



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

**Personnel Committee
456 Fulton St., Suite 420
Peoria, IL 61602**

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

**WEDNESDAY, June 5, 2024
8:30 a.m.**

AGENDA

1. Call to Order
2. Roll Call
3. Motion to approve February 12, 2024 minutes
4. Discussion and recommendation to Commission, amendments to Employee Handbook Salary Ranges for full-time and part-time employees (Resolution 24-54)
5. Discussion and recommendation to Commission, Cost of Living (COLA) Adjustments (Resolution 24-55)
6. Other
7. Adjournment



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



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

Memo

To: Personnel Committee thru Commission
From: Eric Miller, Executive Director
Date: May 17, 2024

Subject: Amendment to the Employee Handbook Adjusting Salary Schedule for Full and Part Time Employees

Action needed:
Discussion and action regarding Salary Schedule

Background:

It is the practice of the Commission to review and adjust the Wage and Salary Schedules of the Employee Handbook. This adjustment process is done to keep the Wage and Salary Schedule current and competitive. The adjustment is based several factors including the United States Department of Labor's (USDOL) Consumer Price Index (CPI) and input from other sources such as Commission's salary survey report. The attached report from the DOL indicates that the CPI ending in May 2024 has increased 3.4%. Last year, the schedules were adjusted upward by 4.0%. Based on this information, I recommend the Commission to adjust the wage and salary schedule by 3.5%.

The charts for full-time salaried staff, part-time hourly staff scheduled to work under 1,000 hours in the fiscal year (with no benefits) are attached to this memo.

RESOLUTION 24-54

A RESOLUTION OF THE TRI- COUNTY REGIONAL PLANNING COMMISSION TO AMEND APPENDIX C (WAGE AND SALARY SCHEDULE FOR FULL-TIME EMPLOYEES, AND APPENDIX C1 (WAGE AND SALARY SCHEDULE FOR PART-TIME EMPLOYEES) OF THE EMPLOYEE HANDBOOK.

WHEREAS, the Employee Handbook includes a schedule of salary ranges for full-time and part-time employees of the Commission, and

WHEREAS, due to inflation and other factors, it is necessary to periodically adjust the salary ranges in an effort to attract and retain a well-qualified staff, and

WHEREAS, Appendices C and C1 of the Employee Handbook were last revised on July 6, 2022, and

WHEREAS, the minimum and maximum salary ranges for Appendix C and C1 are proposed to be adjusted for FY 2025 by 3.5% (attached).

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission approves the increases indicated above to the minimum and maximum salary ranges of Appendix C and C1 of the Wage and Salary Schedules and require that they be placed in the Employee Handbook.

Presented this 5 day of June 2024

Adopted this 5th day of June 2024

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director
Tri- County Regional Planning Commission



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

Memo

To: Personnel Committee thru Commission
From: Eric Miller, Executive Director

Date: May 17, 2024

Subject: Annual cost of living salary increases for eligible staff

Action Needed Commission:

Discussion and Action regarding FY 25 Cost of living adjustment for eligible full-time and part-time employees.

Background:

It is the practice of the Commission to give cost of living increases to eligible employees at the beginning of the fiscal year (July 1). The cost-of-living increase is based on many factors but closely tied to the Consumer Price Index (CPI). This year the CPI report, attached, has indicated a 3.5% increase over the previous 12 months.

During the development of the FY 2025 budget, a 3.5% increase in the overall salary line item was budgeted by the Commission. This budget number is included in the Unified Planning Work Program (UPWP) which was approved by the Commission and accepted by the Illinois Department of Transportation. I respectfully request authorization to adjust all eligible staff salaries by 3.5%. The 3.5% represents a dollar amount of \$19,950. All salary increases will be effective as of July 1, 2024.

NEWS RELEASE

BUREAU OF LABOR STATISTICS
U. S. DEPARTMENT OF LABOR



**Transmission of material in this release is embargoed until
8:30 a.m. (ET) Wednesday, May 15, 2024**

USDL-24-0944

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CONSUMER PRICE INDEX – APRIL 2024

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.3 percent in April on a seasonally adjusted basis, after rising 0.4 percent in March, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 3.4 percent before seasonal adjustment.

The index for shelter rose in April, as did the index for gasoline. Combined, these two indexes contributed over seventy percent of the monthly increase in the index for all items. The energy index rose 1.1 percent over the month. The food index was unchanged in April. The food at home index declined 0.2 percent, while the food away from home index rose 0.3 percent over the month.

The index for all items less food and energy rose 0.3 percent in April, after rising 0.4 percent in each of the 3 preceding months. Indexes which increased in April include shelter, motor vehicle insurance, medical care, apparel, and personal care. The indexes for used cars and trucks, household furnishings and operations, and new vehicles were among those that decreased over the month.

The all items index rose 3.4 percent for the 12 months ending April, a smaller increase than the 3.5-percent increase for the 12 months ending March. The all items less food and energy index rose 3.6 percent over the last 12 months. The energy index increased 2.6 percent for the 12 months ending April. The food index increased 2.2 percent over the last year.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, Apr. 2023 - Apr. 2024
Percent change

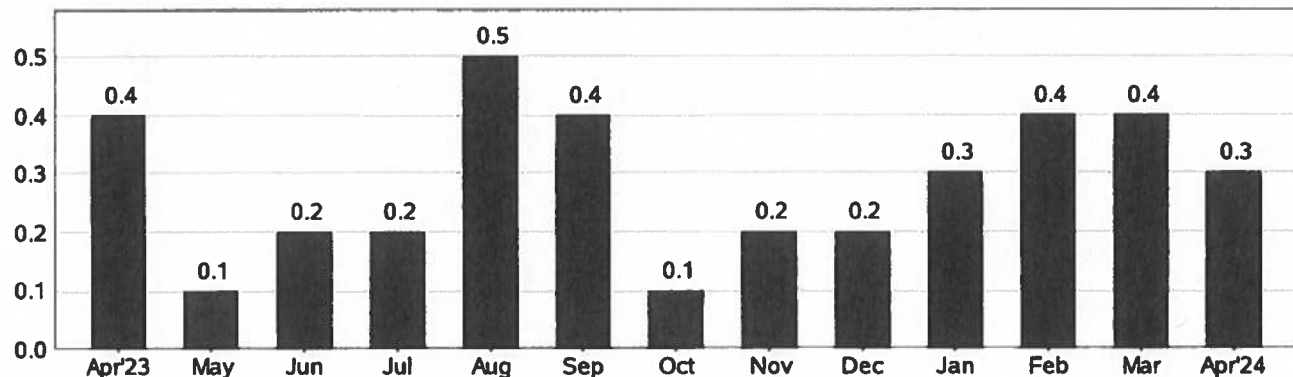


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, Apr. 2023 - Apr. 2024
Percent change

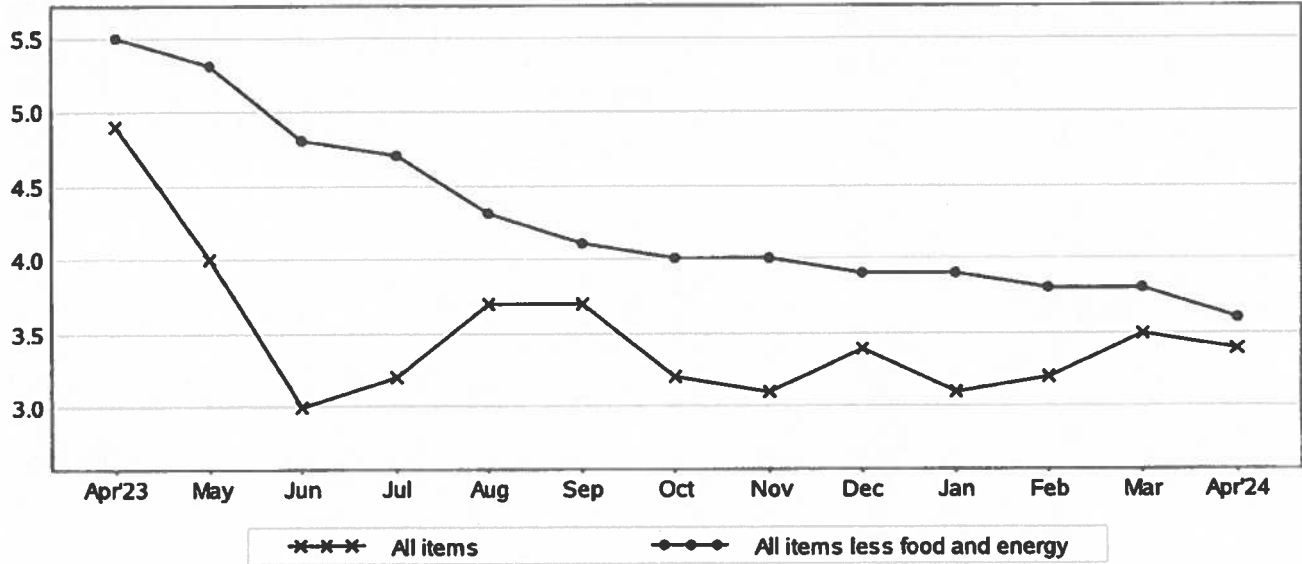


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Apr. 2024
	Oct. 2023	Nov. 2023	Dec. 2023	Jan. 2024	Feb. 2024	Mar. 2024	Apr. 2024	
All items	0.1	0.2	0.2	0.3	0.4	0.4	0.3	3.4
Food	0.3	0.2	0.2	0.4	0.0	0.1	0.0	2.2
Food at home	0.3	0.0	0.1	0.4	0.0	0.0	-0.2	1.1
Food away from home ¹	0.4	0.4	0.3	0.5	0.1	0.3	0.3	4.1
Energy	-2.1	-1.6	-0.2	-0.9	2.3	1.1	1.1	2.6
Energy commodities	-4.3	-3.8	-0.7	-3.2	3.6	1.5	2.7	1.1
Gasoline (all types)	-4.3	-4.0	-0.6	-3.3	3.8	1.7	2.8	1.2
Fuel oil	-6.4	-1.1	-3.3	-4.5	1.1	-1.3	0.9	-0.8
Energy services	0.4	1.0	0.3	1.4	0.8	0.7	-0.7	3.6
Electricity	0.4	1.0	0.6	1.2	0.3	0.9	-0.1	5.1
Utility (piped) gas service	0.3	1.2	-0.6	2.0	2.3	0.0	-2.9	-1.9
All items less food and energy	0.2	0.3	0.3	0.4	0.4	0.4	0.3	3.6
Commodities less food and energy	0.0	-0.2	-0.1	-0.3	0.1	-0.2	-0.1	-1.3
New vehicles	-0.1	0.0	0.2	0.0	-0.1	-0.2	-0.4	-0.4
Used cars and trucks	-0.4	1.4	0.6	-3.4	0.5	-1.1	-1.4	-6.9
Apparel	0.0	-0.6	0.0	-0.7	0.6	0.7	1.2	1.3
Medical care commodities ¹	0.4	0.5	-0.1	-0.6	0.1	0.2	0.4	2.5
Services less energy services	0.3	0.5	0.4	0.7	0.5	0.5	0.4	5.3
Shelter	0.3	0.4	0.4	0.6	0.4	0.4	0.4	5.5
Transportation services	0.9	1.0	0.1	1.0	1.4	1.5	0.9	11.2
Medical care services	0.2	0.5	0.5	0.7	-0.1	0.6	0.4	2.7

¹ Not seasonally adjusted.

Food

The food index was unchanged in April after increasing 0.1 percent in March. The index for food at home decreased 0.2 percent in April. Three of the six major grocery store food group indexes decreased over the month while the remaining three had price advances. The index for meats, poultry, fish, and eggs decreased 0.7 percent in April, led by a 7.3-percent decline in the index for eggs. The fruits and vegetables index declined 0.8 percent over the month, and the nonalcoholic beverages index fell 0.2 percent.

The index for cereals and bakery products increased 0.6 percent in April, after decreasing 0.9 percent in March. The index for other food at home and the index for dairy and related products both increased 0.1 percent over the month.

The food away from home index rose 0.3 percent in April, as it did in March. The index for limited service meals rose 0.4 percent, and the index for full service meals increased 0.3 percent over the month.

The food at home index rose 1.1 percent over the last 12 months. The index for other food at home rose 1.4 percent over the 12 months ending in April, and the index for fruits and vegetables increased 1.7 percent over the year. The nonalcoholic beverages index increased 2.3 percent over that period. The index for meats, poultry, fish, and eggs rose 1.0 percent over the 12 months ending in April, and the index for cereals and bakery products increased 0.6 percent over the same period. In comparison, the dairy and related products index fell 1.3 percent over the year.

The index for food away from home rose 4.1 percent over the last year. The index for limited service meals rose 4.8 percent over the last 12 months, and the index for full service meals rose 3.4 percent over the same period.

Energy

The energy index rose 1.1 percent in April, the same increase as in March. The gasoline index increased 2.8 percent in April. (Before seasonal adjustment, gasoline prices rose 5.2 percent in April.) The fuel oil index increased 0.9 percent in April. In contrast, the index for natural gas fell 2.9 percent in April, and the index for electricity decreased 0.1 percent over the month.

The energy index increased 2.6 percent over the past 12 months. The gasoline index rose 1.2 percent, and the electricity index increased 5.1 percent over this 12-month span. In contrast, the index for natural gas decreased 1.9 percent over the last 12 months and the index for fuel oil fell 0.8 percent over the same period.

All items less food and energy

The index for all items less food and energy rose 0.3 percent in April. The shelter index increased 0.4 percent in April and was the largest factor in the monthly increase in the index for all items less food and energy. The index for rent rose 0.4 percent over the month, as did the index for owners' equivalent rent. The lodging away from home index decreased 0.2 percent in April, after rising 0.1 percent in March.

The motor vehicle insurance index rose 1.8 percent in April, following a 2.6-percent increase in March. The index for apparel increased 1.2 percent over the month. The indexes for personal care, recreation, and education also increased in April.

The medical care index rose 0.4 percent in April after rising 0.5 percent in March. The index for hospital services rose 0.6 percent over the month, and the index for physicians' services increased 0.1 percent. The prescription drugs index rose 0.2 percent in April.

The index for used cars and trucks fell 1.4 percent in April, following a 1.1-percent decrease in March. Over the month, the household furnishings and operations index fell 0.5 percent, the new vehicles index decreased 0.4 percent, and the airline fares index declined 0.8 percent.

The index for all items less food and energy rose 3.6 percent over the past 12 months. The shelter index increased 5.5 percent over the last year, accounting for over two thirds of the total 12-month increase in the all items less food and energy index. Other indexes with notable increases over the last year include motor vehicle insurance (+22.6 percent), medical care (+2.6 percent), personal care (+3.7 percent), and recreation (+1.5 percent).

Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 3.4 percent over the last 12 months to an index level of 313.548 (1982-84=100). For the month, the index increased 0.4 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 3.4 percent over the last 12 months to an index level of 307.811 (1982-84=100). For the month, the index increased 0.4 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 3.2 percent over the last 12 months. For the month, the index increased 0.4 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

The Consumer Price Index for May 2024 is scheduled to be released on Wednesday, June 12, 2024, at 8:30 a.m. (ET).

Technical Note

Brief Explanation of the CPI

The Consumer Price Index (CPI) measures the change in prices paid by consumers for goods and services. The CPI reflects spending patterns for each of two population groups: all urban consumers and urban wage earners and clerical workers. The all urban consumer group represents over 90 percent of the total U.S. population. It is based on the expenditures of almost all residents of urban or metropolitan areas, including professionals, the self-employed, the poor, the unemployed, and retired people, as well as urban wage earners and clerical workers. Not included in the CPI are the spending patterns of people living in rural nonmetropolitan areas, farming families, people in the Armed Forces, and those in institutions, such as prisons and mental hospitals. Consumer inflation for all urban consumers is measured by two indexes, namely, the Consumer Price Index for All Urban Consumers (CPI-U) and the Chained Consumer Price Index for All Urban Consumers (C-CPI-U).

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) is based on the expenditures of households included in the CPI-U definition that meet two requirements: more than one-half of the household's income must come from clerical or wage occupations, and at least one of the household's earners must have been employed for at least 37 weeks during the previous 12 months. The CPI-W population represents approximately 30 percent of the total U.S. population and is a subset of the CPI-U population.

The CPIs are based on prices of food, clothing, shelter, fuels, transportation, doctors' and dentists' services, drugs, and other goods and services that people buy for day-to-day living. Prices are collected each month in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments (department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments). All taxes directly associated with the purchase and use of items are included in the index. Prices of fuels and a few other items are obtained every month in all 75 locations. Prices of most other commodities and services are collected every month in the three largest geographic areas and every other month in other areas. Prices of most goods and services are obtained by personal visit, telephone call, web, or app collection by the Bureau's trained representatives.

In calculating the index, price changes for the various items in each location are aggregated using weights, which represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. For the CPI-U and CPI-W, separate indexes are also published by size of city, by region of the country, for cross-classifications of regions and population-size classes, and for 23 selected local areas. Area indexes do not measure differences in the level of prices among cities; they only measure the average change in prices for each area since the base period. For the C-CPI-U, data are issued only at the national level. The CPI-U and CPI-W are considered final when released, but the C-CPI-U is issued in preliminary form and subject to three subsequent quarterly revisions.

The index measures price change from a designed reference date. For most of the CPI-U and the CPI-W, the reference base is 1982-84 equals 100. The reference base for the C-CPI-U is December 1999 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107.

RESOLUTION 24-55

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2024 WAGE ADJUSTMENTS FOR THE FULL-TIME AND PART-TIME STAFF TO BE EFFECTIVE AS OF JULY 1, 2024

WHEREAS, the Tri-County Regional Commission, hereafter referred to as the Commission, employs a staff of administrators, planners, and specialists, and

WHEREAS, it has been customary for the Executive Director beginning July 1 of each fiscal year to provide salary adjustments based on merit and/or a cost-of-living index, and

WHEREAS, the Commission's professional staff has successfully carried out the policies and assignments of the Commission as set out in the FY 2025 Overall Work Program, and

WHEREAS, the FY 2025 Budget includes a 3.5% salary increase for the Commission's staff.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the Commission approves a lump sum amount of \$19,950 for FY 2025 wage increases for the full-time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 5th day of June 2024

Adopted this 5th day of June 2024

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director
Tri- County Regional Planning Commission