

**Executive Committee
of the Regional Planning Board**

February 23, 2006

9:00 -11:30 a.m.

Northeastern Illinois Planning Commission/
Chicago Area Transportation Study
800 Sears Tower
233 South Wacker Drive
Chicago, Illinois

Meeting Minutes

I. Call to Order

Mayor Gerald Bennett of Palos Hills and Chair of the Executive Committee, called the meeting to order at 9:10 a.m. at the offices of the Northeastern Illinois Planning Commission and the Chicago Area Transportation Study at 233 S. Wacker Drive. Others present included:

Executive Committee

Rita Athas, Vice Chair (Deputy Chief of Staff, City of Chicago)

Michael Smith, Vice Chair (Mayor, New Lenox-Will County)

Elliott Hartstein, at-large member (Mayor, Buffalo Grove-Lake County)

Al Larson, at-large member (Mayor, Schaumburg-Cook County)

Nigel Telman, at-large member (partner, Sidley Austin Brown & Wood law firm)

Others:

Alan L. Bennett, NIPC

Flurturi Demirosko, RTA

Amanda Eichelkraut, RTA

Don Kopec, CATS

Gordon Smith, IDOT

Joe Shacter, ELPC

Brian Fabes, CCA

Tom McKrone, CCA

Tom Cuculich, DuPage County

Karen Greenbaum, CCA/Mercer Consulting

Loraaaine Tyson, Mayer, Brown, Rowe, and Maw

David C. Seglin, CDOT

Randy Blankenhorn, IDOT

Ralph Coglinese, NIPC

Joyce Hollingsworth, Chaddick Institute, DePaul University

Sarah A. Sheehan, Chaddick Institute, DePaul University

II. Understanding the Open Meeting Act and Discussion of By Laws

Mayer, Brown, Rowe and Maw

Lorraine Tyson

A draft of the By Laws was presented to the Executive Committee by Ms. Lorain Tyson (see attached). The By Laws were prepared based on the authority the board has received from the legislature. Ms. Tyson pointed out that Article 3 relates to the organization of the board including how members are appointed, term expiration, and voting requirements. As of now the By Laws

state the board needs an affirmative vote of 4/5 of the board to take action (does not include non voting members). The RPB must decide how agendas are to be distributed, as well as how far in advance. A list of regular meetings including committee meetings needs to be compiled.

Vice Chair Athas stated article 10 discusses the appointment of vice chair. The RPB has appointed two vice chairs and Vice Chair Athas questioned if that should that be reflected in the bylaws. Member Hartstein suggested text reading “one or more”. Ms. Tyson stated she will review the act regarding this matter.

Ms. Tyson stated that agendas are to be distributed to the public 48 hours in advance but the board may want to request more notice (section 11B). Ms. Tyson suggested 96 hours but requested the board’s input.

Vice Chair Athas noted there is not a section for powers of the chair and suggested it be added. Mayor Hartstein noted it according to page 7, paragraph 10 it seems it is at the discretion of the board. Ms. Tyson requested input on this matter as well as terms for board members.

Article 7 deals with access to public records as well as the board’s duty under the Freedom of Information Act. The RPB needs to determine who will be the point person to the public. Chairman Bennett, Vice-Chair Smith and Member Telman stated it should be the Executive Director. Article 9 deals with miscellaneous matters including annual reporting. Under the Act the board is required to prepare and publish an annual report, any amendment to the bylaws would require 4/5 votes. Finally, Ms. Tyson asked if the board would like attendance specifics in the bylaws. Chairman Bennett answered yes.

Bylaws will be in effect when they are approved, the working date for approval is April.

Ms. Tyson opened the meeting up for questions on OMA or FOIA.

Chairman Bennett-At a public committee meeting the committee has the right to go into close session, correct? Ms. Tyson responded yes but stated the board must vote (a roll call is suggested) and have a reason. Ms. Tyson stated there must be a recording of the closed sessions and vote semi annually to keep or destroy those records.

Clarity on conference calls was requested. A call box at the RPB office for people to listen in was suggested and Ms. Tyson noted when you speak on the call identify who you are when you speak so the minutes can be clear.

Chairman Bennett brought forth a question from IDOT. RPB-is it a legal entity? Do items from NIPC and CATS have to come before the board for contractual obligations? Are they established as a unit of local government by the Purchasing Act? Can we contract with them? Ms. Tyson answered yes the RPB is a legal entity but would need to do more due diligence regarding the other questions.

II. RPB Governance

McKinsey Report

McKinsey has been asked to provide an independent viewpoint on the optimal organizational model for the Regional Planning Board (RPB) based on “clean sheet” best practices in private

and public sectors. To do so, the team will use the “7S” framework (strategy, structure, systems, staff, skills, style, shared values), with a focus on the structure and systems.

The team has interviewed all members of the executive committee, as well as several other involved parties including Randy Blankenhorn, Don Kopec, and Ron Thomas. There was agreement in the interviews that if the ideal end state in an unconstrained environment would be an integrated decision-making body, designated as the MPO. However several concerns were raised:

- ¶ Redesignating the MPO could present a challenge
- ¶ Membership requirements of the MPO might result in an RPB too large to be effective with non-transportation decisions
- ¶ Funding for land use planning is difficult
- ¶ Municipalities do, and will continue to, control zoning complicating the implementation of land use plans
- ¶ Prioritization of the different tasks (transportation, land use) is complicated by the different levels of funding for each

The team has also looked at the Structure and Systems of other MPOs and regional planning organizations around the US, including the Metropolitan Washington Council of Governments in Washington, D.C., the Mid-America Regional Council in Kansas City, and Metro in Portland. Metropolitan Washington is the least integrated, having only partially completed an attempted merge of the MPO and Council of Governments in 1996. MARC in Kansas City is more integrated, with a Board of Directors that works with a Total Transportation Policy Committee to compile and approve all transportation plans. Metro has a directly elected Metro Council that has the power to approve or turn back all transportation plans. Although none of the other regional structures and systems are a perfect fit for Northeastern Illinois, each has components that the team will draw from in compiling their final recommendation.

In building the recommendation, the team will consider the size and composition of the board, the location, role and staff of the MPO, and determine which combination will be most effective in achieving the five optimal organizational criteria:

1. Ensure common objectives
2. Establish single, clear decision-making authority
3. Encourage efficient use of resources
4. Facilitate streamlined processes
5. Support cooperative, cross-functional operation

In the next few weeks the team will build out several structure and system options, and evaluate each on the above criteria.

Ron Thomas-Whenever a new MPO is created or designated there are requirements for who needs to be on the board. Vice Chair Athas replied the people on the RPB and the MPO are really appointed by the same people. Need to keep that in mind as we put together the structure. So when we think about the best combination its not us and them its how we all work together.

Chairman Bennett suggested not be drastic about MPO, no intent to disrupt funding, but in fact to go back and get 75% because we have been given the task and authority by the communities we represent.

A written summary will be going to the board members. Tim will be in contact with the EC to get opinions and look at options within the next month.

III. Executive Director Search Process –Brief Process Update

Chairman Gerald Bennett

The job description is being used to develop criteria to create a worksheet for the Executive Committee (EC) to examine candidates. This worksheet will be just for EC and will come out soon. Vice Chair Athas asked if that package will contain resumes and cover letters. Ms. Greenbaum responded she will deliver complete packets. The Executive Committee will be meeting at a time or date for the selection process.

Ms. Tyson stated once you know when the date is it should be posted as a special meeting. MB in posting the EC is meeting for the purpose of interviewing candidates and that is about personnel and therefore closed. When we meet, we have to move to go into the executive session. Ms. Tyson noted no action can be taken in the closed session. Chairman Bennett asked if at the end of the executive session we can maintain the executive session for a wrap up conference call. Ms. Tyson will do more research on that matter.

IV. Committee Roles and Responsibilities Clarification

General Discussion

Chairman Bennett stated there was some concern regarding cross over of committees. Member Telman stated the concern was regarding the goal overlap but wanted to bring to the board's attention that the staffing issues are directly related and reiterate the cooperation involved between committees. Vice-Chair Smith noted that the committee chairs are all on the Executive Committee and the coordination should take place here.

The McKinsey organization is working with the Executive Committee. Ms. Hollingsworth noted the tasks under each of the working committees stating they originate from the goals that were identified. The governance really influences everything else so it might be useful for committees to have interim tasks that will not be impacted by what structure decisions are made. Don't want committees wasting their time on things that will be affected by other decisions. Might be good for EC to identify what the committees need to work on ASAP.

There are two funding issues, funding the plans and finding the organizations. Ms. Greenbaum states the big money (funding plans) is being done by McKinsey. The small money (operating) is being done by Mercer. Ms. Hollingsworth recommended charting this out. Member Telman stated there is some confusion regarding the Planning and Priorities Committee. During the vision session the vision of regional plan was established. Subcommittee Chair Larson stated the committee is beginning to discuss plans. The suggestion was made to have representatives from CATS and NIPC on the Planning and Priorities Committee.

V. Committee Updates

Transition Committee-Nigel Telman

The committee is continuing to interview and gather information. The current process is very similar to McKinsey in that we are interviewing and trying to develop and gain input from the staff. Chairman Telman was enthusiastic to hear that everyone we spoke to is excited and believes in one organization. CATS and NIPC staff have been great.

Ms. Greenbaum noted a commitment has been made that staff design would not be firm until the Executive Director was in place. Right now the focus is the development of options. Its an important process because people are getting the work done want to know their voice is heard.

Public Participation Committee-Mayor Elliot Hartstein

Member Hartstein noted the committee is in the process of following up regarding a draft brochure and a letter to solicit candidates for the Citizen's Advisory Committee. Also the committee is working on a draft of talking points for the next meeting. Chairman Bennett noted that CATS and NIPC public relations should be in contact with this committee and suggested talking to CCA about marketing-possible a pro bono company to help with marketing. CCA is setting up a call with a representative from United Way.

Chairman Bennett announced an RPB Open House on March 29. CATS and NIPC public relations should be in contact with this committee. CCA may have a pro bono company to help with marketing.

Planning and Priorities-Mayor Al Larson

Member Larson stated the committee will meet regularly prior to the RPB meetings. The committee is currently compiling regional plans. The next several meetings seem to be for educational process on what plans exist in the region.

Chairman Bennett asked if the committee would like any assistance from the consultants. Member Larson agreed it may be necessary.

Chairman Bennett opened the meeting to other questions.

CATS Policy Committee meets in March, does the RPB need to inform the committee what is going on? Chairman Bennett asked Ms. Tyson to advise the board if they need to be informed of the process. Is there a need to get their approval? Ms. Tyson will look into this.

The committee moved to adjourn at 10:52.