



# Chicago Metropolitan Agency for Planning

Agenda Item No. 3.0

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## Chicago Metropolitan Agency for Planning (CMAP) Executive Committee Minutes March 13, 2013

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, Susan Campbell-representing the City of Chicago (via tele-conference), Elliott Hartstein-representing Lake County (via tele-conference), Raul Raymundo-representing the City of Chicago (via tele-conference) and Rae Rupp Srch-representing DuPage County

**Absent:** Al Larson-representing northwest Cook County

**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 10:50 a.m.

### 2.0 Agenda Changes and Announcements

There were no agenda changes.

### 3.0 Approval of Minutes – February 13, 2013

A motion to approve the minutes of the February 13, 2013 meeting as presented was made by Rae Rupp Srch, seconded by Susan Campbell and with all in favor, carried.

### 4.0 Travel Expenses

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

### 5.0 Financial Statements

Deputy Executive Director of Finance and Administration Dolores Dowdle reported that the periods ended as planned. The various reports, including the Monthly Cash Report

for CMAP and the Peters Fellowship, the Monthly Summary Report, the Monthly Revenue Report, the Monthly Expenditures report, the FY 2012 Project Summary and the Check Register for the month ending February 28, 2013 were presented for approval. A motion by Susan Campbell was seconded by Rae Rupp Srch to approve the reports as presented. All in favor, the motion carried.

#### **6.0 Grants, Subcontracts and Procurements**

The monthly update of activities related to grants, subcontracts and procurements was presented. A motion by Rae Rupp Srch was seconded by Raul Raymundo to approve the report as presented. All in favor, the motion carried.

#### **7.0 Expenditure Approval Process**

Executive Director Randy Blankenhorn reported staff had wanted to review the current expenditure approval process so that the committee is comfortable with and can provide feedback to the process. Blankenhorn gave a brief summary of how expenditure authorization is administered by type of transaction including: consulting services (contracts exceeding \$25,000 are brought to the Board for approval), purchases-IT related (annual request for purchases of equipment, software and licensing are presented to the Board for approval), purchases-data (one purchase of data from D&B exceeds the \$25,000 threshold and will be brought to the Board annually for approval), utilities/telecommunications (these costs both exceed \$25,000, are identified in the annual budget and approval of the budget is considered sufficient) and insurance (all insurance costs are itemized in the annual budget, and approval of the budget is considered sufficient). Following a brief discussion, the Committee concurred the procedures are appropriate.

#### **8.0 Proposed CMAP and RTA Merger**

Briefly, CMAP Board Chair Mayor Bennett reported that the two Board Chairs and their Executive Directors had met, discussed the planning aspect and asked their directors to discuss further. It is believed, Mayor Bennett continued, that CMAP is capable of taking on the planning aspect, perhaps through a Memorandum of Understanding and that the RTA would pay CMAP for those services. Bennett also reported that the Mayors Caucus will name a task force to consider the merger. Chief of Staff Jill Leary was assigned to spearhead CMAP involvement.

#### **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 Next Meeting**

The Board and Executive Committee will not meet in April, therefore the committee will meet next on May 8, 2013.

**12.0 Adjournment**

A motion to adjourn at 11:00 a.m., made by Elliott Hartstein, seconded by Susan Campbell and with all in favor, carried.

Respectfully submitted,

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

Dolores D. Dowdle, Deputy Executive Director  
For Finance and Administration

04-30-2013

/stk

*Approved as presented by unanimous vote, May 8, 2013*