TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

PERSONNEL COMMITTEE MEETING
456 Fulton St. Suite 401
Peoria, IL 61602

DANNY PHELAN, CHAIRMAN
(Greg Menold, Autum Jones)

Monday, October 20, 2025 8:00 a.m.
MINUTES

1. **Call to Order**
   Chairman Danny Phelan called the meeting to order at 8:00 a.m.

2. **Roll Call**
   Present: Danny Phelan, Greg Menold. Absent: Autum Jones
   Also present were Eric Miller and Lori Reynolds from TCRPC.

3. **Motion to approve May 7, 2025 minutes**
   Greg Menold motioned to approve the May 7, 2025 minutes, and Danny Phelan seconded the motion. Motion carried.

4. **Recommendation to Executive Committee and Full Commission, Promotions in Place (Resolution 26-19)**
   Eric Miller reported that we recently lost a GIS staff person to the Chicago area due to a 35% increase in pay. In an effort to prevent losing any further staff, the Commission needs to get this in a couple months earlier than what our usual schedule is.

   While Gavin Hunt was away serving our country, he missed out on two pay increase cycles. Since Logan Chapman left, his duties have been split between Isaiah Hageman and Gavin. Tri-County down one employee but the workload is increasing. So Tri-County would like to promote Isaiah from GIS Specialist II to GIS Specialist III, and Else Hayes has been doing a really great job. They stepped in when Debbi LaRue was out on maternity leave and kept up with the work, making grant applications, leading efforts rather than just doing what they're told, and bringing in revenue. So we'd like to promote them to Planner II. These raises average an 8% increase, and total not more than $15,000 in increased spending.

   Greg Menold stated that it sounds like a good plan, he's all for it.

   Danny Phelan asked if there is a process to follow to reach the promotional levels. Eric explained that the responsibilities for each level are outlined in the employee handbook. Increased interaction with stakeholders and projects, doing the work of that next level are some of the things we look for.

5. **Discussion of Executive Director Performance Evaluation Process and Timeline**
Chairman Phelan expressed his wishes to get a plan in place so the evaluation process could be completed in a timely manner going forward. The Executive Board Chair would be responsible for completing the review, but this committee needs to get some dates on the calendar. For example, the Executive Director could talk to the Chair and mention that it's time to begin the process now, and a completion date would be set to have the review returned to the Executive Director. And if the Chair isn't getting it done in a timely manner, the Executive Director would go to Personnel as a fail-safe to get the ball rolling. Danny asked for Eric's input on what timeline works best.

Eric Miller stated that perhaps the last quarter of the fiscal year, April 1, he could notify the Chair, give them the documents, and expect to be done by June 1, a month ahead of the new fiscal year, to avoid the changeover.

Greg Menold stated that as Commission Chair, he didn't feel like doing the evaluation was a productive process because he didn't spend that much time with Eric so he didn't know how to answer the questions.

Eric stated that the last few years, each Chair didn't like the tool that the previous chair used, so they did what they wanted, or what they used in their employment.

Danny commented that each county needs to have some sort of input.

Eric stated that perhaps the Executive Board could provide input, as a sampling of the entire Commission, or the entire Commission could be provided with the forms, if they choose to fill them out, it's up to them.

Danny stated that if the forms are sent to the entire commission, they might think it's mandatory and that might sway some of their responses. He believes that Eric reports to the Executive Board, so the Executive Board's opinions should have the most weight. He asked if anyone had any problems with that and asked Eric to come up with a draft resolution for the process at the Executive Board level, incorporating things like the start date and notification process. Then it would be up to the Chairman if he wants to assign the task to Personnel or do it themself. The resolution should also state that this process supersedes any previous process.

6. **Executive Session if needed**
Not needed.

7. **Other**
Danny Phelan asked when policies are updated in the employee handbook if we send out an updated policy. Eric stated that when new employees come on board, they sign for the receipt of the handbook, but when new policies are implemented, the staff has generally had a say in any new policies, so we don't get a signature on those new policies.

8. **Adjournment**
   The meeting was adjourned at 8:41 a.m.

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