



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

PERSONNEL COMMITTEE MEETING

456 Fulton St. Suite 401

Peoria, IL 61602

DANNY PHELAN, CHAIRMAN
(Greg Menold, Autumn Jones)

Monday, January 19, 2026 8:00 a.m.

MINUTES

1. Call to Order

Chairman Danny Phelan called the meeting to order at 8:03 a.m.

2. Roll Call

Present: Danny Phelan, Autumn Jones. Absent: Greg Menold
Also present were Eric Miller, Ray Lees, and Lori Reynolds from TCRPC.

3. Motion to approve May 7, 2025 minutes

Autumn Jones motioned to approve the October 20, 2025 minutes, which was seconded by Danny Phelan. Motion carried.

4. Motion to Recommend to Commission Health Insurance Contract Renewal (Resolution 26-32)

Autumn Jones motioned to approve recommendation to Commission the Health Insurance Contract Renewal, which was seconded by Danny Phelan.

Eric Miller stated that this is the annual renewal which was researched by Tim Neuhauser with Envision Insurance. Tim brought Eric the renewal with a 16.4% increase over last year. One person on staff is eligible for Medicare, which could mean a 30% savings for the Commission. There is a change to the Dental, Vision, and Life Insurance portion, which will now be provided by Principal Insurance, at an increase of 7.5% which is only \$62 a month. Short term disability was not quoted because it is provided by IMRF, so Tim recommended dropping it at this time.

Danny Phelan asked if these plans are as good as what was provided previously and Eric answered yes, it is. Danny also asked about the plan with the high deductible. Eric stated that he is the only one with that plan. The younger staff are hesitant to take that plan because the deductible is so high.

Motion carried.

5. Motion to Recommend to Commission IMRF Resolution for Military Leave Service Credit Resolution 26-34)

Autumn Jones motioned to approve recommendation to Commission the IMRF Resolution for Military Leave Service Credit, which was seconded by Danny Phelan.

Eric Miller stated that this was brought to his attention last week. One member of staff is in the Army National Guard, and in order for him to take advantage of rolling his time with the military into IMRF, we need to have a resolution in place. It would have minimal impact in terms of the benefit, as the one for the previous employee. These changes in regards to IMRF are all done on a case by case basis.

Danny stated his concerns about these continuing to come up, and should there be some kind of constraints put in place, and not knowing the exact amount will bring questions at the Commission level. Eric responded that this should be the last one with the current staff, and it is a negligible amount. Danny reiterated that caution should be used when bringing on any new staff that might have a large liability, and suggested looking at a clean process for the future.

6. Discussion of Employee Handbook Review

Eric stated that staff have had some internal conversations about reviewing benefits and salary structure and opportunities for pay increases among staff. The handbook hasn't had a thorough review in about 15 years, and it was 25 years before that one. He would like to be able to say it's completely updated as of 2026, rather than just updating a policy here and there. Should the Personnel Committee take this on, or develop an Ad Hoc Committee?

Discussion followed regarding how many members, whether to invite Commission members, and the importance of involving staff and the attorney. Staff should prioritize which policies need attention.

Eric stated that he would like the handbook to be the document that guides the staff and protects the staff and the Commission, so it needs to work for both parties.

7. Other - none

8. Adjournment

Autum Jones made a motion to adjourn, which was seconded by Danny Phelan, and the meeting was adjourned at 8:25 a.m.

Submitted by: Eric Miller, Executive Director
Recorded and transcribed by: Lori Reynolds