

## **Personnel Committee**

**MONDAY, July 8, 2019**

**5:30 p.m.**

**Mike Hinrichsen, CHAIRMAN**

**(Mike Phelan, and Sue Sundell)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Motion to approve January 16, 2019 meeting minutes
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.
5. Recommend to Executive Board regarding FY 2020 Staff Salary Adjustments
6. Other
7. Adjournment

## Personnel Committee

**WEDNESDAY, JANUARY 16, 2019**

**5:15 p.m.**

**Mike Hinrichsen, CHAIRMAN**

**(Mike Phelan, and Sue Sundell)**

### MINUTES

1. Call to Order  
Chairman Hinrichsen called the meeting to order at 5:15 p.m.
2. Roll Call  
Present: Hinrichsen, Phelan, and Sundell. Staff: Miller and Ulrich
3. Motion to approve August 20, 2018 meeting minutes  
Phelan moved to approve the August 20, 2018 minutes and Sundell seconded. Motion carried.
4. Recommendation to Executive Board, Employee Health Insurance Renewals- Medical, Dental, Vision, and Short-Term Disability  
Miller explained the process of our Employee Health benefits. Sundell moved to recommend to the Commission to approve contracts for employee health insurance for the March 1, 2019 to February 28, 2020 contract year with United Health Care River Valley: PPO Plan number BI-EZ (4.76 increase) and HD-Plan number BI-ES (10.85% increase), Delta Dental (2-year contract) no increase, and Guardian for Vision, Short Term Disability and Phelan seconded. Motion carried.
5. Recommend to Executive Board Employee Promotions in Place
  - Miller updated on the process taken to choose the promotions in place. He said he wanted to make it more attractive for employees to stay.
  - Sundell said she has no problem approving and forwarding to Executive Board and Full Commission for approval.
  - Phelan asked if we are fixing the problem of low in comparison salaries.
  - Miller responded our ranges are not low in the beginning but in the middle we are.Phelan moved to forward onto Executive and Full Commission for approval and Sundell seconded. Motion carried.
6. Other
7. Adjournment  
Phelan moved to adjourn at 5:50 p.m. and Sundell seconded. Motion carried.

Submitted by:

Eric Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich

# Staff Memo

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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.

## 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.



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.

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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

# Staff Memo

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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.