

Personnel Committee 456 Fulton St., Suite 401 Peoria, IL 61602

Donald White, CHAIRMAN (Greg Menold, and Barry Logan)

## MONDAY, August 16, 2021 4:00 p.m.

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# **AGENDA**

- 1. Call to Order
- 2. Roll Call
- 3. Motion to approve July 8, 2019, and August 17, 2020 minutes
- 4. Recommend to Executive Board and Commission regarding updates to the FY2022 Wage and Salary Schedules (Resolution 22-05)
  - a. Full-time salaried staff
  - b. Part-time Hourly schedules to work in 1,000 hours per fiscal year.
- Recommend to Executive Board and Commission regarding FY2022 Staff Salary Adjustments (Resolution 22-07)
- 6. Other
- 7. Adjournment

# **Personnel Committee**

# MONDAY, July 8, 2019 5:30 p.m. Mike Hinrichsen, CHAIRMAN

## (Mike Phelan, and Sue Sundell)

## **Minutes**

#### 1. Call to Order Chairman Hinrichsen called the meeting to order at 5:30 pm

- 2. Roll Call Present: Hinrichsen, Sundell, and Phelan. Staff: Miller, and Lees
- 3. Motion to approve January 16, 2019 meeting minutes Sundell moved to approve January 16, 2019 minutes and Phelan seconded. Motion carried.
- 4. Recommendation to Executive Board regarding updates to the FY 2020 Wage and Salary Schedules
  - a. Full-time Salaried Staff
  - b. Part-time Hourly Staff schedules to work under 1,000 hours per fiscal year.
  - Sundell moved to recommend to Executive Board regarding updates to the FY2020 Wage and Salary Schedules for Full-time Salary Staff and Part-time Hourly staff and Phelan seconded. Motion carried.
    - Miller updated that the CPI is at 1.8% but is asking the Commission for 2 % for COLA in July for full time staff and hourly staff.
    - Hinrichsen asked if this is competitive enough?
    - Sundell asked if we made full adjustments to salary schedules and Miler replied yes.
- Recommend to Executive Board regarding FY 2020 Staff Salary Adjustments Phelan moved to recommend to Executive Board regarding FY 2020 Staff Salary Adjustments and Sundell seconded. Motion carried.
  - Miller updated that the CPI is at 1.8% but is asking the Commission for 2 % for COLA in July for full time staff and hourly staff. Then will come back in January or February of 2020 for the promotional raises.
  - Phelan asked if this will make them out of our salary ranges. Suggested to have bonuses instead. Miller said he will look into this.

#### 6. Other

Phelan suggested to get a tool for the Executive Director review.

7. Adjournment

Phelan moved to adjourn at 5:50 pm and Sundell seconded. Motion carried.

Submitted by: Eric Miller Executive Director Recorded and transcribed: Debbie Ulrich

#### **Personnel Committee**

## MONDAY, August 17, 2020 4:30 p.m. Paul Rosenbohm, CHAIRMAN (Greg Menold, and Michael Smith)

#### **MINUTES**

- 1. Call to Order Chairman Rosenbohm called the meeting to order at 4:30 p.m.
- Roll Call Present: Rosenbohm, Menold, and Smith (virtual) Also present: Hinrichsen, Logan, Miller, and Lees.
- 3. Motion to approve July 8, 2019 minutes Menold moved to approve July 8, 2019 minutes and Smith seconded. Motion carried.
- 4. Recommend to Executive Board regarding updates to the FY2021 Wage and Salary Schedules
  - a. Full-time salaried staff
  - b. Part-time Hourly schedules to work in 1,000 hours per fiscal year.

Menold moved to recommend to Executive Board regarding updates to the FY2021 Wage and Salary Schedules for Full-time salaried staff and Part0time Hourly schedules to work in 1,000 hours per fiscal year and Smith seconded. Motion carried.

- Miller gave history of decision on Personnel Committee duties. On a yearly basis we look at the salary schedule. We are asking to increase by 2% to be competitive.
- Menold asked if we have any part-time employees and Miler said yes, the accountant.
- Menold asked if we are still looking to add a staff member and Miller said it is still pending.
- Recommend to Executive Board regarding FY2021 Staff Salary Adjustments Menold moved to recommend to Executive Board regarding FY2021 Staff Salary Adjustments and Smith seconded. Motion carried.
  - Miller explained the process of raises. Explained COLA (Cost of Living Adjustment) and the mid-year consideration of in place promotions. HE is recommending a 2% increase but, in the budget, there is 3%. The salaries are paid thru grants. The 2% has been approved from PPUATS and IDOT (UWP)
  - Smith asked if 1% is enough for merit increases and Miler replied yes.
  - Menold expressed his hesitation of 2% due to uncharted water of the state's money situation. He suggested to hold to 1% and give COLA and merit raises in January.
  - Miller addressed that we have not had any turnover in 5 years and wants to keep the salaries competitive. Wants to keep our people in place. If we lose someone it takes time to train and that takes up valuable time of working.
  - Smith supports the 2%.
- 6. Other
- 7. Adjournment Adjourned at 4:45 p.m.

Submitted by: Eric Miller Executive Director Transcribed by Debbie Ulrich

#### **RESOLUTION 22-05**

# A RESOLUTION OF THE TRI- COUNTY REGIONAL PLANNING COMMISSION TO AMEND APPENDIX C (WAGE AND SALARY SCHEDULE FOR FULL-TIME EMPLOYEES, AND APPENDIX C1 (WAGE AND SALARY SCHEDULE FOR PART-TIME EMPLOYEES) OF THE EMPLOYEE HANDBOOK.

**WHEREAS,** the Employee Handbook includes a schedule of salary ranges for full-time and parttime employees of the Commission, and

**WHEREAS**, due to inflation and other factors, it is necessary to periodically adjust the salary ranges in an effort to attract and retain a well-qualified staff, and

WHEREAS, Appendices C and C1 of the Employee Handbook were last revised on June 22, 2017, and

WHEREAS, the minimum and maximum salary ranges for Appendix C and C1 are proposed to be adjusted for FY 2022 by 3 % (attached), and

**THERFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS**: That the Commission approves the increases indicated above to the minimum and maximum salary ranges of Appendix C and C1 of the Wage and Salary Schedules and require that they be placed in the Employee Handbook.

Presented this 26th day of August 2022

Adopted this 26th day of August 2022

Mike Hinrichsen, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

**TCRPC** Personnel Committee

#### DATE: August 12, 2021 ISSUE: Annual Adjustment to the Wage and Salary Schedule

Discussion regarding the need to update the Wage and Salary Schedules.

#### ACTION NEEDED BY PERSONNEL COMMITTEE:

• Make recommendation to Executive Board and Full Commission

#### **BACKGROUND:**

Several years ago the Personnel Committee initiated an annual practice of reviewing and adjusting the Wage and Salary Schedules listed in the Employee Handbook. This practice was suggested by the Personnel Committee as a way to keep the Wage and Salary Schedule current and competitive. This adjustment is partially based on United States Department of Labor's (USDOL) Consumer Price Index (CPI). The attached report from the DOL indicates that the CPI ending in June 2021 is up 5.4%. Last year, the schedules were adjusted upward by 2.0%. This year, I am recommending to the Personnel Committee to adjust the wage and salary schedule by 3.0%

The charts for full-time salaried staff, part-time hourly staff scheduled to work under 1,000 hours in the fiscal year (with no benefits) are attached to this memo.

## Full Time Wage and Salary Schedule

The following wage and salary schedule depicts minimum and maximum ranges for FULL-TIME Commission team members. The schedule provides a guide to Executive Director for compensating new employees, as well as providing salary increases and promotions based on positive performance evaluations.

Position	FY 202	1	FY2022 Proposed				
	Minimum	Maximum	Minimum	Maximum			
Executive Director	To be determined by Commission		To be determined by Commission				
GIS Program Manager	\$74,311.94	\$107,141.70	\$78,072.13	\$112563.06			
Planning Program Manager	\$74,311.94	\$107,141.70	\$78,072.13	\$112,563.06			
GIS Manager	\$55,859.77	\$80,536.01	\$58,686.28	\$84,611.13			
Senior Planner	\$54,435.74	\$78,481.78	\$57,190.18	\$84,452.96			
GIS Project Manager	\$54,435.74	\$78,481.78	\$57,190.18	\$84,452.96			
GIS Specialist III	\$49,087.49	\$70,774.27	\$51,571.32	\$74,355.44			
Planner III	\$49,087.49	\$70,774.27	\$51,571.32	\$74,355.44			
GIS Specialist II	\$43,793.74	\$66,810.72	\$46,009.70	\$70,191.35			
Planner II	\$43,793.74	\$66,810.72	\$46,009.70	\$70,191.35			
GIS Specialist I	\$37,368.18	\$53,876.81	\$39,259.02	\$56,602.98			
Planner I	\$37,368.18	\$53,876.81	\$39,259.02	\$56,602.98			
Office Administrator	\$36,636.45	\$56,359.04	\$38,490.26	\$59,210.81			

The Wage and Salary Schedule was adopted August 26, 2021, by the Tri-County Regional Planning Commission.

#### Part Time Wage and Salary Schedule

The following wage and salary schedule depicts minimum and maximum ranges for Commission part-time employees, who are scheduled to work an average of less than 30 hours per week and are not eligible for benefits. The schedule provides a guide to the Executive Director for compensating part-time employees.

Position	FY2021		FY2022 Proposed				
	Minimum	Maximum	Minimum	Maximum			
Executive Director							
GIS Program Manager	\$38.08	\$52.79	\$40.01	\$55.46			
Planning Program Manager	\$38.08	\$52.79	\$40.01	\$55.46			
GIS Manager	\$36.84	\$47.88	\$38.70	\$50.31			
Senior Planner/GIS Project Manager	\$35.61	\$46.66	\$37.41	\$49.02			
Planner III	\$34.39	\$44.21	\$36.12	\$46.44			
GIS Specialist III	\$34.39	\$45.43	\$36.12	\$47.73			
Planner II	\$33.15	\$41.74	\$34.83	\$43.86			
GIS Specialist II	\$33.15	\$41.74	\$34.831	\$43.86			
Planner I	\$30.70	\$38.08	\$32.25	\$40.01			
GIS Specialist I	\$30.70	\$38.08	\$32.25	\$40.01			
Office Administrator	\$29.46	\$36.84	\$30.95	\$38.70			
Secretary	\$24.55	\$29.46	\$25.80	\$30.95			
Accountant	\$30.45	\$39.81	\$31.99	\$41.83			

The Wage and Salary Schedule was adopted August 26, 2021, by the Tri-County Regional Planning Commission.

Salary Range Comparisons 2022
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		Tri County						BiState *				Champaign RPC Salary Ranges				Peoria County			
	Cur	rent Salary																	
Executive Director *		\$109,242					\$	115,455.00			\$	108,576.00	\$	162,864.00					
Planning Program Manager	\$	96,424.00	\$	72,854.00	\$	109,284.00	\$	49,780.00	\$	80,183.00	\$	58,617.00	\$	87,945.00	\$	70,720.00	\$ 106,080.00		
GIS Manager															\$	61,163.00	\$ 91,745.00		
GIS Tech III	\$	57,210.00	\$	53,368.00	\$	80,051.00	\$	39,195.00	\$	63,139.00	\$	58,617.00	\$	87,945.00	\$	47,226.00	\$ 70,839.00		
GIS Tech II	\$	42,512.00	\$	42,935.00		\$68,147.00													
Planner III	\$	52,723.00	\$	48,125.00	\$	72,189.00	\$	39,195.00	\$	63,139.00	\$	51,090.00	\$	76,635.00	\$	44,935.00			
Planner II	\$	46,710.00	\$	37,765.00	\$	59,941.00	\$	35,046.00	\$	52,569.00	\$	44,733.00	\$	67,080.00	\$	48,248.00	\$ 72,372.00		
Planner II	\$	45,692.00	\$	37,765.00	\$	59,941.00	\$	35,046.00	\$	52,569.00	\$	38,376.00	\$	57,564.00	\$	37,482.00			
Planner I	\$	42,000.00	\$	32,224.00	\$	48,337.00	\$	35,046.00	\$	52,569.00	\$	38,376.00	\$	57,564.00	\$	44,451.00	\$ 66,677.00		
Part-time Acct	34	.29 per hour					\$	46,841.00	\$	75,456.00									
Office Administrator	\$	46,650.00	\$	35,918.00	\$	57,486.00	\$	39,195.00	\$	63,139.00	\$	34,456.00	\$	46,956.00	\$	55,801.00	\$ 83,702.00		

#### **RESOLUTION 22-07**

# A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2022 WAGE ADJUSTMENTS FOR THE FULL-TIME AND PART-TIME STAFF TO BE EFFECTIVE AS OF JULY 1, 2022

**WHEREAS**, the Tri-County Regional Commission, hereafter referred to as the Commission, employs a staff of administrators, planners, and specialists, and

**WHEREAS,** it has been customary for the Executive Director beginning July 1 of each fiscal year to provide salary adjustments based on merit and/or a cost of living index, and

**WHEREAS,** the Commission's professional staff has successfully carried out the policies and assignments of the Commission as set out in the FY 2022 Overall Work Program, and

WHEREAS, the FY 2021 Budget includes a 3% salary increase for the Commission's staff, and

**THERFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:** That the Commission approves a lump sum amount of \$14,428 for FY 2022 wage increases for the full time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 26th day of August 2022

Adopted this 26th day of July 2022

Mike Hinrichsen, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

TCRPC Personnel Committee

Date: August 12, 2021

#### **ISSUE:** Annual salary increases for eligible staff

Discussion regarding staff salary increases for FY22.

#### **ACTION NEEDED BY PERSONNEL COMMITTEE:**

• Make recommendation to Executive Board and Full Commission

#### **BACKGROUND:**

It has been the practice of the Commission since 1998 to allow the Executive Director to request a lump sum for salary increases for full-time and part-time staff members excluding the Executive Director. Each year, managers review employees to determine whether they have met performance goals set forth for them in the previous year. Salary increases are given at the discretion of the Executive Director in consultation with Managers. Over the past few years, the Commission modified this approach and granted cost of living increases of to all Commission employees. To recognize high achieving employees, the Commission also adopted a "Promotion in Place" policy which is executed in February each year.

During the development of the FY 2022 budget, a 3% increase in the overall salary line item was budgeted. This budget number is included in the Unified Work Program (UWP) which was approved by the Commission and accepted by the Illinois Department of Transportation.

This year, I request authorization to adjust all eligible staff salaries by 3%. The 3% represents a dollar amount of \$14,428. All salary increases will be effective as of July 1, 2021



# Transmission of material in this release is embargoed until 8:30 a.m. (ET) July 13, 2021

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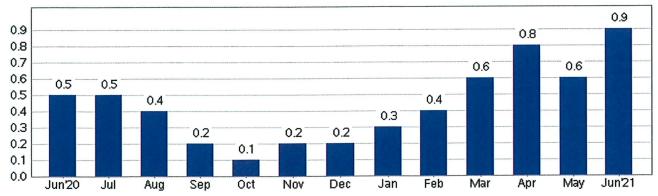
# **CONSUMER PRICE INDEX – JUNE 2021**

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.9 percent in June on a seasonally adjusted basis after rising 0.6 percent in May, the U.S. Bureau of Labor Statistics reported today. This was the largest 1-month change since June 2008 when the index rose 1.0 percent. Over the last 12 months, the all items index increased 5.4 percent before seasonal adjustment; this was the largest 12-month increase since a 5.4-percent increase for the period ending August 2008.

The index for used cars and trucks continued to rise sharply, increasing 10.5 percent in June. This increase accounted for more than one-third of the seasonally adjusted all items increase. The food index increased 0.8 percent in June, a larger increase than the 0.4-percent increase reported for May. The energy index increased 1.5 percent in June, with the gasoline index rising 2.5 percent over the month.

The index for all items less food and energy rose 0.9 percent in June after increasing 0.7 percent in May. Many of the same indexes continued to increase, including used cars and trucks, new vehicles, airline fares, and apparel. The index for medical care and the index for household furnishings and operations were among the few major component indexes which decreased in June.

The all items index rose 5.4 percent for the 12 months ending June; it has been trending up every month since January, when the 12-month change was 1.4 percent. The index for all items less food and energy rose 4.5 percent over the last 12-months, the largest 12-month increase since the period ending November 1991. The energy index rose 24.5 percent over the last 12-months, and the food index increased 2.4 percent.



#### Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, June 2020 - June 2021 Percent change

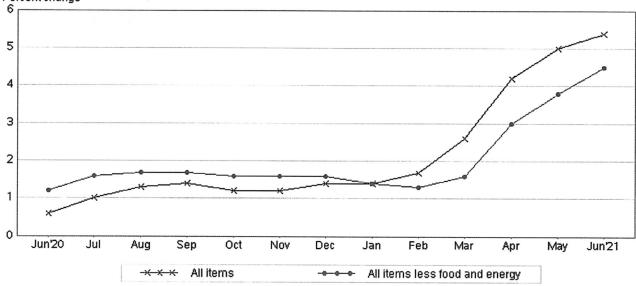


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, June 2020 - June 2021
Percent change
6

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month								
	Dec. 2020	Jan. 2021	Feb. 2021	Mar. 2021	Apr. 2021	May 2021	Jun. 2021	adjusted 12-mos. ended Jun. 202	
All items	0.2	0.3	0.4	0.6	0.8	0.6	0.9	5.4	
Food	0.3	0.1	0.2	0.1	0.4	0.4	0.8	2.4	
Food at home	0.3	-0.1	0.3	0.1	0.4	0.4	0.8	0.9	
Food away from home <sup>1</sup>	0.4	0.3	0.1	0.1	0.3	0.6	0.7	4.2	
Energy	2.6	3.5	3.9	5.0	-0.1	0.0	1.5	24.5	
Energy commodities	5.1	7.3	6.6	8.9	-1.4	-0.6	2.6	44.2	
Gasoline (all types)	5.2	7.4	6.4	9.1	-1.4	-0.7	2.5	45.1	
Fuel oil <sup>1</sup>	10.2	5.4	9.9	3.2	-3.2	2.1	2.9	44.5	
Energy services	0.2	-0.3	0.9	0.6	1.5	0.7	0.2	6.3	
Electricity	0.4	-0.2	0.7	0.0	1.2	0.3	-0.3	3.8	
Utility (piped) gas service	-0.4	-0.4	1.6	2.5	2.4	1.7	1.7	15.6	
All items less food and energy	0.0	0.0	0.1	0.3	0.9	0.7	0.9	4.5	
Commodities less food and energy									
commodities	0.1	0.1	-0.2	0.1	2.0	1.8	2.2	8.7	
New vehicles	0.4	-0.5	0.0	0.0	0.5	1.6	2.0	5.3	
Used cars and trucks	-0.9	-0.9	-0.9	0.5	10.0	7.3	10.5	45.2	
Apparel	0.9	2.2	-0.7	-0.3	0.3	1.2	0.7	4.9	
Medical care commodities <sup>1</sup>	-0.2	-0.1	-0.7	0.1	0.6	0.0	-0.4	-2.2	
Services less energy services	0.0	0.0	0.2	0.4	0.5	0.4	0.4	3.1	
Shelter	0.1	0.1	0.2	0.3	0.4	0.3	0.5	2.6	
Transportation services	-0.6	-0.3	-0.1	1.8	2.9	1.5	1.5	10.4	
Medical care services	-0.1	0.5	0.5	0.1	0.0	-0.1	0.0	1.0	

<sup>1</sup> Not seasonally adjusted.

## Food

The food index increased 0.8 percent in June, as did the food at home index; both indexes rose 0.4 percent in May. As in May, the food at home increase was mostly due to the index for meats, poultry, fish, and eggs, which increased 2.5 percent over the month. The beef index rose 4.5 percent in June, its largest 1-month increase since June 2020. The index for fruits and vegetables rose 0.7 percent in June after being unchanged in the preceding month. The nonalcoholic beverages index increased 0.9 percent in June after declining 0.5 percent in May. The index for other food at home rose 0.2 percent in June, as did the index for dairy and related products.

In contrast to these increases, the index for cereals and bakery products was the only one of the six major grocery store category indexes to decline in June, falling 0.3 percent over the month after increasing 0.5 percent in May.

The food away from home index rose 0.7 percent in June following a 0.6-percent increase in May. The index for full service meals rose 0.8 percent, its largest monthly increase since last June. The index for limited service meals increased 0.6 percent in June.

The food at home index increased 0.9 percent over the past 12 months. All six major grocery store food group indexes increased, but the index for fruits and vegetables was the only one to rise more than 0.8 percent; increasing 3.2 percent.

The index for food away from home rose 4.2 percent over the last year, the largest 12-month increase in that index since the period ending in May 2009. The index for limited service meals rose 6.2 percent since June 2020 and the index for full service meals rose 4.1 percent over the last 12 months. The index for food at employee sites and schools declined sharply over the last year, falling 29.9 percent.

## Energy

The energy index increased 1.5 percent in June after being unchanged in May. The gasoline index rose 2.5 percent in June after falling 0.7 percent in May. (Before seasonal adjustment, gasoline prices rose 2.2 percent in June.) The index for natural gas increased 1.7 percent in June, as it did in May. The electricity index, in contrast, fell 0.3 percent following a 0.3-percent increase the prior month.

The energy index rose 24.5 percent over the past 12 months. The gasoline index rose 45.1 percent since June 2020. The index for electricity increased 3.8 percent over the last year, while the index for natural gas rose 15.6 percent.

## All items less food and energy

The index for all items less food and energy rose 0.9 percent in June following a 0.7-percent increase in May. The index for used cars and trucks rose sharply for the third consecutive month, increasing 10.5 percent in June. This was the largest monthly increase ever reported for the used cars and trucks index, which was first published in January 1953. The shelter index rose 0.5 percent in June. The index for rent rose 0.2 percent and the index for owners' equivalent rent increased 0.3 percent, the same increases as in May. The lodging away from home index increased 7.0 percent in June.

The index for new vehicles rose 2.0 percent in June, that index's largest 1-month increase since May 1981. The motor vehicle insurance index increased 1.2 percent over the month. The index for airline

fares rose 2.7 percent in June after increasing 7.0 percent the previous month. The index for apparel increased 0.7 percent in June following a 1.2-percent rise in May. The recreation index and the education index each rose 0.2 percent over the month.

The index for household furnishing and operations fell 0.1 percent in June after rising 1.3 percent in May. The index for communication was unchanged for the month.

The medical care index declined 0.1 percent in June, as it did in May. Medical care component indexes were mixed. The index for prescription drugs declined 0.2 percent in June after falling 0.3 percent in May. The hospital services index increased 0.2 percent, while the physicians' services index rose 0.3 percent in June.

The index for all items less food and energy rose 4.5 percent over the past 12 months. The index for used cars and trucks increased 45.2 percent, the largest 12-month change ever reported for that index. The index for new vehicles rose 5.3 percent over the past 12 months, its largest 12-month increase since the period ending January 1987. The motor vehicle insurance index increased 11.3 percent in the last year, while the index for car and truck rental rose 87.7 percent over that period. The shelter index increased 2.6 percent over the last 12 months. The medical care index rose 0.4 percent over the past 12 months, its smallest 12-month increase since the period ending March 1941.

## Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 5.4 percent over the last 12 months to an index level of 271.696 (1982-84=100). For the month, the index increased 0.9 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 6.1 percent over the last 12 months to an index level of 266.412 (1982-84=100). For the month, the index rose 1.1 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 5.3 percent over the last 12 months. For the month, the index increased 0.9 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

# The Consumer Price Index for July 2021 is scheduled to be released on Wednesday, August 11, 2021 at 8:30 a.m. (ET).

# Coronavirus (COVID-19) Pandemic Impact on June 2021 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in June was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed. While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm.