



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800, Sears Tower  
Chicago, IL 60606

312-454-0400 (voice)  
312-454-0411 (fax)  
www.cmap.illinois.gov

## Executive Committee Meeting Minutes

November 18, 2009

Lake County Conference Room  
Suite 800, 233 S. Wacker Drive, Sears Tower, Chicago, Illinois

- Committee Members Present:** Gerald R. Bennett, Chair-representing Southwest Cook County, Joe Deal-representing the City of Chicago, Elliott Hartstein-representing Lake County, Al Larson-representing northwest Cook County and Rae Rupp Srch-representing DuPage County.
- Others Present:** Jason Coyle and David Farmer from the accounting firm of Baker Tilly Virchow Krause, LLP and Randy Blankenhorn, Jill Leary, Dolores Dowdle, Tom Garritano and Sherry Kane
- Absent:** Nigel Telman-representing the City of Chicago.

### 1.0 Call to Order

Chairman Gerald R. Bennett called the meeting to order at approximately 10:55 a.m.

### 2.0 Agenda Changes and Announcements

There were no Agenda changes or announcements.

### 3.0 Approval of Minutes

The minutes of both the September 9, 2009 and October 14, 2009 meetings were presented for approval. A motion by Mayor Al Larson was seconded by Rae Rupp Srch to approve the minutes as presented. All in favor, the motion carried.

### 4.0 Annual Financial Report for the Year ended June 30, 2009

Jason Coyle and David Farmer from the accounting firm of Baker Tilly Virchow Krause, LLP presented findings of the annual financial report and the associated management letter for the fiscal year ended June 30, 2009.

Dave Farmer reported that the auditors had been able to look at all the account balances, receivables, revenues and liabilities and CMAP had received a clean opinion. In addition a federal single audit is required since more than \$500,000 federal funds were spent. Farmer went on to say that the management discussion and analysis section had been written by Deputy Executive Director of Finance and Administration Dolores Dowdle. He complimented the finance staff for their cooperation throughout the audit. In general the report reflects that equity has increased and the cash flows and revenues were up significantly from the previous year when CMAP had had not received money from the state. Jason Coyle reported on the Communications from Auditor to the Board document, which identifies potential risk to CMAP. This report shows a significant improvement over the previous year. Seven of the items identified last year have been addressed and are no longer part of the report. Farmer complimented CMAP's management and board for their support in addressing the internal controls. For this report three items were identified as potential internal control issues. Two of the items (segregation of duties in payroll and password controls) have been addressed with the implementation of the new financial software and will not be listed as a potential internal control next year. The third item, external financial reporting—the external auditors assisting with the development of the financial reports—will, however, continue to be listed since the size of CMAP does not support having a full-time auditor on staff. This is one issue that is common with smaller organizations. These reports will be presented for approval by the full board at the December meeting.

#### **5.0 Travel Expenses**

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

#### **6.0 Financial Statements**

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 2008 Core Project Summary and the Check Register for the months of September and October 2009, were presented for approval.

A motion to approve the reports as presented was made by Mayor Al Larson, seconded by Mayor Elliott Hartstein and with all in favor, carried.

#### **7.0 Grants, Subcontracts and Procurements**

A monthly update of activities related to grants, subcontracts and procurements was presented which included the receipt of a grant in the amount of \$45,000 from the University of Illinois Chicago (UIC) under the Green Infrastructure for Clean Water Act and a proposal from HUD for the Chicago metropolitan neighborhood stabilization Program 2 Consortium in the amount of \$75,377,520 remains pending. Two contracts over \$25,000 were approved by the CMAP board at its meeting earlier in the day--Local Government Outreach Services contract to Dan Podgorski in an amount of \$100,000 (over 2 years) and Hickory Creek Watershed Coordination to the Center for Neighborhood

Technology (CNT) in the amount of \$39,310. Pending procurements include the Production and Promotion Project Coordination for *GO TO 2040*, an Alternative Transportation Plan for Midewin and a Planning Law Brochure.

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.

#### **8.0 Potential Funding Options**

Executive Director Randy Blankenhorn reported on the contents of his report to the Executive Committee regarding Potential Funding Options. A discussion ensued regarding both the short and long term issues for CMAP and additional formal reporting will be made in January 2010.

#### **9.0 Other Business**

There was no other business before the Executive Committee.

#### **10.0 Public Comment**

There were no comments from the public.

#### **11.0 Adjournment**

At approximately 11:20 a.m., a motion to adjourn was made by Rae Rupp Srch and seconded by Mayor Hartstein. All in favor, the motion carried.

Respectfully submitted,



Dolores D. Dowdle

Deputy Executive Director for Finance and  
Administration

12-02-09

*Approved as presented by unanimous vote, December 9, 2009.*