

EXECUTIVE BOARD MEETING
TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD
(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender
Monday, July 15, 2019
5:15 p.m.

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes June 17, 2019
5. Executive Director Report
6. Motion to approve and forward onto Full Commission for Salary Ranges of Full-Time Employees (Resolution 20-02)
7. Motion to approve and forward onto Full Commission for Salary Increases of Full Time Employees (Resolution 20-03)
8. Discuss credit extension with Busey Bank
9. Discuss Strategic Planning Session
10. Review of July 25, 2019 Commission Agenda (***Handout***)
11. Other
12. Executive Session
13. Any action as a result of Executive Session
14. Adjournment

EXECUTIVE BOARD MEETING
TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD
(Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon, Rosenbohm, and Bender
Monday, June 17, 2019
5:15 p.m.

1. Call to Order
Chairman Neuhauser called the meeting to order at 5:15 pm
2. Roll Call
Present: Neuhauser, Hinrichsen, Sundell, Crawford, Phelan, Rosenbohm, and Bender. Absent: Smith, and Kingdon
3. Public Input-none
4. Approval of Minutes May 20, 2019
Rosenbohm moved to approve the May 20, 2019 minutes and Sundell seconded. Motion carried.
5. Executive Director Report
Miller reported on the following:
 - Capitol Bill passed with 33.1 added monies for local roads. The Capitol projects are not released yet.
 - Neuhauser asked when these funds will be released, and Miller said within the new year of July 1.
 - MFT was increased by .19
 - Transportation funds went well and will be protected by the lockbox.
 - Met with Bradley, ICC and Dale Carnegie representatives for staff to attend education seminars.
 - GIS staff is working with 14 communities on projects
 - Will be presenting various projects at Commission meetings
 - Hinrichsen asked what will Commission projects receive in Capital funds? Miller responded that it could possible increase our General funds line.
6. Recommendation to Commission FY20 Final Draft Budget
Crawford moved to recommend to Commission FY20 Final Draft Budget and Rosenbohm seconded. Motion carried.
Neuhauser asked if there were any changes and Miller said on the transportation training line items. He then explained the GATA process.
7. Discussion of Strategic Planning Session
Neuhauser discussed that we do have dates reserved for the session, but the current speaker is unavailable for those dates, so we need to now find another speaker. Any suggestions would be helpful. Eng Sing and Sharon and Jim Amdoll were mentioned to contact.
8. Discussion of potential grants and projects
Lees discussed the following projects and grants:
 - IDOT- SPR, we presented 6 proposals but received only 2 grants- Planimetric Data Collection and Regional and Paratransit Expansion Study.
 - Peoria Heights planning needs

- City of El Paso Land Use Plan
- El Paso Rural Planning project
- Village of Princeville Comprehensive Plan
- Beneficial Use of Dredge Materials
- Storm Water Management and Beneficial Use of Dredged Materials Workshop, Sept. 4 and 5
- LRTP is looking for members. This is a Federal required document
- Hanna City alternative transportation plan

9. Review of June 27, 2019 Commission Agenda (**Handout**)
Items will be added if needed.

10. Other

11. Executive Session

12. Any action as a result of Executive Session

13. Adjournment
Adjourned at 6:05 pm

Submitted by:

Eric Miller

Recorded and transcribed by Debbie Ulrich

DRAFT

To: Members of the Commission
 From Eric W. Miller, Executive Director
 Date: July 15, 2019
 Subject: Executive Director Report for July 2019

Project	Activity	Status
Administrative		
Outreach Activities		
	Met with Eng Seng Loh, TCRPC Strategic Planning, Autonomous Conference	Complete
	Met with Sharon and John Amdall, TCRPC Strategic Planning	Complete
	Met with Holly Ostidick, IDOT rural Planning Invoicing	Complete
	Attended Pekin Chamber Transportation meetings	Complete
	Attended Meeting With USDOT	Complete
		Complete
Audit	Prep for FY 19 audit	Ongoing
Personnel	Staff Reviews Ongoing	Ongoing
Financial Report	June results \$k	Ongoing
Indirect Cost Rate(ICR)	Work on FY20 ICR with State of Illinois GOMB	Ongoing
Website	Updated website.	Ongoing
Planning issues		
PLBA		
	Continued scoping work for Hydrology Study	Ongoing
	Research of UMRP projects for grant submittal	
	Development of Communications plan and Adaptive(Change) management plan	Ongoing
Village of Princeville Comp Plan	Signed Contract with Princeville, Work has commenced	Ongoing
Village of El Paso Comp Plan	Signed Contract with El Paso, Work has commenced	Ongoing
Beneficial Use of Dredge Material	Continued Outreach with Stakeholders	Ongoing
	Coordination with IDOT and contractor on dredge material from McCluggage Bridge Construction	Ongoing
	Coordinating participants for response to Illinois Center for Transportation Study (ICT) RFP	Ongoing
	Planning Activities started for September BUDM Symposium	Ongoing
	Coordination with H. Wayne Wilson regarding September "At Issue" program	
Regional Hazard Mitigation Plan	Waiting on IEMA and FEMA review	Ongoing
Regional Water Supply Planning	Continued work for Regional Water Supply Planning contract	Ongoing
Watershed Planning	Awaiting Decision to Woodford County SWCD to update Walnut Creek Watershed Plan	Ongoing
University of Illinois Collaboration	Received notice of non selection for ICT funding for Beneficial Use study	Ongoing
GIS Projects/ Asset Management		
Village of Elmwood		complete
Washburn	Peoria Heights	Ongoing
Minonk	Village of North Pekin	Ongoing
Delavan	Village of Washburn	Ongoing
North Pekin	Peoria Park District	Ongoing
El Paso	Tremont	Ongoing
Hollis Park District	Hanna City	Ongoing
Chillicothe	Creve Coeur	Pending
PPUATS/ Transportation		
FY 20 UPWP Development	Complete -Signed IDOT PL IGA	Ongoing
SPR Grant applications	Received notice of funding for 2 projects	complete
Transportation Improvement Program	Amendments processed	Ongoing
STU project Selection	Continued work on New STU selection program	Ongoing
Eastern Bypass Coalition	No activity	
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	In Progress
Transportation Alternatives Program	No Activity	
		Ongoing
Special Transportation Studies	Continued Consultant procurement with Communities on selected projects	Ongoing
State Planning and Research Funding		
Digital ortho project	Aerial photos have been acquired, post processing has begun.	Ongoing
Regional Pavement management Expanded	Outreach to stakeholders	Ongoing
FY20 SPR	Recommended for Funding- Data Planimetrics /Transit Gray Area	Ongoing
FY 19 Rural Planning Funds	Developed planning framework and started to meet with rural communities	
FY17 State Planning Funds	Regional Pavement Condition Ratings Survey-Work will begin in June	In Progress
FY17 Rural Planning Funds	Metamora /Germantown Hills Trail Planning Data Collection is ongoing	In Progress
FY19 State Planning Funds	Region wide Guardrail inventory	ongoing
	L RTP public engagement tools	ongoing
	Performance Measures Dashboard web tool	ongoing
	Regional bicycle map	ongoing

RESOLUTION 20-02

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 part-time 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 2020 by 2 % (attached), and

THEREFORE, 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 25th day of July 2019

Adopted this 25th day of July 2019

Tim Neuhauser, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

Staff Memo

TCRPC Personnel Committee

DATE: July 8, 2019

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 May 2019 is up 1.8%. Last year, the schedules were adjusted upward by 2.5%. This year, I am recommending to the Personnel Committee to adjust the wage and salary schedule by 2.0%

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	FY2019		FY2020 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director	To be determined by Commission		To be determined by Commission	
GIS Program Manager	\$71,426.31	\$107,141.70	\$72,854.84	\$109,284.53
Planning Program Manager	\$71,426.31	\$107,141.70	\$72,854.84	\$109,284.53
GIS Manager	\$53,690.67	\$80,536.01	\$54,764.48	\$82,146.73
Senior Planner	\$52,321.93	\$78,481.78	\$53,368.37	\$80,051.42
GIS Project Manager	\$52,321.93	\$78,481.78	\$53,368.37	\$80,051.42
GIS Specialist III	\$47,181.36	\$70,774.27	\$48,124.99	\$72,189.75
Planner III	\$47,181.36	\$70,774.27	\$48,124.99	\$72,189.75
GIS Specialist II	\$42,093.17	\$66,810.72	\$42,935.04	\$68,146.94
Planner II	\$42,093.17	\$66,810.72	\$42,935.04	\$68,146.94
GIS Specialist I	\$35,917.13	\$53,876.81	\$36,635.47	\$54,954.35
Planner I	\$35,917.13	\$53,876.81	\$36,635.47	\$54,954.35
Office Administrator	\$35,213.81	\$56,359.04	\$35,918.09	\$57,486.22

The Wage and Salary Schedule was adopted August 23, 2018, 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	FY2019		FY2020 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director				
GIS Program Manager	\$38.08	\$52.79	\$38.84	\$53.84
Planning Program Manager	\$38.08	\$52.79	\$38.84	\$53.84
GIS Manager	\$36.84	\$47.88	\$37.57	\$48.84
Senior Planner/GIS Project Manager	\$35.61	\$46.66	\$36.32	\$47.59
Planner III	\$34.39	\$44.21	\$35.07	\$45.09
GIS Specialist III	\$34.39	\$45.43	\$35.07	\$46.34
Planner II	\$33.15	\$41.74	\$33.81	\$42.58
GIS Specialist II	\$33.15	\$41.74	\$33.81	\$42.58
Planner I	\$30.70	\$38.08	\$31.31	\$38.84
GIS Specialist I	\$30.70	\$38.08	\$31.31	\$38.84
Office Administrator	\$29.46	\$36.84	\$30.05	\$37.57
Secretary	\$24.55	\$29.46	\$25.05	\$30.05
Accountant	\$30.45	\$39.81	\$31.06	\$40.61

The Wage and Salary Schedule was adopted August 23, 2018, by the Tri-County Regional Planning Commission.

RESOLUTION 20-03

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2020 WAGE ADJUSTMENTS FOR THE FULL-TIME AND PART-TIME STAFF TO BE EFFECTIVE AS OF JULY 1, 2019

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 2020 Overall Work Program, and

WHEREAS, the FY 2020 Budget includes a 2% salary increase for the Commission's staff, and

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS: That the Commission approves a lump sum amount of \$10,875.00 for FY 2020 wage increases for the full time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 25th day of July 2019

Adopted this 25th day of July 2019

Tim Neuhauser, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

Staff Memo

TCRPC Personnel Committee

Date: July 8, 2019

ISSUE: Annual salary increases for full and part time staff

Discussion regarding staff salary increases for FY20.

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. Last year, the Commission modified this approach and granted cost of living increases of 3% to all Commission employees. To recognize high achieving employees, the Commission also adopted a "Promotion in Place" policy which was executed in February of this year.

During the development of the FY 2020 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 PPUATS Policy Committee and the Illinois Department of Transportation.

This year, I request authorization to adjust all eligible staff salaries by 2%. The 2% represents a dollar amount of \$10,871 All salary increases will be effective as of July 1, 2018.

service.....	.2	5.1	-.3	-2.4	-.1	-.8	-1.0	-2.6
All items less food and energy.....	.2	.2	.2	.1	.1	.1	.1	2.0
Commodities less food and energy commodities....	.2	.0	.4	-.2	-.2	-.3	-.1	-.2
New vehicles.....	.0	.0	.2	-.2	.4	.1	.1	.9
Used cars and trucks....	2.5	-.5	.1	-.7	-.4	-1.3	-1.4	.3
Apparel.....	-.6	.0	1.1	.3	-1.9	-.8	.0	-3.1
Medical care commodities	.5	-.4	.1	-1.0	.4	.9	-.4	-.7
Services less energy services.....	.2	.2	.2	.2	.3	.3	.2	2.7
Shelter.....	.3	.3	.3	.3	.4	.4	.2	3.3
Transportation services	.0	-.1	-.2	-.1	.0	.1	.1	1.1
Medical care services...	.4	.4	.3	.0	.3	.2	.5	2.8

1 Not seasonally adjusted.

Food

The food index increased 0.3 percent in May after falling 0.1 percent in April. The index for food at home, which fell 0.5 percent in April, also rose 0.3 percent in May. The index for nonalcoholic beverages rose 1.2 percent over the month of May, while the index for meats, poultry, fish, and eggs increased 0.8 percent. The index for dairy and related products increased 0.7 percent in May, and the index for cereals and bakery products rose 0.4 percent over the same period.

The index for fruits and vegetables declined for the second consecutive month, falling 0.8 percent in May. The index for other food at home was unchanged over the month.

The index for food away from home rose 0.2 percent in May. Both the index for full service meals, and the index for limited service meals also increased 0.2 percent.

The food index rose 2.0 percent over the past year, with the food at home index increasing 1.2 percent. All six major grocery store group indexes increased over the past 12 months, with the indexes for nonalcoholic beverages and for cereals and bakery products increasing the most, rising 2.9 percent and 2.2 percent, respectively. The index for food away from home rose 2.9 percent over the past year.

Energy

The energy index fell 0.6 percent in May. The gasoline index declined 0.5 percent in May following a 5.7-percent increase in April. (Before seasonal adjustment, gasoline prices rose 2.4 percent in May.) The index for natural gas fell 1.0 percent in May, its fifth consecutive monthly decline. The electricity index also fell, decreasing 0.8 percent in May.

The energy index decreased 0.5 percent over the past 12 months, with all of its major component indexes declining. The gasoline index decreased 0.2 percent over the past year. The index for natural gas declined 2.6 percent and the index for electricity fell 0.2 percent over the 12-month period.

All items less food and energy

The index for all items less food and energy increased 0.1 percent in May. The shelter index rose 0.2 percent in May after rising 0.4 percent in each of the preceding 2 months. The index for owners' equivalent rent rose 0.3 percent, while the index for rent increased 0.2 percent over the month. The index for lodging away from home fell 0.1 percent in May, breaking a string of 5 consecutive monthly increases.

The medical care index rose 0.3 percent in May, the same increase as in April and March. The index for prescription drugs fell 0.2 percent, but the index for hospital services rose 0.5 percent and the index for physicians' services advanced 0.1 percent. The personal care index increased 0.3 percent in May, while the index for education rose 0.2 percent. The indexes for airline fares, for household furnishings and operations, and for new vehicles also increased over the month. The index for apparel was unchanged in May following 2 monthly declines.

The index for used cars and trucks fell 1.4 percent in May, its fourth consecutive monthly

decrease. The index for motor vehicle insurance declined 0.4 percent in May, the largest monthly decrease in that index since May 2007. The index for recreation decreased 0.3 percent for the month.

The index for all items less food and energy rose 2.0 percent over the past 12 months. The 12-month change has remained in the range of 1.6 percent to 2.4 percent since June 2011. The shelter index rose 3.3 percent over the year, with the rent index rising 3.7 percent. The medical care index increased 2.1 percent over the past 12 months.

Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 1.8 percent over the last 12 months to an index level of 256.092 (1982-84=100). For the month, the index increased 0.2 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 1.7 percent over the last 12 months to an index level of 249.871 (1982-84=100). For the month, the index increased 0.2 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 1.7 percent over the last 12 months. For the month, the index increased 0.2 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 June 2019 is scheduled to be released on Thursday, July 11, 2019 at 8:30 a.m. (EDT).

Technical Note

Brief Explanation of the CPI

The Consumer Price Index (CPI) measures the change in prices paid by consumers for goods and services. The CPI reflects spending patterns for each of two population groups: all urban consumers and urban wage earners and clerical workers. The all urban consumer group represents about 93 percent of the total U.S. population. It is based on the expenditures of almost all residents of urban or metropolitan areas, including professionals, the self-employed, the poor, the unemployed, and retired people, as well as urban wage earners and clerical workers. Not included in the CPI are the spending patterns of people living in rural nonmetropolitan areas, farming families, people in the Armed Forces, and those in institutions, such as prisons and mental hospitals. Consumer inflation for all urban consumers is measured by two indexes, namely, the Consumer Price Index for All Urban Consumers (CPI-U) and the Chained Consumer Price Index for All Urban Consumers (C-CPI-U).

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) is based on the expenditures of households included in the CPI-U definition that meet two requirements: more than one-half of the household's income must come from clerical or wage occupations, and at least one of the household's earners must have been employed for at least 37 weeks during the previous 12 months. The CPI-W population represents about 29 percent of the total U.S. population and is a subset of the CPI-U population.

The CPIs are based on prices of food, clothing, shelter, fuels, transportation, doctors' and dentists' services, drugs, and other goods and services that people buy for day-to-day living. Prices are collected each month in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments (department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments). All taxes directly associated with the purchase and use of items are included in the index. Prices of fuels and a few other items are obtained

Tri-County Regional Planning Commission

Commissioner Strategic Planning Session

2019 TIMELINE

DATE	ACTION
June 19	First contact from Eric Miller
June 24	Amdall email to Eric Miller
July 1 or July 2	Amdall meeting with Eric Miller and Tim Neuhauser
July 3	Eric email to TCRPC Executive Committee – Amdall meeting request
During July	Amdall meeting with each Executive Committee member
Prior to August 1	Amdall meeting with Eric Miller to provide feedback
August 1	Eric email to other Commissioners – Amdalls will be sending questionnaire
During August	Amdalls analyze feedback and plan the planning session
Prior to September 1	Amdall meeting with Eric Miller to finalize plans for the planning session
September 16	Advanced packet available for Eric to send to Commissioners, if needed
September 16	Amdalls are 100% prepared for the session
Sept 17 to Oct 2	Amdalls are not available
Oct 4 or Oct 5	Half Day Strategic Planning Session
Prior to Oct 14	Amdalls provide documentation of the meeting to Eric Miller

Tri-County Regional Planning Commission

Commissioner Strategic Planning Session

DELIVERABLES

The expected deliverables of the Tri-County Regional Planning Commission Commissioner Strategic Planning Session:

- Summarized input from Commissioners on Mission
- Proposed changes to the Mission, if any
- Summarized input from Commissioners on Vision
- Proposed changes to the Vision, if any
- Proposed SWOT {with clear definition of SWOT}
- Areas of focus for the Tri-County Regional Planning Commission
- Proposed list of partnerships / collaborative organizations with roles
- Action Items / Next Steps

Tri-County Regional Planning Commission

Commissioner Strategic Planning Session

AGENDA

Either Friday, October 4 or Saturday, October 5, 2019

Location???? {NOTE: need ample wall space for flip charts}

- Introductions
- Discussion on Mission input
 - Any proposed changes to the Mission?
- Discussion on Vision input
 - Any proposed changes to the Vision?
- SWOT
 - Definition of each category
 - Post-It Note Exercise for group input
- Break
- TCRPC Areas of Focus
 - Current areas of focus
 - Remove or Add areas of focus?
- Partner / Collaborative Organizations
- Action Items / Next Steps