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Agency for Planning

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**To:** Board

**From:** Erin Aleman, Executive Director

**Date:** August 18, 2021

**Re:** Proposed changes to CMAP committee structure

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**Purpose and Action:**

Amidst the COVID-19 pandemic, we conducted a survey and found that some of CMAP's less transactional committees will be unable to comply with the quorum requirement under the Open Meetings Act (OMA). In this memo, we recommend a solution that will enable CMAP to continue to conduct its business, serve as a regional convener in support of ON TO 2050, and maintain transparency.

After a review of CMAP's existing committees, we recommend the Board adopt a group of sanctioned committees that will make decisions, have transactions, and meet the criteria in the OMA. When the governor's disaster declaration concludes and committees once again meet in-person, staff will work with these members to have a physical quorum present. However, for the committees that have no decision-making authority and exist to give input and feedback to staff, we recommend the Board dissolve them. They would no longer be committees sanctioned by the CMAP Board.

The CMAP Executive Director has the authority to establish working groups to provide input and feedback to staff. The Executive Director can, from time-to-time, share with the board or other sanctioned committees the activities of these less formal working groups.

**Recommendation:**

We recommend the Board:

1. Re-approve the Board-sanctioned committees with the membership and their mandates, terms of office, reporting structure as outlined in this memo.
2. Dissolve several committees that were previously created or approved by the board as outlined in this memo.

3. Acknowledge that the CMAP Executive Director has the authority to engage stakeholders in CMAP's work through working groups.
4. Make a commitment to transparency. CMAP's board and committees support and encourage public participation and all final actions of CMAP will be conducted at an open meeting.

**Background:**

The Illinois General Assembly passed the Regional Planning Act (the Act) in 2005 creating CMAP's Regional Planning Board (the Board), which comprises fifteen voting members from the City of Chicago and Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will Counties. Members are appointed to staggered terms as outlined in the law. The Act calls on the Policy Committee to serve as the federally designated metropolitan planning organization for the region. The Act also establishes the Citizens' Advisory Committee and the Wastewater Committee. Additionally, the Act gives the Board the authority to govern the agency's by-laws.

CMAP's by-laws set the process for appointing the chair and vice chair of the Board, dictate the agenda setting process, and detail other administrative items as they pertain to Board meetings. The by-laws expressly identify three committees of the Board: the Executive Committee, the Transportation Committee whose duties are outlined in the Memorandum of Understanding (MOU) between the Board and the Metropolitan Planning Organization (MPO), and the Citizens' Advisory Committee. Additionally, the by-laws authorize the Board to designate other standing or special committees, dissolve or change the charge of existing committees, and delegate the authority for management of the CMAP Committees to the Executive Director.

The by-laws of the Policy Committee designate the agencies and organizations that comprise its membership, outline the appointment of officers, and set procedures for its meetings. The by-laws authorize the designation of standing or special committees, subcommittees, task forces, and other advisory bodies under its authority.

The MOU adopted jointly by the Board and Policy Committee governs the working relationship between the two entities and is the framework for integrating land use and transportation planning. The MOU outlines the four-level committee structure composed of the policy, advisory, coordinating, and working levels and sets the reporting structure of the Transportation Committee to the Policy Committee. The MOU also identifies the approval process for plans, programs, and related documents developed by CMAP staff and established by the Board and Policy Committee.

Each January, the Executive Director submits to the Board for information or approval the names of members of the Board-sanctioned committees, which are either established through the by-laws, MOU, or past memoranda to the Board. The current Board-sanctioned committee

structure, as notified to the Board through a memo in January 2021, is illustrated below in Figure 1.

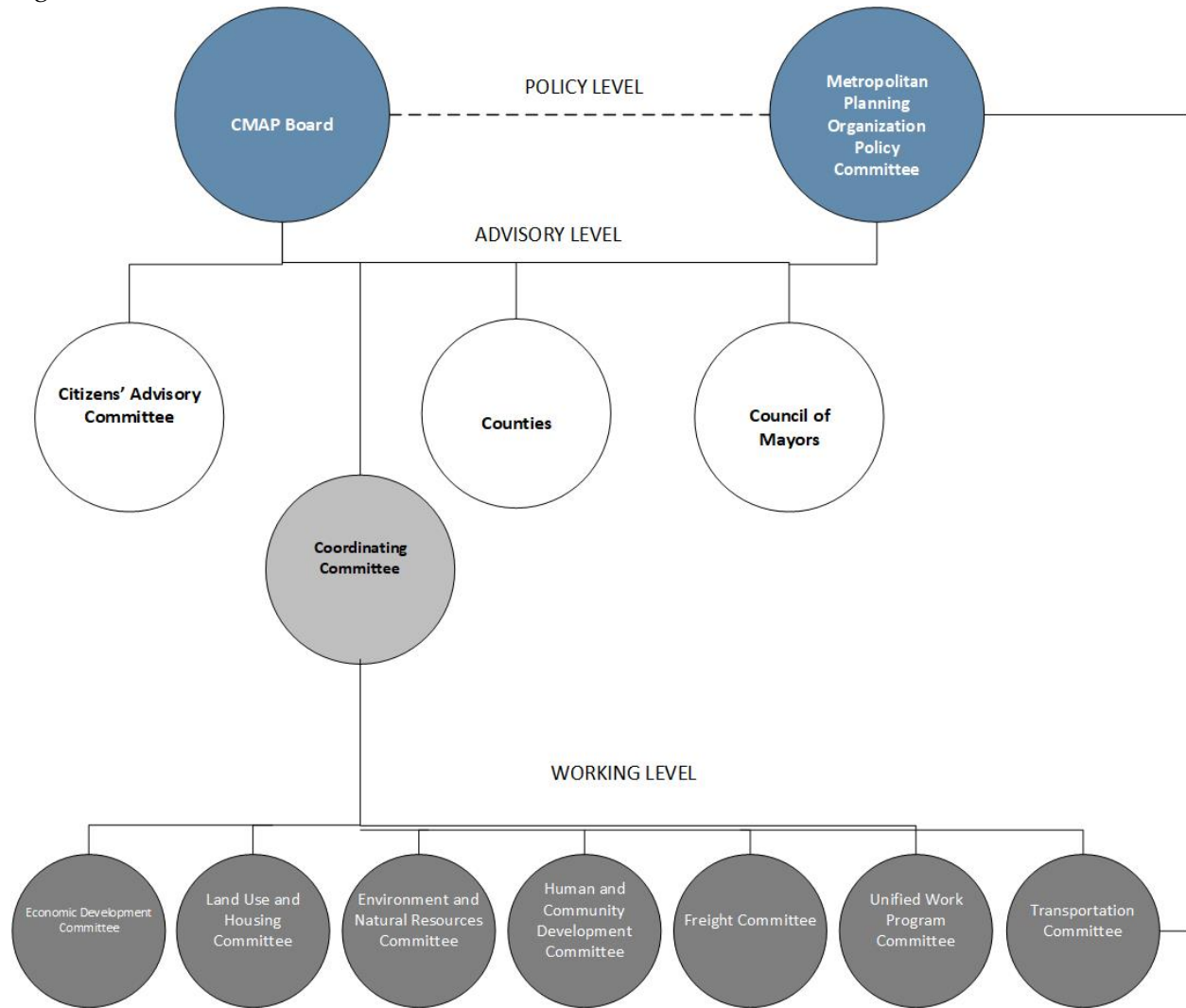


Figure 1: CMAP committees as notified to Board in January 2021

In addition to the Board-sanctioned committees, CMAP operates several working-level committees and task forces that have been operating in accordance with OMA, including opening meetings to the public and posting agendas and minutes to the CMAP website. Some of these committees and task forces directly support the work of the Board-sanctioned committees, while some serve other purposes.

**Proposed changes:**

As a regional convener, CMAP will continue to support local governments to meet our region's most pressing needs. To better address these needs, we recommend re-organizing the Board-

sanctioned working-level committees into three committees aligned with the three focus areas under ON TO 2050 that CMAP will be advancing in its forthcoming five-year strategic plan: transportation, regional economic competitiveness, and climate. This alignment will enable CMAP to focus its convenings around the region's most pressing issues. These committees meet the criteria in the Open Meeting Act.

This would affect the following changes to the committee structure:

- **Policy Level:** No changes. These committees will continue to be held in compliance with OMA.
- **Advisory Level:**
  - **Citizens' Advisory Committee:** No changes.
  - **Council of Mayors:** No changes.
  - **Counties:** Dissolve this committee.
- **Coordinating Level:** Change the composition of working-level committees participating in this committee. The chairs of the restructured working-level committees (a total of three committees) will serve on the Coordinating Committee. The number of Board members on this committee is reduced to three.
  - **Working Level:**
    - **Economic Development Committee:** This committee should be renamed as the Regional Economic Competitiveness Committee.
    - **Environmental and Natural Resources Committee:** This committee should be renamed as the Climate Committee.
      - **Wastewater Committee:** This committee should be maintained in its current form in accordance with the Regional Planning Act. This function will be organized in the committee structure as a sub-committee of the Climate Committee.
    - **Land Use and Housing Committee:** This committee will be dissolved. CMAP will explore other options to engage with members of this committee.
    - **Human and Community Development Committee:** This committee will be dissolved. CMAP will explore other options to engage with members of this committee.
    - **Transportation Committee:** No changes are needed to the name or composition of the Transportation Committee. This committee and its sub-committees meet the criteria outlined in the OMA. In addition, we recommend clearly linking the following existing committees to the Transportation Committee as sub-committees in the committee structure:
      - **STP Project Selection Committee:**
      - **CMAQ & TAP Project Selection Committee:**
      - **Tier II Consultation:**
      - **Unified Work Program:**

The proposed committee structure is illustrated below in Figure 2.

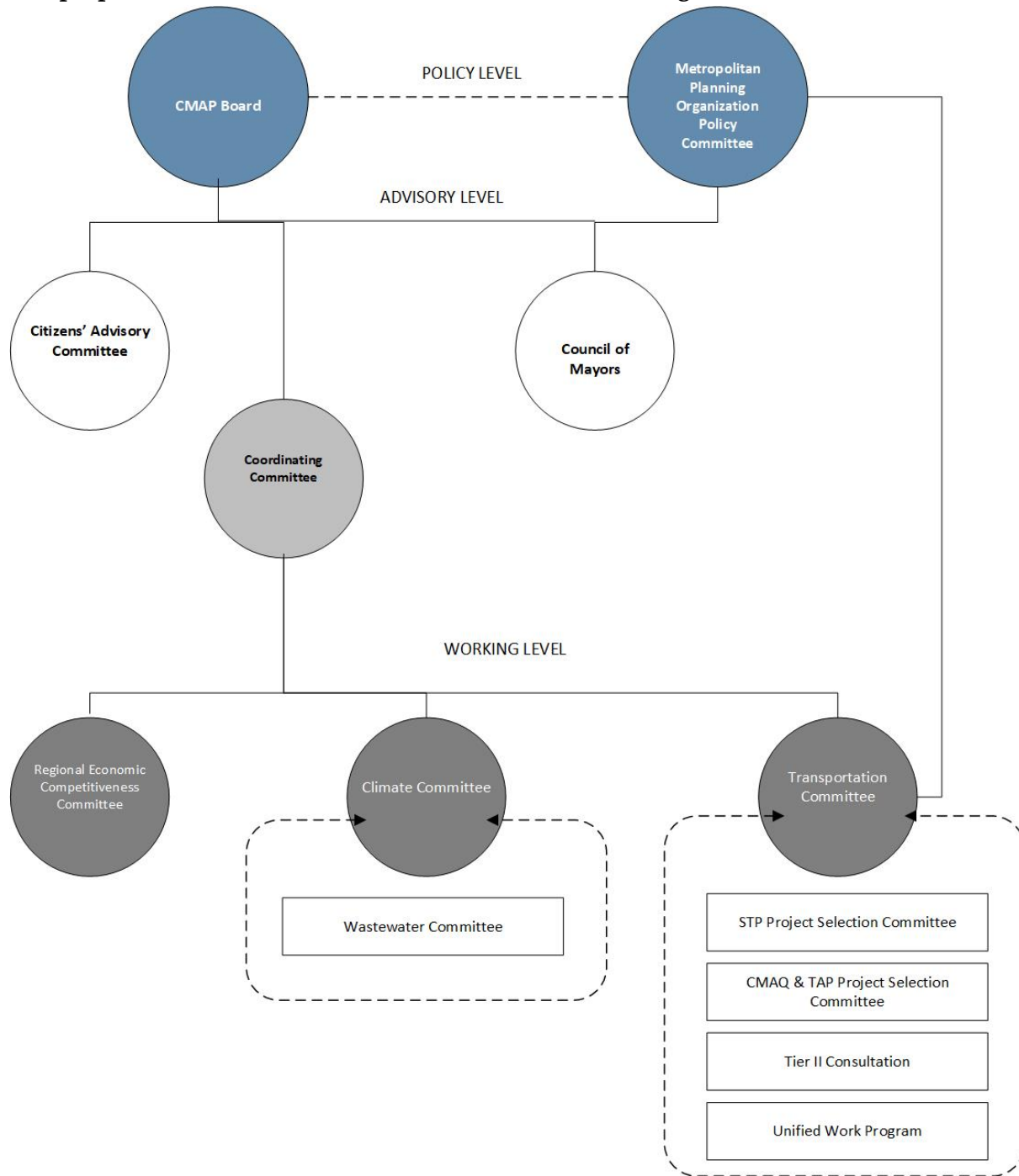


Figure 2 New structure for CMAP committees effective September 2021

Further, we recommend instituting designated terms for committee members and written directives for each committee including any expected reporting to the Board or other committees and associated timelines for reporting. We also recommend developing future

meeting schedules for these committees that are linked to specific issues or decisions; this may result in committees meeting less frequently than in previous years.

Internally, we will develop new guidance and templates for committee liaisons, as well as workflows for preparing agendas and other meeting-related documents for committee meetings as part of the agenda management software deployment, which will begin in fall 2021. Organizing this new structure in advance of the software deployment and staff training will help streamline the overall software deployment process and timeline.

In addition, we recommend the following changes to the committees and task forces that are not currently or will no longer be Board-sanctioned:

- The **Advanced Technology Task Force, Bicycle and Pedestrian Task Force, and Regional Transportation Operations Coalition** should be dissolved in their current format.
- The **Freight Committee** should be dissolved. As noted in the 2018 U.S. Department of Transportation Planning Certification Review for the Chicago Transportation Management Area, coordination between the Illinois Department of Transportation and CMAP on freight planning and development should be closely coordinated, including through cross-representations on the Illinois State Freight Advisory Committee (IFSAC) and CMAP's Freight Committee. To further this collaboration and to continue to participate in valuable knowledge exchange on this topic, we recommend dissolving CMAP's Freight Committee. The Executive Director has the authority to convene stakeholders as needed to advise CMAP work. CMAP will continue to participate in and support the IFSAC.

Like many organizations, CMAP relies on the collaboration of stakeholders to inform its work. These non-decision-making working groups and task forces would provide input to the Executive Director who then will from time-to-time share input with the Board and/or its committees.

Informal working groups formed by the Executive Director are for the purpose of sharing information, providing input during the development of CMAP work, convening stakeholders to brainstorm or discuss current issues, and other non-binding conversations. These working groups do not meet the criteria set by the state in the Open Meetings Act.

#### **Summary of survey sent to committee members:**

In August 2021, CMAP surveyed Board and committee members to gauge their availability to attend meetings in-person through the remainder of calendar year 2021 to determine if they would meet OMA requirements. Of the approximately 260 members surveyed, 89 responded (about 34 percent). (Note: The email open rate was 48.2 percent, and the click rate was 60.3

percent.) Forty-nine percent of respondents indicated that they would be able to attend all scheduled meetings in-person; of these, nearly half are members of policy- or advisory-level committees, or the Transportation Committee.

Of the respondents who are members of policy- or advisory-level committees or the Transportation Committee (N = 30), 56.6 percent indicated they could attend all scheduled meetings in-person, 36.6 percent indicated they could only attend some scheduled meetings in-person, and 6.6 percent indicated they could not attend any meetings in-person.

Of the respondents who are members of working level committees (excluding Transportation Committee) or other committees and task forces (N = 59) and are not also members of an advisory- or policy-level committee, 44 percent indicated they could attend all scheduled meetings in-person, 39 percent indicated they could only attend some scheduled meetings in-person, and 17 percent indicated they could not attend any meetings in-person.

Based on these responses, *members of policy- or advisory-level committees or the Transportation Committee are more likely than those in working-level committees and task forces to attend in-person meetings this fall*, and these committees are more likely to be able to meet the OMA requirement of an in-person quorum than the working-level committees and task forces.