

## **Personnel Committee**

**WEDNESDAY, JANUARY 16, 2019**

**5:15 p.m.**

**Mike Hinrichsen, CHAIRMAN**

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

### **AGENDA**

1. Call to Order
2. Roll Call
3. Motion to approve August 20, 2018 meeting minutes
4. Recommendation to Executive Board, Employee Health Insurance Renewals- Medical, Dental, Vision, and Short Term Disability
5. Recommend to Executive Board Employee Promotions in Place
6. Other
7. Adjournment

## Personnel Committee

**MONDAY, August 20, 2018**

**4:00 p.m.**

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

### MINUTES

1. Call to Order  
Chairman Hinrichsen called the meeting to order at 4:05 pm
2. Roll Call  
Present: Hinrichsen, Phelan, and Sundell. Absent: Miller, and Lees
3. Motion to approve June 19, 2017 minutes.  
Sundell moved to approve June 19, 2017 minutes and Hinrichsen seconded. Motion carried.
4. Discussion of hrFit results for salary compensation
  - Miller explained that Phelan wanted a Compensation/Benefits study done. Miller explained the study noticed that our entry level wages are alright, but the existing salaries are low. He said to retain our employees is critical and that our staff is very dependable.
  - Phelan asked what recommendations Miller has.
  - Miller said we need incentives for employees. Wants to see money for earnings for making their goals. Recognize their value and pay for it thru salary.
  - Sundell asked the cost of turnover.
  - Miller explained the process of TCRPC earning of funds.
  - Sundell recommended to give a COLA raise and then mid-range of the year give promotional raises.
  - Miller said to have a performance review twice a year and put promotion in place at that time. Develop a strategy and approve again.
  - Hinrichsen said to have a competitive salary.
  - Sundell suggests waiting 3 to 4 months
  - Miller recommended to have a COLA raise at this time.
  - Phelan asked Hinrichsen to take lead on this.
5. Recommendation to Commission regarding updates to the FY 2019 Wage and Salary Schedules
  - a. Full-time Salaried Staff
  - b. Part-time Hourly Staff scheduled to work under 1,000 hours per fiscal yearSee above conversation. Miller will propose to adopt salary ranges increase of 2.5%.
6. Recommendation to Commission regarding FY 2019 Staff Salary Adjustments  
After discussion Miller said to propose salary increases from 2.5% to 4% at his discretion which is a total amount of \$11,988.
7. Other
8. Adjournment  
Sundell moved to adjourn at 4:40 pm and Phelan seconded. Motion carried.

Submitted by:

Eric Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich

## Tri-County Regional Planning Commission

### RATES

3/1/2019

COST	# Emp	% Increase:				4.76%		-11.49%		-10.86%	
		UHC Current-AV-UZ	UHC Renewal-BI-E8	UHC Option 1-BI-EZ	UHC Option 3-BI-FE	UHC Option 2-BI-E2	UHC Option 1-BI-EZ	UHC Option 3-BI-FE	UHC Option 2-BI-E2		
Reema Abi-Akar	EE	\$434.44	\$492.06	\$455.11	\$384.51	\$387.25	\$455.11	\$384.51	\$387.25		
Michael Bruner	EE	\$481.54	\$545.40	\$504.44	\$426.19	\$429.22	\$504.44	\$426.19	\$429.22		
Ryan Harms	EE	\$461.17	\$522.34	\$483.11	\$408.17	\$411.07	\$461.17	\$408.17	\$411.07		
Andrew Hendon	ES	\$1,043.68	\$1,182.10	\$1,093.32	\$923.74	\$930.30	\$1,093.32	\$923.74	\$930.30		
Raymond Lees	ES	\$2,464.95	\$2,791.88	\$2,582.20	\$2,181.66	\$2,197.17	\$2,582.20	\$2,181.66	\$2,197.17		
Hannah Martin	EE	\$444.62	\$503.60	\$465.77	\$393.52	\$396.32	\$465.77	\$393.52	\$396.32		
Deborah Ulrich	EE	\$1,218.90	\$1,380.56	\$1,276.88	\$1,078.81	\$1,086.48	\$1,276.88	\$1,078.81	\$1,086.48		
Eric Miller	EE	\$424.26	\$480.53	\$444.44	\$375.50	\$378.17	\$444.44	\$375.50	\$378.17		
Britney West	EE	\$424.26	\$480.53	\$444.44	\$375.50	\$378.17	\$444.44	\$375.50	\$378.17		
<b>Monthly Premium</b>		<b>\$6,973.56</b>	<b>\$7,898.47</b>	<b>\$7,305.27</b>	<b>\$6,172.10</b>	<b>\$6,215.98</b>	<b>\$7,305.27</b>	<b>\$6,172.10</b>	<b>\$6,215.98</b>		

Note: Rates Shown are for Illustrative Purposes. Please Refer to Rate Sheets to Verify Rates Based on Age any change in census or effective date may require a change in rates.

### Benefits

Network	Methodist, Proctor OSF	Methodist, Proctor OSF	Methodist, Proctor OSF	Methodist, Proctor OSF	Methodist, Proctor OSF
Indiv Deductible	In	\$500	\$500	\$1,000	\$1,500
Family Deductible	In	\$1,000	\$1,000	\$2,000	\$3,000
OV Copay	In	\$25 PCP / \$45 SPEC	\$25 PCP / \$45 SPEC	\$0 PCP / \$100 SPEC	\$35 PCP / \$70 SPEC
Co-insurance	In	100%	100%	80%	80%
Single Out-of-Pocket	In	\$2,000	\$2,000	\$5,000	\$5,000
Family Out-of-Pocket	In	\$4,000	\$4,000	\$13,000	\$10,000
Preventive Care	In	100%	100%	100%	100%
Urgent Care Copay	In	\$50 Copay	\$50 Copay	\$50 Copay	\$50 Copay
ER Copay	In	\$300 Copay	\$300 Copay	\$250 Copay	\$500 Copay
Drug Card		\$10/\$35/\$70/\$200	\$10/\$35/\$70/\$200	\$5/\$10/\$100/\$250 \$250 Deductible	\$20/\$45/\$85/\$250

Note: Benefits proposed are as accurate as possible. They are not a guarantee of coverage. Note: Please refer to benefit highlight sheets for out-of-network benefits



**Kuhl Insurance**<sup>SM</sup>  
Protect | Advocate | Serve

# Health Renewal & Options

## Tri-County Regional Planning Commission

3/1/2019

% Increase:

10.85%

COST	# Emp	UHC Current-AD-MM	UHC Renewal-BI-ES	UHC Option 1- BI-8R/Motion	UHC Option 2-BI-ER
Eric Miller		\$617.81	\$684.82	\$693.12	\$622.69
<b>Monthly Premium</b>		<b>\$617.81</b>	<b>\$684.82</b>	<b>\$693.12</b>	<b>\$622.69</b>

Note: Rates Shown are for Illustrative Purposes. Please Refer to Rate Sheets to Verify Rates Based on Age any change in census or effective date may require a change in rates.

### Benefits

Network	Methodist, Proctor OSF	Methodist, Proctor OSF	Methodist, Proctor OSF	Methodist, Proctor OSF
Indiv Deductible	In	\$2,700	\$2,700	\$3,500
Family Deductible	In	\$5,400	\$5,400	\$7,000
OV Copay	In	80% after deductible	80% after deductible	80% after deductible
Co-insurance	In	80%	80%	80%
Single Out-of-Pocket	In	\$5,000	\$5,000	\$5,500
Family Out-of-Pocket	In	\$10,000	\$10,000	\$11,000
Preventive Care	In	100%	100%	100%
Urgent Care Copay	In	80% after deductible	80% after deductible	80% after deductible
ER Copay	In	80% after deductible	80% after deductible	80% after deductible
Drug Card		\$15/(\$40/\$85/\$250 after deductible)	\$15/(\$40/\$85/\$250 after deductible)	\$10/(\$35/\$70/\$200 after deductible)

Note: Benefits proposed are as accurate as possible. They are not a guarantee of coverage. Note: Please refer to benefit highlight sheets for out-of-network benefits



December 26, 2018

RECEIVED

KUHL INSURANCE AGENCY INC  
632 W JEFFERSON ST  
PO BOX 66  
MORTON, IL 61550

JAN 02 2019  
KUHL INSURANCE  
AGENCY

S-227

Thank you for choosing Delta Dental of Illinois as your dental benefits carrier. Oral health is key to overall health, and preventive care is vital to good oral health. We're delighted to provide your group with dental coverage to help your employees get the oral health care they need, and especially pleased to partner with your group to help ensure your employees and their covered dependents have a lifetime of healthy smiles.

We are pleased to present Delta Dental of Illinois' renewal package for Tri Cty Regional Planning Comm, Group #35690. Renewal rates for your selected plan/s and coverage/s are below.

Delta Dental of Illinois can offer you ancillary benefits with one-stop administration. We have included a quote with a two-year rate guarantee for our comprehensive vision program-- DeltaVision®. Delta Dental of Illinois can offer your group life benefits with one-stop billing and administration through our subsidiary, ProTec Insurance Company. Please contact me for more information on our life product or a quote.

**Renewal and Current Rates – Delta Dental of Illinois**

Rates are effective: March 1, 2019- February 28, 2021 **2-YEAR RATE GUARANTEE**

Delta Dental PPO	Current Rates	Renewal Rates - 2-year rate guarantee
Single	\$26.22	\$26.22
Single+1	\$54.77	\$54.77
Family	\$98.81	\$98.81

**Renewal for Delta Dental PPO WITH Individual Kids Preferred Plan and Current Rates - Delta Dental of Illinois**

Rates are effective: March 1, 2019- February 28, 2021 **2-YEAR RATE GUARANTEE**

Single	\$26.22	\$26.22
Single+1	\$54.77	\$55.03
Family	\$98.81	\$104.91

*\*The rates include Delta Dental of Illinois' expected tax imposed by the Affordable Care Act (ACA), which is 1.2%. This percentage will be evaluated during the year and may be adjusted if necessary.*

# Renewal Rates At-a-Glance

This plan is currently offered for Insurance Class 1

VISION PLAN RATES - VSP A56					
Tier	Enrolled Employees	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
EE	8	\$10.11	\$971	\$10.72	\$1,029
EE & SP	1	\$17.01	\$204	\$18.03	\$216
EE & CH	0	\$17.35	\$0	\$18.39	\$0
FAMILY	0	\$27.45	\$0	\$29.10	\$0
<b>TOTAL</b>	<b>9</b>		<b>\$1,175</b>		<b>\$1,245</b>

This plan is currently offered for Insurance Class 1

STD PLAN RATES				
Volume	CURRENT		RENEWAL	
	Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
\$2,700	\$0.710/\$10	\$2,300	\$0.730/\$10	\$2,365

This plan is currently offered for Insurance Class 1

BASIC LIFE PLAN RATES					
Coverage	Volume	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
BASIC LIFE	\$432,500	\$0.280/\$1000	\$1,453	\$0.280/\$1000	\$1,453

# Renewal Rates At-a-Glance

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This plan is currently offered for Insurance Class 1

AD&D PLAN RATES					
Coverage	Volume	CURRENT		RENEWAL	
		Monthly Rate	Annual Premium	Monthly Rate	Annual Premium
AD&D	\$432,500	\$0.023/\$1000	\$119	\$0.023/\$1000	\$119

# Staff Memo

TCRPC Personnel Committee

**DATE: January 16, 2019**

**ISSUE: Promotion in Place for certain Commission employees**

Discussion regarding promotions and salary increases for certain Commission employees

**ACTION NEEDED BY PERSONNEL COMMITTEE:**

- Make recommendation to Executive Board and Full Commission

**BACKGROUND:**

In August of 2018 the Personnel Committee met to discuss cost of living increases for Commission employees. At the time the Committee also discussed the results of a salary and benefits study performed by an outside consultant perform. The discussion centered on employee retention and means to recognize and reward employees for excellent work above and beyond of the annual cost of living increase. The Committee recommended to the Executive Director to develop a promotion in place program to reward employees by promoting them and accordingly adjust their salary.

I have undertaken this task and instructed the Planning Program Manager to performing mid-year reviews with planning staff for the purpose of developing a recommendation to the Executive Director for employee promotions. After much discussion between the Planning Program Manager and myself, I recommend to you that you consider the following:

Promoting:

Reema Abi-Akar, Planner I to Planner II

Michael Brunner, Planner I to Planner II

Hannah Martin, Planner II to Planner III

Andrew Hendon, GIS Specialist II to GIS Specialist III

All promotions would carry a 5 % salary adjustment. The overall salary increase to the Commission would be \$10,515.51 plus corresponding employment taxes and retirement increases. This increase is included in the FY19 budget. Salary costs are reimbursable to the Commission on contracts that pay salary + fringe +overhead. As for contracts that pay a fixed hourly amount, upon renewal, new hourly rates will be adjusted (if appropriate) to cover personnel expense.