



Executive Committee Meeting Minutes

December 10, 2008

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

Committee Members Present: Rita Athas-representing the City of Chicago, Gerald R. 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

Others Present: Jill Leary, Dolores Dowdle, Tom Garritano and Sherry Kane

1.0 Call to Order

Gerald Bennett, CMAP Board Chair called the meeting to order at approximately 11:00 a.m.

2.0 Agenda Changes and Announcements

There were no agenda changes or announcements.

3.0 Approval of Minutes

A motion to approve the minutes of the October 8, 2008 Executive Committee Meeting, as presented, was made by Rae Rupp Srch, seconded by Al Larson and passed unanimously.

4.0 Travel Requests

Travel expense claims for the Executive Director and travel requests from staff for out-of-region travel were presented for informational purposes. While unnecessary, a motion by Elliott Hartstein, seconded by Al Larson passed unanimously to approve the travel requests and expense claims as presented.

5.0 Financial Statements – October and November 2008

Deputy Director of Finance & Administration Dolores Dowdle reported that 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

October and November were consistent with the budget projections and were being presented for approval. Dowdle went on to report that budget adjustments would be brought for approval in January.

A motion to approve the reports as presented was made by Elliott Hartstein, seconded by Rita Athas and passed unanimously.

6.0 Grants, Subcontracts and Procurements

A monthly update of activities related to grants, subcontracts and procurements was presented that included two new grants for the period, each for \$10,000, 2 pending proposals and 4 subcontracts and procurements that had been previously approved by the CMAP Board.

A motion to approve the report as presented was made by Mayor Hartstein and seconded by Rae Rupp Srch and with all in favor, the motion carried.

7.0 Proposed By-Laws Revisions

Staff recommended that the Executive Committee not make any changes to the by-laws related to the topic of voting and non-voting members of the Board cannot name alternated, but merely enforcing the policy of no alternates allowed for voting and non-voting members.

8.0 Other Business

The Executive Committee will meet again on January 14, 2009.

Chairman Bennett questioned CMAP policy regarding staff salary increases that generally become effective September 1, and the executive director's salary increase would become effective January 1. Deputy Executive Director Dolores Dowdle reported salary increases can be 0 to 8% based upon performance, that a 6% overall increase was budgeted and that CMAP presently has a strong performance evaluation process in place.

9.0 Executive Director Evaluation and Salary Consideration

By motion of Elliott Hartstein and Rae Rupp Srch, the Executive Committee adjourned to an Executive Session for the purpose of discussing the executive director's evaluation and salary.

Again, by motion of Elliott Hartstein and Rae Rupp Srch, the Executive Committee adjourned its Executive Session and returned to its regular meeting.

10.0 Public Comment

There were no comments from the public.

11.0 Adjournment

At 11:20 a.m., a motion to adjourn was made by Rae Rupp Srch, seconded by Rita Athas and passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dolores Dowdle", followed by a horizontal line extending to the right.

Dolores D. Dowdle Deputy Executive Director for
Finance and Administration

01-08-09

Approved as presented by unanimous vote, January 14, 2009.