and \$4.39 million is received for the Unified Work Program match. She noted local contributions increased to meet higher local match requirements due to additional federal funding, but only represents four percent of the total revenue share. Expenses are expected to total \$43.72 million, an increase from the previous year due to inflation, additional staff, travel expenses, training and education, and consultant costs. CMAP continues to look at sustainable revenue sources to match federal funds. FY 2025 contractual UWP subawards include both core and competitive subawards.

Executive Director Aleman reviewed next steps. The FY 2025 UWP budget will be presented to the Transportation Committee at its March 1 meeting and will go to the MPO Policy Committee for approval on March 14. Contractual agreements are finalized between April through June and the new fiscal year will begin July 1.

Discussion ensued regarding staff expenses, funding sources, and local contributions.

*A motion was made by Member John Noak, seconded by Member Nancy Rotering, that the FY 2025 comprehensive budget and work plan be approved. The motion carried by the following vote:*

**Aye:** Gerald Bennett, Frank Beal, Matthew Brolley, Gary Grasso, Paul Hoefert, Nina Idemudia, John Noak, Richard Reinbold, John Roberson, Nancy Rotering, Stefan Schaffer, Carolyn Schofield, Anne Sheahan and Matthew Walsh

**Non-Voting:** Kouros Mohammadian and Leanne Redden

**7.0 Information Items**

**7.01 Community Outreach to Engage and Empower**

[24-059](#)

Michael Brown, Interim Planning Division Deputy, provided a presentation on innovative outreach and engagement approaches in local planning projects. CMAP's Public Participation Plan was adopted by the MPO Policy Committee in January 2024 and is grounded in the principles of two-way education and trust building, openness and transparency, the need to have multiple tools to engage public, and a demand for accountability.

Interim Deputy Brown reviewed levels of engagement and power dynamics among various stakeholders. Discussion ensued regarding how members engage residents of their community through meeting them in spaces they frequent, paying them for their input and time, using plain

language, being transparent, and cultivating relationships. It was noted that there is difficulty getting input from residents who live outside of Chicago and Cook County.

*A presentation on community outreach to engage and empower was provided.*

## 7.02 Regional Climate Action Plan

[24-052](#)

**Attachments:** [CAP Memo](#)

*The Regional Climate Action Plan presentation was continued to the March 2024 Board meeting.*

## 8.0 Other Business

Member Grasso requested that the Board explore requiring the budget and work plan to be considered by roll call vote.

## 9.0 Public Comment

Garland Armstrong, former Illinois resident, welcomed the Board's newest member, Mayor Paul Hoefert. He recommended that Mayor Hoefert tour an organization that supports individuals with disabilities to understand the difficulties that people with disabilities experience when using public transit. He advocated for the use of translator services to help non-English speaking residents during public hearings and meetings. He also remarked on his recent 20 year wedding anniversary and upcoming birthday.

## 10.0 Next Meeting

The next meeting is scheduled for March 13, 2024.

## 11.0 Adjournment

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

**Aye:** Gerald Bennett, Frank Beal, Matthew Brolley, Gary Grasso, Paul Hoefert, Nina Idemudia, John Noak, Richard Reinbold, John Roberson, Nancy Rotering, Stefan Schaffer, Carolyn Schofield, Anne Sheahan and Matthew Walsh

**Non-Voting:** Kouros Mohammadian and Leanne Redden

The meeting was adjourned at 11:02 a.m.

Minutes prepared by Blanca Vela-Schneider