



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

**Personnel Committee**  
**456 Fulton St., Suite 401**  
**Peoria, IL 61602**

**CHUCK NAGEL, CHAIRMAN**  
**(John Kahl, and Danny Phelan)**

**MONDAY, February 12, 2024**  
**8:00 a.m.**

## **MINUTES**

1. Call to Order

Acting Chairman Danny Phelan called the meeting to order at 8:00 a.m.

2. Roll Call

Present: Danny Phelan, and John Kahl. Virtual: Chuck Nagel. Also present: Debbie Ulrich, Eric Miller, and Ray Lees

3. Motion to approve November 20, 2023, minutes.

John Kahl moved to approve the November 20, 2023, minutes and Danny Phelan seconded.  
Motion carried.

4. Discussion and recommendation to Commission, amendments to Employee Handbook (Resolution 24-39)

John Kahl moved to recommend to Commission, amendments to Employee Handbook (Resolution 24-39) and Danny Phelan seconded.

Eric Miller updated on the following:

- This is the official recommendation and final amendments to Commission for approval. The Executive Board did have input.
  - Employment retirement plan and IMRF
    - All 3 counties agreed, but Peoria County had questions.
    - Dillon of Peoria County wants a dissolution plan to be moved forward to Commission.
  - The work from home policy has been removed.
  - Chuck Nagel added that the Executive Board needs to put together the plan.

5. Promotion in Place (Resolution 24-40)

John Kahl moved to Commission Promotion in Place (Resolution 24-40) and Danny Phelan seconded.

Eric Miller explained the process:

- Gabriel Guevara will become Planner II – been here 3 years.
- Debbie La Rue will become Senior Planner- here for 3 months.
- Logan Chapman – need to become leadership position.

All 3 promotions will not exceed \$15,000.

Danny Phelan asked did these go through performance skills and training and Eric Miller said yes.

6. Discussion of employment market condition for prospective employees

- Eric Miller said that Britney West for another position's primary reason was to work from home. We have talked with ISU graduates for GIS program for persons. Do not want to hire someone at a Senior level of our salary range. But the budget can absorb higher salaries.
- Danny Phelan asked if an internship person is paid, and Eric Miller said yes.
- Danny Phelan asked if we could give bonuses.
  - Eric Miller said we can recommend it but does not feel it is worth pursuing.
  - Chuck Nagel said he is not a fan of bonuses. In favor of recruiting.
- John Kahl asked where our salaries should be? We need to take a closer look at salaries ranges.
  - Chuck Nagel said we need to look at current employees' salaries comparatives. Menold said we also need to look at evaluations. Eric Miller said that all employees get evaluations.
  - John Kahl said we need to look at salary ranges for all employees.
  - Miller suggested getting HR FIT for assistance in salary ranges.

7. Other

8. Adjournment

John Kahl moved to adjourn at 8:55 a.m. and Danny Phelan seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:

Debbie Ulrich, Office Administrator