Chicago Metropolitan Agency for Planning

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Chicago Metropolitan Agency for Planning (CMAP)
Executive Committee
Minutes

December 8, 2010

Offices of the Chicago Metropolitan Agency for Planning (CMAP)
Will County Conference Room
Suite 800, 233 S. Wacker Drive, Chicago, Illinois

Committee Members Present:	Gerald Bennett, Chair -representing southwest Cook County, Elliott Hartstein-representing Lake County, Al Larson-representing northwest Cook County, Rae Rupp Srch- representing DuPage County and Nigel Telman-representing the City of Chicago.
Absent:	Joe Deal-representing the City of Chicago
Staff Present:	Randy Blankenhorn, Jill Leary, Dolores Dowdle and Sherry Kane

1.0 Call to Order and Introductions

CMAP Board Chair, Mayor Gerald Bennett, called the meeting to order at approximately 10:45 a.m.

2.0 Agenda Changes and Announcements

There were no agenda changes.

3.0 Approval of Minutes – October 13, 2010

A motion to approve the minutes of the October 13, 2010 meeting, as presented, made by Mayor Al Larson, seconded by Mayor Elliott Hartstein and with all in favor, carried.

4.0 FY 2010 Financial Statements

Jason Coyle and Joe Lightcap from Baker Tilly Virchow Krause, LLP were present to review the FY 2010 Audit and Management Letter with the Executive Committee. Briefly stated, the statements reflect an unqualified clean audit that show what occurred over the past year. Assets and cash indicate a net worth of $1.7. Expenditures exceeded revenue by $151,000. The Management Letter includes comments on internal controls, all of which had been previously reported were now resolved with the new financial software. One exception, reported as a material weakness, that exists in a number of [small] agencies is the absence of a CPA on staff, which is very acceptable.

5.0 Travel Expenses

Travel expense claims for the Executive Director and out of region travel requests for staff were presented for informational purposes.

6.0 Financial Statements

Deputy Executive Director of Finance and Administration Dolores Dowdle reported that the periods ended as expected. The various reports, including the Monthly Cash Reports for CMAP and the Peters Fellowship, the Monthly Summary Report, the Monthly Revenue Report, the Monthly Expenditures report, the FY 2011 Project Summary and the Check Register for the months ended October 31 and November 30, 2010 were presented for approval. A motion by Rae Rupp Srch was seconded by Mayor Al Larson to approve the reports as presented. All in favor, the motion carried.

7.0 Metropolitan Mayors Caucus relocation

Executive Director Randy Blankenhorn reported that the agreement between the Mayors Caucus and CMAP is ready to be signed and the Caucus will move in at year's end. There were no costs incurred for the build out of space.

8.0 Grants, Subcontracts and Procurements

The monthly update of activities related to grants, subcontracts and procurements was presented. Deputy Executive Director Dolores Dowdle reported that a number of pending procurements will be reported during the coming months related to the Department of Energy Grant. A motion to approve the report as presented was made by Rae Rupp Srch and seconded by Mayor Larson. All in favor, the motion carried.

9.0 Executive Director Employment Contract

A motion by Mayor Hartstein was seconded by Mayor Larson to adjourn to an executive session to discuss the Executive Director's employment contract. All in favor, the motion carried.

Following the discussion, a motion by Rae Rupp Srch was seconded by Nigel Telman to adjourn the executive session and return to open session. All in favor, the motion carried.

10.0 Other Business

There was no other business before the Executive Committee.

11.0 Public Comment

There were no comments from the public.

12.0 Next Meeting

The Executive Committee will meet next on January 12, 2011.

13.0 Adjournment

A motion to adjourn at 11:30 a.m., made by Mayor Hartstein, seconded by Rae Rupp Srch and with all in favor, carried.

Respectfully submitted,

Dolores D. Dowdle
Deputy Executive Director for
Finance and Administration

01-05-11
/stk

Approved as presented, by unanimous vote, January 12, 2011.