

ACTION PLANNING FOR 10 GOALS

REGIONAL PLANNING BOARD

DECEMBER 14, 2005 MEETING

NIPC OFFICE

233 S. Wacker, Chicago, Illinois

Facilitated by:
Joyce Hollingsworth
Government Assistance Program

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GOAL #1: HIRE EXECUTIVE DIRECTOR

Board Members Assigned to this Goal: Executive Committee and CCA-Executive Search

MONTHS BEFORE REQUIRED REPORT TO LEGISLATURE ON SEPT 1, 2006																		
		WHO	Jan	uary	Febr	ruary	Ma	rch	Aı	oril	M	ay	Ju	ne	Ju	ıly	Aug	gust
	TASKS TO ACHIEVE GOAL	(Names)	1-15	16-31	1-15	16-28	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-3
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	(THE EXECUTIVE	COMMIT	TEE	OF T	HE R	EGIO	NAL	PLAN	NNIN	G BO	ARD	HAS	ALRI	EADY	EST	ABLI	SHEI)
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	The Executive Commi	ittee had a co	onferen	ce call	with C	CCA ar	nd Mer	cer an	d creat	ted an o	outline	for Ex	kecutiv	e Dire	-			
	The Executive Commi	ittee had a co erson identifi	onferen led by l	ce call Februai	with C	CCA ar	nd Mer ace M	cer and	d creat They	ted an o	outline eceive	for Ex	xecutiv en con	ve Dire	ion fro			
	The Executive Commi	ittee had a co	onferen led by l	ce call Februai	with C	CCA ar	nd Mer ace M	cer and	d creat They	ted an o	outline eceive	for Ex	xecutiv en con	ve Dire	ion fro			
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File Name: RPB GOAL WORKSHEET POSTER Email: joycehollingsworth@comcast.net Prepared by Joyce Hollingsworth

GOAL #2: DEVELOP ORGANIZATION PLAN FOR RPB

Board Members Assigned to this Goal: Executive Committee + Rae, Zenovia & Nigel

				MON	THS I	BEFO	RE RE	EQUIF	RED R	EPOF	RT TO	LEG	ISLAT	ΓURE	ON S	EPT 1	, 2006	
	T. 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	WHO		uary	Febr	uary	Ma	rch	Ap	ril	M	ay	Ju	ne	Ju	ıly	Aug	gust
#	TASKS TO ACHIEVE GOAL	(Names)	1-15	16-31	1-15	16-28	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-31
1	Develop Standing	Executive		V														
	Committees	Committee																
2	Develop Organization	Executive		V														
	Chart	Committee																
3	Establish Task Force to	EC		V														
	review flow of	ED																
	funds/planning	CCA																
4	Develop By-laws	CCA				V												
		ED																
5	Conduct Analysis and	ED									V							
	produce report to RPB	CCA																
6	Finalize By-laws													V				
7	Final Report on Funding														V			
	Plan																	

GOAL #3:DEVELOP INTERNAL STAFF ORGANIZATION PLAN

Board Members Assigned to this Goal: New RPB Executive Director with guidance from the RPB, CCA, Ed & Nigel

	Doard Members A									_						EPT 1	2006	
		WHO	Jan	uary	Febr	uary		rch	Ap	oril	M	ay	Ju	ne	Ju	ıly	Aug	gust
#	TASKS TO ACHIEVE GOAL	(Names)	1-15	16-31	1-15	16-28	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-31
1	Fact Finding: External Market structures		V															
2	Fact Finding: Internal Current Structure		>															
3	Fact Finding; Initial thoughts from NIPC and CATS Executive Directors		>															
4	Preliminary recommendations for shared services	CCA & Executive		<														
5	Identify key policies and infrastructure to consolidate (compensation, benefits, IT)	Directors from NIPC and CATS		>														
6	Preliminary high level organization chart and job descriptions for ED, Deputy Directors				>													
7	Identify current key activities for NIPC and CATS				<													
8	Identify new or enhanced activities for RPB staff	RPB, RPB Executive Director and CCA					>											
9	New talent required?							V										
1 0	Budget implications	RPB Executive							>									
1 1	Expand org char to next level (directors) job descriptions	Director and CCA								V								
1 2	Comprehensive staffing plan and budget for staff										V							
1 3	Budget for all other expenses; consolidate to single budget recommendation to RPB											>						

File Name: RPB GOAL WORKSHEET POSTER Email: joycehollingsworth@comcast.net

Prepared by Joyce Hollingsworth

GOAL #4: CREATE CITIZEN INVOLVEMENT PLAN (including Citizen Advisory Committee)

Board Members Assigned to this Goal: Raul, Marilyn & Calvin

				MON	THS	BEFO	RE RI	EQUIF	RED R	EPOF	RT TO	LEG	ISLAT	TURE	ON S	EPT 1	, 2006	
		WHO		uary		uary		rch	Ap	ril	M		Ju			ıly		gust
#	TASKS TO ACHIEVE GOAL	(Names)	1-15	16-31	1-15	16-28	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-31
1	Consult with CATS and NIPC on existing CAC (Citizen Advisory Councils) and restructure and integrate existing CAC's into one RPB CAC	Executive Committee	y	>														
2	Identify and recruit members from public sectors, geographic memberships, and RPB	Executive Committee	>	>														
3	Decision/Action from RPB Board	Board				1												
4	Establish Citizen Advisory Committee	Board				V												
5	Orientation meeting for CAC members	CAC						V										
6	Interaction process (input of CAC into the RPB and dialogue)	CAC/ Board						V										
7	First Citizens Advisory Committee Meeting	CAC							>									
														_				

GOAL #5: ESTABLISH PUBLIC RELATIONS

(CONSISTENT UNIFIED MESSAGE)

Board Members Assigned to this Goal: Elliot, Frank & Tony

			MONTHS BEFORE REQUIRED REPORT TO LEGISLATURE ON SEPT 1, 2006															
		WHO		uary		ruary		rch		oril	M	ay		ine		ıly		gust
#	TASKS TO ACHIEVE GOAL	(Names)	1-15	16-31	1-15	16-28	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-31
	Brochure	Frank		V														
	Define audiences and mailing lists	CATS/NIP C		^														
		RPB																Ì
	Establish a press policy and a spokesperson	RPC			4													
	Newsletter (Periodic updates bimonthly?)					>				>				>				>
	Maintain and update website	staff																
	Media Releases	ED																
	Editorial Board	Executive Com. ED														v		
	Development of talking points for speaking engagements to the community	RPB														V		
	CD/Video describing RPB	Staff																
	Produce Letterhead																	

GOAL #6: INSURE ONGOING WORK OF NIPC & CATS CONTINUES

Board Members Assigned to this Goal: Frank, Steve, Ed, Rae, Al, Dan & Tony

			MONTHS BEFORE REQUIRED REPORT TO LEGISLATURE ON SEPT 1, 2006															
		WHO		uary		uary		rch	Ap		M			ne		ıly		gust
#	TASKS TO ACHIEVE GOAL	(Names)	1-15	16-31	1-15	16-28	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-31
	Consult with CATS and	Ed-NIPC																
	NIPC E.D.'s	Steve-	V															
		CATS																
	Continued input from	E.D.S		V														
	CATS and NIPC ED																ļ	
	Report to RPB on	Steve		V														
	consultation	Ed																
	Committee meets for	NIPC/CAT		V														
	preliminary consult	S on going																
	report	work																
		committee																
	Committee meetings as	Ed			>													
	necessary	Steve																
-																		
									_									

GOAL #7: ESTABLISH REGIONAL PRIORITIES

Board Members Assigned to this Goal: None Assigned at the December 2, 2005 Planning Retreat

				MON	THS 1	BEFO	RE RI	EQUI	RED R	EPOI	RT TO	LEG	ISLA	TURE	ON S	EPT 1	, 2006	
	TARKS TO ACTUAL SOLA	WHO	Jan	uary	Febr	uary	Ma	rch	Ap	ril	M	ay	Ju	ne	Ju	ıly	Aug	gust
#	TASKS TO ACHIEVE GOAL	(Names)	1-15	16-31	1-15	16-28	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-31
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GOAL #8: PRESENT PLAN TO LEGISLATURE

Board Members Assigned to this Goal: None Assigned at the December 2, 2005 Planning Retreat

		WHO January February March April May June July August																
			Jani	uary	Febr	uary	Ma	rch	Ap	oril	M	ay	Ju	ine	Ju	ıly	Aug	gust
#	TASKS TO ACHIEVE GOAL	(Names)	1-15	16-31	1-15	16-28	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-31
	Final Plan given in																	
	September																	
		(THIS GOAL IS THE RESULT OF ALL OTHER GOALS COMPLETED)																

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Regional Planning Board Goal Work Plan & Timeline GOAL #9: ARTICULATE THE VISION OF INTEGRATED LAND-USE & TRANSPORTATION PLANNING

Board Members Assigned to this Goal: None Assigned at the December 2, 2005 Planning Retreat

			MONTHS BEFORE REQUIRED REPORT TO LEGISLATURE ON SEPT 1, 2006 January February March April May June July August															
ш	TASKS TO ACHIEVE GOAL	WHO (Names)		uary 16-31		16-28								ne 16-30				gust 16-31
1	Process began with vision session	(rames)	1-15	10-31	1-15	10-28	1-15	10-31	1-15	10-30	1-15	10-31	1-15	10-30	1-15	10-31	1-15	10-31
2	Meet with Executive Director to begin framework			v														
3	Begin public input																	
4	Executive Director working with staff																	

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Regional Planning Board Goal Work Plan & Timeline GOAL #10: DEVELOP A FUNDING PLAN FOR THE RPB ORGANIZATION

(THIS INCLUDES BUDGET AND FUNDING STREAMS, OPERATIONS AND POSSIBLE PROJECTS)

Board Members Assigned to this Goal: Executive Director researches funding options/schemes & budget, CCA researches implications of funding and how other regions do funding and implications for the by-laws, & Andre

				MON	THS I	BEFO	RE RI	EQUIF	RED R	EPOF	RT TO	LEG	ISLAT	TURE	ON S	EPT 1	, 2006	
١	TASKS TO ACHIEVE GOAL	WHO (Names)		uary	Febr	uary		rch	Ap	ril	M			ne		ıly		gust
#		(Names)	1-15	16-31	1-15	16-28	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-30	1-15	16-31	1-15	16-31
1	Committee from State of															_		
	IL P: 4																	
2	Executive Director																	
	research and																	
2	recommendations to RPB																	
3	RPB review and possible recommendations to												4					
	General Assembly for												>					
	additional funding																	
	additional funding																	

Government Assistance Program