



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

EXECUTIVE BOARD MEETING

456 Fulton St. Suite 401

Peoria, IL 61602

Greg Menold, CHAIRMAN

(Chuck Nagel, Camille Coates, Russ Crawford, Rita Ali, Autum Jones, John Kahl, and Danny Phelan

Monday, August 21, 2023

9:00 a.m.

MINUTES

1. Call to Order
Chairman Greg Menold called the meeting to order at 9:00 am
2. Roll Call
Present: Greg Menold, Chuck Nagel, Camille Coates, Russ Crawford, Rita Ali, Autum Jones, John Kahl. Absent: Danny Phelan. Staff present: Eric Miller, Ray lees, and Debbie Ulrich
3. Public Input-none
4. Motion to approve June 19, 2023, minutes.
John Kahl moved to approve June 19, 2023, minutes and Camille Coates seconded. Motion carried.
5. Executive Director report
Eric Miller reported on the following:
 - Met with Mark Slover- Weaver's Chief of Staff on Regional charging stations- \$20M Federal grant for urban and rural areas. Information meeting September 20. Dewberry is the consultant, plus IDOT and Ameren will be at session.
 - HOI Port District has a contract to help Port District. It is a \$500,000 grant. DCEO has asked TCRPC to administer the grant. To prepare the scope of work it will be \$43,000.
 - Went to Port District to define our contract.
 - Federal Protect grant is \$500,000 grant. Shout out to Reema for an 8,000-word document she constructed.
 - New funding of \$600,000 for 1 year carbon reduction for 3 or 4 more years.
 - Greg Menold asked if the charging stations are eligible for this grant and Eric said yes.
 - Russ Crawford asked if there is an inventory of charging stations and Miller said yes.
 - Rita Ali said that the state of Illinois has its own plan on charging stations.
6. Discussion and recommendation to Commission of amendments to Employee Handbook (Attachments)
Eric Miller updated on the suggested amendments to the Employee Handbook
 - ADA Act

- Eric Miller said that Tri-County is committed to providing access and reasonable accommodation in its services, activities, programs, and employment opportunities.
- Gift Policy
 - Eric Miller updated an employee shall not, directly or indirectly, solicit or accept a gift from a prohibited source or a gift that is offered because of the employee's official position. Follow US General Services Administration
 - Autum Jones added Woodford County cannot accept gift cards of monetary value.
- IMRF is 13% match. Nationwide will not be contributing.
 - John Kahl asked who gets unfunded liability and what the employee survey is. Miller said the majority of employees are on board with 1 that is collecting IMRF from previous job and will not be collecting.
 - Russ Crawford said that all 3 counties need to be on board with this.
 - Chuck Nagel asked if a resolution needs to be accepted from all 3 counties.
 - Autum Jones said that this needs to be discussed at all 3 counties.
 - Camille Coates suggested to have State's Attorney advice on this.
 - Chuck Nagel asked for bullet points to discuss to their county board.
 - Eric Miller said he will prepare a briefing for each Chair, and State's Attorney
- Disability Insurance
 - Eric Miller explained for eligibility is from date of Full-time employment the Commission full-time employees are covered, without cost to them, under a loss of time disability insurance plan.
 - IMRF's member disability Checklist is available from www.imrf.org, can guide you through the disability process.
- Flexible Holiday
 - Eric Miller mentioned that Commission employees have the option to flex 5 out of the 11 their holidays at the discretion of their immediate supervisor. This means that staff have a choice to work on a Commission holiday and take a different working day off in its place, as a holiday, at a different date. To flex a holiday, a staff member must request permission from their supervisor in advance and use the flexed holiday within the fiscal year.
- Office Emergency Action
 - Eric Miller explained the Office Emergency Plan, for the staff to follow.
- Work from home policy
 - John Kahl is not in favor of this.
 - Autum Jones explained the importance if you have children and daycare, or babysitter is ill, and you need to stay home with your child. This is also a benefit for flexibility and staff retention.
 - Chuck Nagel mentioned having trust with employees.

- Greg Menold understands John Kahl's reservation. Family obligation needs more definition.
 - Camille Coates needs policy for consistency in future.
 - Russ Crawford asked why IMRF and Personal Policy is not run thru Personnel Committee.
 - Business Meals
 - Eric Miller explained that employees will be reimbursed for reasonable and actual expenses for meals incurred while on business trips away from their normal business hours. All receipts must be included with the employee's travel and expenses report. Any employee expenses report received without the receipts will be returned to the employee. Reasonable meal expenses are defined in the US General Services Administration. The guideline for reimbursement of tips on business meals is 20 percent. Alcohol will not be reimbursed.
7. Other
8. Adjournment

Autum Jones moved to adjourn at 9:40 am and Camille Coates seconded. Motion carried.

Submitted by.

Eric Miller, Executive Director

Recorded and transcribed by:

Debbie Ulrich, Office Administrator