



EXECUTIVE COMMITTEE

MEETING MINUTES - DRAFT

Wednesday, April 10, 2024

10:30 AM

**DuPage County Conference Room
433 West Van Buren Street, Suite 450
Chicago, IL 60607**

Members of the public who attend in-person can pre-register for a visitor's pass at info@cmap.illinois.gov until Tuesday, April 9, 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

CMAP 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 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) or phone (312-454-0400).

1.0 Call to Order and Introductions

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

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

Noting a physical quorum of the committee, Chair Bennett reported that requests were received from Members John Noak and Carolyn Schofield to attend the Executive Committee virtually in compliance with the Open Meetings Act requirements. A vote is needed to approve their virtual attendance.

A motion was made by Member John Roberson, seconded by Member Anne Sheahan, to allow Members John Noak and Carolyn Schofield to attend virtually. The motion carried by the following vote:

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

Not Present: John Noak and Carolyn Schofield

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

Others present: Martha Trotter

2.0 Agenda Changes and Announcements

There were no changes to the agenda.

3.0 Approval of Minutes

3.01 Minutes from March 13, 2024

[24-158](#)

Attachments: [Executive Committee 03.13.24 Minutes](#)

A motion was made by Member Richard Reinbold, seconded by Member Carolyn Schofield, to approve the Executive Committee minutes from February 14, 2024. The motion carried by the following vote:

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

Not Present: John Noak

3.02 Executive Session minutes from March 13, 2024

[24-163](#)

A motion was made by Member John Roberson, seconded by Member Anne Sheahan, to approve the Executive Session minutes from March 13, 2024. The motion carried by the following vote:

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

Not Present: John Noak

4.0 Financials

4.01 December and January revenue and expenditure reports for FY 2024

[24-154](#)

Attachments: [Financials Memo December-January FY 2024](#)
[Financials December FY 24](#)
[Financials January FY 24](#)

A motion was made by Member John Roberson, seconded by Member Anne Sheahan, to approve the December and January revenue and expenditure reports for FY 2024. The motion carried by the following vote:

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

Not Present: John Noak

5.0 Grants, Contracts and Procurements

5.01 April, 2024 Executive Committee report

[24-155](#)

Attachments: [Grants and Procurements April 2024](#)

The April, 2024 Executive Committee report was received and filed.

6.0 Information Items

6.01 Presentation of the FY 2023 financial audit

[24-156](#)

Attachments: [FinancialAuditMemo_2024-05-08](#)
[23 Final Brd Comm - CMAP](#)
[23 Final Audit and Single Audit - CMAP](#)

Martha Trotter, Sikich Representative, presented the draft of the FY 2023 financial audit and single audit report. Based on the audit, Sikich has issued a clean unmodified opinion, the highest level of assurance Sikich can provide, related to the accuracy and fairness of the presentation of the agency's financial position and conformance with generally accepted accounting principles. Sikich did not identify any material weaknesses but did identify a deficiency in internal controls. It was noted that CMAP has included a response in the Corrective Action Plan that will mitigate future errors.

(Member John Noak arrived at 11:09 a.m.)

Erin Aleman, Executive Director, highlighted that the new ERP system approved by the CMAP Board will make detailed, itemized reports automated and therefore anticipates that this will support the finance department moving forward.

There were no questions from the committee.

The FY 2023 financial audit was received and referred to the CMAP Board.

7.0 Executive Session

A motion was made by Member Richard Reinbold, seconded by Member Anne Sheahan, to enter into Executive Session to review personnel matters pursuant to 5 ILCS 120/2 (c)(1). The motion carried by the following vote:

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

The Executive Committee entered into Executive Session at 11:26 a.m.

7.01 Executive Session to review personnel matters pursuant to 5 ILCS 120/2 (c)(1)

[24-160](#)

Personnel matters were discussed.

A motion was made by Member Richard Reinbold, seconded by Member John Roberson, to adjourn Executive Session. The motion carried by the following vote:

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

Not Present: John Noak

Executive Session was adjourned at 11:32 a.m.

7.01A Action to forward recommendations of the executive director's contract renewal and performance evaluation to the CMAP Board for their consideration

[24-111](#)

A motion was made by Member John Roberson, seconded by Member Richard Reinbold, to approve and forward recommendations of the executive director's contract renewal and performance evaluation to the CMAP Board for their consideration. The motion carried by the following vote:

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

Not Present: John Noak and Carolyn Schofield

8.0 Other Business

There was no other business.

9.0 Public Comment

There were no comments from the public.

10.0 Next Meeting

The next meeting is scheduled for May 8, 2024.

11.0 Adjournment

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

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

Not Present: John Noak and Carolyn Schofield

The meeting was adjourned at 11:33 a.m.

Minutes prepared by Evan Hay.