



GOVERNMENT ASSISTANCE PROGRAM

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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Regional Planning Board Goal Work Plan & Timeline

GOAL #2: DEVELOP ORGANIZATION PLAN FOR RPB

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

#	TASKS TO ACHIEVE GOAL	WHO (Names)	MONTHS BEFORE REQUIRED REPORT TO LEGISLATURE ON SEPT 1, 2006															
			January		February		March		April		May		June		July		August	
			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 Committees	Executive Committee		✓														
2	Develop Organization Chart	Executive Committee		✓														
3	Establish Task Force to review flow of funds/planning	EC ED CCA		✓														
4	Develop By-laws	CCA				✓												
5	Conduct Analysis and produce report to RPB	ED CCA									✓							
6	Finalize By-laws												✓					
7	Final Report on Funding Plan														✓			

Regional Planning Board Goal Work Plan & Timeline

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

#	TASKS TO ACHIEVE GOAL	WHO (Names)	MONTHS BEFORE REQUIRED REPORT TO LEGISLATURE ON SEPT 1, 2006															
			January		February		March		April		May		June		July		August	
			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	CCA & Executive Directors from NIPC and CATS	✓															
2	Fact Finding: Internal Current Structure		✓															
3	Fact Finding; Initial thoughts from NIPC and CATS Executive Directors		✓															
4	Preliminary recommendations for shared services			✓														
5	Identify key policies and infrastructure to consolidate (compensation, benefits, IT)			✓														
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?	RPB Executive Director and CCA						✓										
10	Budget implications								✓									
11	Expand org char to next level (directors) job descriptions									✓								
12	Comprehensive staffing plan and budget for staff										✓							
13	Budget for all other expenses; consolidate to single budget recommendation to RPB											✓						

Regional Planning Board Goal Work Plan & Timeline

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

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

#	TASKS TO ACHIEVE GOAL	WHO (Names)	MONTHS BEFORE REQUIRED REPORT TO LEGISLATURE ON SEPT 1, 2006															
			January		February		March		April		May		June		July		August	
			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	✓	✓														
2	Identify and recruit members from public sectors, geographic memberships, and RPB	Executive Committee	✓	✓														
3	Decision/Action from RPB Board	Board				✓												
4	Establish Citizen Advisory Committee	Board				✓												
5	Orientation meeting for CAC members	CAC					✓											
6	Interaction process (input of CAC into the RPB and dialogue)	CAC/ Board					✓											
7	First Citizens Advisory Committee Meeting	CAC						✓										

Regional Planning Board Goal Work Plan & Timeline
GOAL #5: ESTABLISH PUBLIC RELATIONS
(CONSISTENT UNIFIED MESSAGE)

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

#	TASKS TO ACHIEVE GOAL	WHO (Names)	MONTHS BEFORE REQUIRED REPORT TO LEGISLATURE ON SEPT 1, 2006															
			January		February		March		April		May		June		July		August	
			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		✓														
	Define audiences and mailing lists	CATS/NIP C RPB		✓														
	Establish a press policy and a spokesperson	RPC			✓													
	Newsletter (Periodic updates bimonthly?)					✓			✓				✓				✓	
	Maintain and update website	staff	▶															
	Media Releases	ED	▶															
	Editorial Board	Executive Com. ED															✓	
	Development of talking points for speaking engagements to the community	RPB															✓	
	CD/Video describing RPB	Staff	▶															
	Produce Letterhead																	

Regional Planning Board Goal Work Plan & Timeline

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

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

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			January		February		March		April		May		June		July		August		
			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 NIPC E.D.'s	Ed-NIPC Steve-CATS	✓																
	Continued input from CATS and NIPC ED	E.D.S		✓															
	Report to RPB on consultation	Steve Ed		✓															
	Committee meets for preliminary consult report	NIPC/CAT S on going work committee		✓															
	Committee meetings as necessary	Ed Steve			✓														

Regional Planning Board Goal Work Plan & Timeline
GOAL #7: ESTABLISH REGIONAL PRIORITIES

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

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			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

(THIS GOAL IS THE RESULT OF ALL OTHER GOALS COMPLETED)

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*

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1	Process began with vision session																		
2	Meet with Executive Director to begin framework		✓																
3	Begin public input																		
4	Executive Director working with staff																		

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

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1	Committee from State of IL																		
2	Executive Director research and recommendations to RPB																		
3	RPB review and possible recommendations to General Assembly for additional funding												✓						