



**EXECUTIVE COMMITTEE**

**MEETING MINUTES - FINAL**

Monday, November 25, 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 Friday, November 22, 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?pwd=f9PQYOjNNLZYBvArCBnbiUTGNgFtiz.1>

Conference Call number: 312 626 6799 US (Chicago)

Meeting ID: 886 1044 0366      Passcode: fC7d8e

CMAF 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 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](mailto:info@cmap.illinois.gov)) or phone (312-454-0400).

## 1.0 Call to Order and Introductions

Vice-Chair Anne Sheahan called the meeting to order at 9:50 a.m.

**Present:** Gerald Bennett, John Noak, Anne Sheahan, John Roberson and Richard Reinbold

**Absent:** Carolyn Schofield

Noting a physical quorum of the Committee, Vice-Chair Sheahan reported a request was received from Chair Gerald Bennett to attend the meeting virtually in compliance with the Open Meetings Act. A vote is needed to approve his virtual attendance.

*A motion was made by Member John Noak, seconded by Member Richard Reinbold, to approve Gerald Bennett's virtual attendance. The motion carried by a voice vote.*

**Aye:** John Noak, Anne Sheahan, John Roberson and Richard Reinbold

**Absent:** Carolyn Schofield

**Not Present:** Gerald Bennett

Vice-Chair Sheahan remarked that Chair Gerald Bennett is present and able to participate in today's meeting.

**Staff present:** Erin Aleman, Vas Boykovskyy, Blanca Vela-Schneider, Claire Williams

**Others present:** Vicky Smith

## 2.0 Agenda Changes and Announcements

There were no changes to the agenda.

## 3.0 Approval of Minutes

### 3.01 Minutes from September 11, 2024

[24-426](#)

**Attachments:** [Exec Committee 09.11.24 Minutes](#)

*A motion was made by Member John Noak, seconded by Member John Roberson, that the September 11, 2024 meeting minutes be approved. The motion carried by the following vote:*

**Aye:** Gerald Bennett, John Noak, Anne Sheahan, John Roberson and Richard Reinbold

**Absent:** Carolyn Schofield

## 4.0 Procurement and Contract Approvals

### Approval of the Group Vote

*A motion was made by Member John Noak, seconded by Member Richard Reinbold, to approve agenda items 4.01 through 4.04 under one vote. The motion carried by the following vote:*

**Aye:** Gerald Bennett, John Noak, Anne Sheahan, John Roberson and Richard Reinbold

**Absent:** Carolyn Schofield

- 4.01 Authorization to enter into contract C25-0073 with x3 Design US LLC as a result of RFP 327, for the Council on Universal Design and Accessibility for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$117,700** [24-334](#)

**Attachments:** [Memo - RFP 327 CUDA justification](#)  
[Attachment 1 - RFP 327 Evaluation Criteria](#)  
[Attachment 2 - RFP 327 Evaluation Scores](#)

*Items 4.01 through 4.04 were approved under one vote.*

- 4.02 Authorization to enter into contract C25-0074 with CCS Learning Academy a result of RFP 302, for a Diversity, Equity, and Inclusion (DEI) Framework, for a term up to 24-months, with three, one-year optional renewals, in an amount not to exceed \$150,700** [24-440](#)

**Attachments:** [Memo - RFP 302 CCS Learning Academy justification](#)  
[Attachment 1 - RFP 302 Evaluation Criteria](#)  
[Attachment 2 - RFP 302 Evaluation Scores](#)

*Items 4.01 through 4.04 were approved under one vote.*

- 4.03 Authorization to enter into contract C25-0075 with MUSE Community + Design as a result of RFP 318, for Regional and Municipal Accessibility Engagement for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$166,100** [24-441](#)

**Attachments:** [Memo - RFP 318 MUSE Community + Design justification](#)  
[Attachment 1 - RFP 318 Evaluation Criteria](#)  
[Attachment 2 - RFP 318 Evaluation scores](#)

*Items 4.01 through 4.04 were approved under one vote.*

- 4.04 Authorization to enter into contract C25-0076 with KerrSmith Design as a result of RFP 333 for Regional Vision: Scenario planning, for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$300,000** [24-442](#)

**Attachments:** [Memo - RFP 333 KerrSmith justification](#)  
[Attachment 1 - Evaluation Criteria - RFP 333](#)  
[Attachment 2 - Evaluation Scores - RFP 333 rev](#)

*Items 4.01 through 4.04 were approved under one vote.*

- 4.05 Authorization to enter into contract C25-0077 with M. Harris & Co. as a result of RFP 334 for strategic planning and engagement integration for a term up to 36-months with two, one-year optional renewals, in an amount not to exceed \$2,420,000** [24-443](#)

**Attachments:** [Memo - RFP 334 M. Harris & Co. justification](#)  
[Attachment 1 - Evaluation Criteria - RFP 334](#)  
[Attachment 2 - Evaluation Scores - RFP 334 rev \(1\)](#)

*This item was withdrawn from consideration.*

## **5.0 Items for Approval**

- 5.01 2025 Executive Committee meeting schedule** [24-464](#)

**Attachments:** [5.01 Memo - 2025 Exec Committee Meeting Schedule](#)

Erin Aleman, Executive Director, presented the proposed 2025 meeting schedule for the Executive Committee, noting that the first meeting in January is scheduled for January 13, 2025. This date was based upon a poll that was sent to the Board members in October.

*A motion was made by Member John Noak, seconded by Member Richard Reinbold, that the agenda item be approved. The motion carried by the following vote:*

**Aye:** Gerald Bennett, John Noak, Carolyn Schofield, John Roberson and Richard Reinbold

**Absent:** Anne Sheahan

**6.0 Financials****6.01 July, August, and September revenue and expenditure reports for FY 2025** [24-418](#)

**Attachments:** [Memo - Financials FY25 - Jul/Aug/Sep 2024](#)  
[Financials FY25 - July 2024](#)  
[Financials FY25 - August 2024](#)  
[Financials FY25 - September 2024](#)

*A motion was made by Member John Noak, seconded by Member Richard Reinbold, to approve the July, August, and September revenue and expenditure reports for FY 2025. The motion carried by the following vote:*

**Aye:** Gerald Bennett, John Noak, Anne Sheahan, John Roberson and Richard Reinbold

**Absent:** Carolyn Schofield

**6.02 FY2024 end-of-year contract, agreement, and software subscription report** [24-445](#)

**Attachments:** [Memo - FY2024 Contract and Agreement Year End Report](#)

Vice-Chair noted that items 6.02 and 6.03 are informational items. There were no questions.

*The FY2024 end-of-year contract, agreement, and software subscription report was received and filed.*

**6.03 October 2024 Executive Committee contract, agreement, and software subscription report** [24-444](#)

**Attachments:** [Memo - October contract, agreement, and software subscription report](#)

Vice-Chair noted that items 6.02 and 6.03 are informational items. There were no questions.

*The October 2024 Executive Committee contract, agreement, and software subscription report was received and filed.*

**7.0 Information Items****7.01 Executive director expenses for the month of September, 2024** [24-432](#)

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

Vice-Chair Sheahan noted that the Executive Committee packet includes the executive director expenses for the month of September, 2024. This is an informational item.

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

**8.0 Other Business**

Member Richard Reinbold noted that the January 13, 2025 meeting date for the Executive Committee conflicts with the CMAP Board meeting. Erin Aleman, Executive Director, reported that she will work with the Metropolitan Mayors Caucus to address the scheduling conflict.

#### **9.0 Public Comment**

There were no comments from the public.

#### **10.0 Next Meeting**

The next meeting is scheduled for Monday, January 13, 2025.

#### **11.0 Adjournment**

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

**Aye:** Gerald Bennett, John Noak, Anne Sheahan, John Roberson and Richard Reinbold

**Absent:** Carolyn Schofield

The meeting was adjourned at 9:56 a.m.

Minutes prepared by Blanca Vela-Schneider