



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

EXECUTIVE COMMITTEE MEETING

456 Fulton St. Suite 401
Peoria, IL 61602

CHUCK NAGEL, CHAIRMAN

**(Danny Phelan, John Kahl, Cathryn Stump, Camille Coates, Russ Crawford,
Patrick Urich, and Autum Jones)**

Monday, September 21, 2026, 9:00 a.m.
TCRPC Conference Room

Virtual Option available through
Microsoft Teams
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Meeting ID: 254 703 504 397
Passcode: GfNHbY

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Motion to approve July 20, 2026 minutes
5. Motion to Retain as Confidential or Release to Public the following Executive Session minutes (handout):
 - August 17, 2014
 - March 2, 2015
 - March 16, 2015
 - October 15, 2018
 - March 16, 2026
 - February 23, 2015
 - March 11, 2015
 - June 20, 2016
 - December 3, 2025
6. Executive Director report
7. Motion to Approve Revisions of Employee Policies and Authorize their Adoption (Res. 27-14)
 - Acceptable Use of Technology Resources
 - Performance Evaluations
 - Phone Calls
 - Attendance and Standard Working Hours
 - Position Classification and Evaluation
 - Social Media and Online Communications
8. Discussion and Recommendation to Commission FY 27 Special Transportation Studies (Res. 27-15)
9. Discussion of Regional Housing Needs Assessment Update
10. Potential service contracts and grants
 - Logan County Comprehensive Plan
 - ATTAIn federal grant
 - Peoria Heights Comprehensive Plan Update
 - PROTECT federal grant
11. Executive Session if necessary
12. Other
 - a. Next Meeting will be October 19, 2026 at 9:00 a.m.
13. Adjournment



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CHUCK NAGEL, CHAIRMAN

**(Danny Phelan, John Kahl, Camille Coates, Russ Crawford,
Patrick Urich, Autum Jones, Cathryn Stump)**

Monday, July 20, 2026 9:00 a.m.

MINUTES

1. Call to Order

Chairman Chuck Nagel called the meeting to order at 9:05 a.m.

2. Roll Call

Present: Chuck Nagel, John Kahl, Camille Coates, Danny Phelan, Russ Crawford, Cathryn Stump.

Also present were Eric Miller, Michael Bruner, and Lori Reynolds from TCRPC.

Absent: Patrick Urich and Autum Jones.

3. Public Input

None.

4. Motion to approve May 18, 2026 minutes

Danny Phelan made a motion to approve the minutes from May 18, 2026, and John Kahl seconded the motion. Motion carried.

5. Executive Director report

Eric Miller reported the following:

- Michael Bruner and Lori Reynolds did a remarkable job in his absence the last two weeks
- Eric and Michael have been attending meetings with the individual partner agencies to strategize for the future. The meetings have been going well, and they have been having good, meaningful conversations
- Have had a good response to the CDBG article in last month's newsletter
- Staff have been working on regional housing issues, which Michael will present
- Combined Call for Projects is completed, staff has coordinated a great proposal

6. Motion to approve Executive Director entering into contract with CityBlue for copier/printer (Res. 27-01)

John Kahl made a motion to approve Executive Director entering into contract with CityBlue for copier/printer, which was seconded by Camille Coates.

Eric Miller reported that the current lease with Xerox is about to expire so staff went through the RFP Process. New copier lease with CityBlue will be a cost savings of \$350 a month. Michael Bruner added that part of the difference is due to the toner and supplies being included with the previous lease but there was a charge for copies, whereas the new lease has no charge for copies but the Commission must purchase toner supplies from CityLink.

Motion carried.

7. Motion to approve Morton Community Bank Signatories (Res. 27-02)
Russ Crawford made a motion to approve Morton Community Bank Signatories, which was seconded by John Kahl.
Eric Miller reported that this is a requirement of the bank in order to change the signatories that happens when the slate of members and officers changes each fiscal year.

Motion carried

8. Motion to approve Executive Director entering into an IT Administration, Web Hosting and GIS Server Hosting Service agreement with IT Unified (Res. 27-03)

Danny Phelan made a motion to approve Executive Director entering into an IT Administration, Web Hosting and GIS Server Hosting Service agreement with IT Unified, which was seconded by Camille Coates.

Michael Bruner reported that IT Unified does a great job with all the work entrusted to them. This is the 5th year of their time with the Commission, so an RFQ process will need to take place in the Spring of 2027.

Motion carried.

9. Update on Employee Handbook status

Eric Miller reported that the Handbook Committee has guidelines set with the City of Peoria's HR department. There are seven priority policies that have been identified as most urgently needing to be rewritten. These will be brought to Executive for approval. Ryan Altpeter and Ed Hopkins of the City HR department are in the process of rewriting the Commission's job descriptions and a numerical system to evaluate employees pertaining to their job descriptions' criteria/classifications.

10. Update on Regional Housing Needs Assessment

Michael Bruner reported that the Commission became involved with housing issues about a year ago via the Greater Peoria Economic Development Council. Smart Growth America is a non-profit that focuses on raising awareness of type, place and price of housing at state and national levels. Peer communities Galesburg, Champaign and Bloomington-Normal have had studies done to analyze data and have had success in developers come in to plan housing. MPOs have had housing added to their scope of duties. The Commission has added Logan and Mason Counties to our region's housing study because they also have gaps in housing supply. Analyses are done on a regional level and can be compared by region, county and municipality. Public engagement, steering committees, key stakeholders, employers and realtors are all needed to develop a clear plan of action for each region, county and municipality.

- Eric stated that the Clean Energy Job Act is a source of funding, and the cost to buy-in is tailored to your community.
- Michael stated that Champaign went all-out, and Cathryn Stump stated that she would like to see the results.
- Eric stated that housing is a sister to transportation, and the region benefits from both. Our peers are doing this and we don't want to fall behind.
- Danny Phelan asked if multiple cities go in on it, does that make the cost sharing go down? Michael responded that is unknown at this time.
- Russ Crawford asked if staff has found out yet if other counties can join Tri-County, and what if they are already members of other MPOs? Eric responded that they're not asking for Commission money at this time, so it might now matter.

11. Other

- a. Next Meeting will be August 17, 2026 at 9:00 a.m.

12. Adjournment

John Kahl made a motion to adjourn, which was seconded by Danny Phelan, and the meeting was adjourned at 9:41 a.m.

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

Project	Activity	Status
Administrative		
Headlines	Monitored Federal Govt Activities regarding Federal Funding and Reauthorization	Ongoing
	Met with member communities regarding TCRPC planning Issues	Ongoing
	Attended IL Waterway Clean Ports Program Steering Committee	Ongoing
	Continued Discussion with GPEDC on Regional Housing Coordination program	Ongoing
	Continued Discussion with TMA MPO's regarding STBG suballocation formula	Ongoing
	Received and responded to inquiries regarding CDBG grant cycle	Ongoing
	Staff developed two OSLAD grant applications	Ongoing
Personnel	Review and revision of employee handbook with handbook committee	Ongoing
Website	Updates to comply with ADA and ensure proper documents are published	Ongoing
Planning Issues		
Illinois River Issues		
	Monitored communication with USACE	Ongoing
Water Supply Planning	Work has commenced	Ongoing
Watershed Planning	No activity, searching for grant opportunities	Ongoing
EPA Brownfield Assessment	Coordination with Consultant on three Brownfield Assessments	Ongoing
	Outreach to stakeholders	Ongoing
Village of Mackinaw Comp Plan	Planning activities underway	Ongoing
Village of Elmwood	Planning activities underway	Ongoing
Village of El Paso	Scope development underway	Ongoing
Peoria County Comp Plan	Work is underway	Ongoing
GIS Projects/ Asset Management		
Village of Elmwood	Dunlap	Ongoing
Washburn	Peoria Heights	Ongoing
Minonk	Village of North Pekin	Ongoing
Delavan	Village of Washburn	Ongoing
North Pekin	Peoria Park District	Ongoing
El Paso	Tremont	Ongoing
Hollis Park District	Hanna City	Ongoing
Chillicothe	Creve Coeur	Ongoing
Logan County GIS technical assistance		Ongoing
MPO/Transportation		
Technical Committee	Prepare agenda for and coordination for Technical Meetings	ongoing
Combined call for projects	Project awards sent to recipients, coordination with IDOT Local Roads	Ongoing
Transportation Improvement Program	FY 27 TIP amendments processed	Ongoing
	E-TIP is active	Ongoing
	Development of FY27 Transportation Improvement Program	
2045 Long Range Transportation Plan Update	Plan is adopted	Ongoing
Highway Safety Improvement Program Guardrails	Construction contract has been let, Construction Eng Consultant selected	Ongoing
Active Transportation Planning	Work with various Stakeholders, coordination of planning efforts	ongoing
Safe Streets for All SS4A plan	SS4A action plan adopted	Complete
	Research on programs and tools to ID safety issues in the region	Ongoing
IDOT Regional Bus Stop Inventory project	Data collection ongoing	Ongoing
		Ongoing
Special Transportation Studies		
FY 26		
Chillicothe-Sidewalk Inventory and Priority Development	Staff led project underway	Ongoing
East Peoria -Stormwater Management System-Phase 3	Project underway	Ongoing
Germantown Hills- Active Transportation Plan	Staff led project underway	Ongoing
FY 27	Received and reviewed proposals for STS	
State Planning and Research projects		
FY 24 State Planning and Research Funding	Bike and Ped counting equipment and consultant for Traffic Signal data collection-	Ongoing
	Work is underway, Equipment acquired	
FY25 State Planning and Research Funding		
IL 29 Multimodal Study	Project Underway	Ongoing
HSTP/Transportation		
5310 program Grant		Ongoing
HSTP Plan	Plan update	Ongoing
HSTP meetings		Ongoing



MEMORANDUM

TO: Executive Board
FROM: Employee Handbook Committee & Staff
SUBJECT: Review and approval of Employee Handbook policy updates
DATE: September 21, 2026

Action Needed

Review and approve updates to the outlined policies in the Tri-County Regional Planning Commission Employee Handbook.

Background

The following employment policies have been reviewed and revised to update them to current standards and in a new format. The new policies are attached. Legal will be reviewing the updated policies and this approval is contingent on favorable review by legal.

Suggested Changes

1. Acceptable Use of Technology Resources

This updates the existing computer usage policy to reflect the current government workplace. It covers all technology and outlines expectations of employees that use our systems. It addresses FOIA considerations and reflects remote access to equipment.

The Committee also discussed the future development of a standalone Artificial Intelligence (AI) policy, but no AI policy is included in the current revisions.

2. Attendance and Standard Working Hours

This policy is updated to establish expectations regarding employee attendance, punctuality, standard working hours, and workplace availability. It also addresses employee flexibility with that work schedule. The previous policy was vague which led to various interpretations of the working hours.

Key revisions include:

- Clarification that the Commission operates on a 35-hour in-office work schedule while maintaining a 40-hour workweek expectation.
- Clarification that Planner I and GIS Specialist I positions remain non-exempt and eligible for overtime compensation.

The Committee recommendation to revise language to state: "Non-exempt employees are generally expected to work 35 hours during standard office hours."

3. Performance Evaluations

This policy is updated and goes into more detail than the existing PE policy. It gives clear guidance for promotions and merit-based salary increases. It also outlines a procedure for employees' evaluation.

4. Position Classification and Evaluation

This policy has been updated to reflect the Commissions proposed process for evaluating employment positions within the Commission. It provides guidelines through evaluating positions through a structured classification system, and ensuring compliance with applicable requirements related to the Fair Labor Standards Act (FLSA).

5. Phone Calls

This policy is updated to reflect on how employees interact with communication devices (office phones and mobile phones) in today's work environment. Key differences between policies are that employees are allowed to use personal mobile devices as long as it does not disrupt their performance of job duties.

The Committee's review prompted discussion regarding multi-factor authentication and use of personal devices, with the Committee recommending that technology authentication requirements be addressed separately within information technology policies. The City of Peoria has since indicated that since that is a choice, we are okay as is.

6. Social Media and Online Communications

This policy is updated to reflect how employees interact with social media within the current government workplace.

RESOLUTION 27-14

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION APPROVING REVISIONS TO EMPLOYEE POLICIES AND AUTHORIZING THEIR ADOPTION.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, has established an Employee Handbook that provides employees with general information about working conditions, benefits, and policies of the Commission; and

WHEREAS, the Commission is committed to encouraging growth and development for its employees; and

WHEREAS, the Commission periodically reviews its Employee Handbook to ensure that Commission policies remain current, effective, and consistent with applicable organizational practices; and

WHEREAS, the Commission appointed the Employee Handbook Review Committee to review and make recommendations for the Employee Handbook policies requiring updates and modernization; and

WHEREAS, the Committee met on August 17, 2026, to review and discuss proposed updates to selected Employee Handbook policies; and

WHEREAS, the Committee completed its review of the following policies and recommends that they be forwarded to the Executive Committee for review and consideration: (1) Acceptable Use of Technology Resources, (2) Attendance and Standard Working Hours, (3) Performance Evaluations, (4) Position Classification and Evaluation, (5) Phone Calls, and (6) Social Media and Online Communications; and

WHEREAS, the Committee identified additional issues requiring further discussion and refinement regarding the Complaint Resolution Policy prior to recommendation for adoption; and

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

The Tri-County Regional Planning Commission approves the Employee Policies outlined in Attachment A and authorizes their adoption following review by the Commission Attorneys, provided that any revisions resulting from such review are non-substantive in nature. Any substantive revisions shall be returned to the Employee Handbook Review Committee and Executive Committee for further review and recommendation prior to adoption.

Presented this 21st day of September 2026

Adopted this 21st day of September 2026

Chuck Nagel, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

	Administrative Policy Acceptable Use of Technology Resources	Effective Date:	
		Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The Tri-County Regional Planning Commission (TCRPC) provides technology resources to support its mission and business operations in an efficient, secure, and legally compliant manner. This policy establishes standards for the appropriate use of Commission technology resources, protects Commission information assets, reduces cybersecurity risks, and ensures compliance with applicable laws, including the Illinois Freedom of Information Act (FOIA), records retention requirements, and other applicable federal and state laws.

Scope

This policy applies to all employees, temporary employees, interns, contractors, consultants, volunteers, and any other individuals authorized to access or use Commission technology resources.

Technology resources include, but are not limited to:

- Computers, laptops, servers, and workstations
- Networks, wireless systems, and internet access
- Email, voicemail, instant messaging, and other electronic communication systems
- Mobile devices, tablets, and smartphones
- Software applications and cloud-based services
- Databases, electronic records, and data storage systems
- Telephones and video conferencing systems
- Printers, scanners, external storage devices, and other peripherals
- Any information created, received, transmitted, or stored using Commission technology resources

Policy

Ownership and Acceptable Use

All Commission technology resources are the exclusive property of TCRPC and are provided primarily to conduct Commission business. Limited incidental personal use is permitted provided it:

- Does not interfere with work performance or productivity;
- Does not consume significant Commission resources;
- Does not violate this or any other Commission policy;
- Does not create cybersecurity risks; and
- Complies with all applicable laws and regulations.

Employees shall not use Commission technology resources to conduct outside employment, operate a personal business, or engage in any unlawful or unauthorized activity.

Privacy, Monitoring, and Public Records

Employees should have no expectation of privacy when using Commission technology resources.

The Commission reserves the right to monitor, access, review, retrieve, preserve, copy, disclose, or delete information created, transmitted, received, or stored on its technology systems, with or without notice, as permitted by law.

Electronic communications and records maintained on Commission systems may be subject to public disclosure under the Illinois Freedom of Information Act (FOIA), records retention requirements, subpoenas, court orders, audits, or other legal processes.

Passwords and security controls are intended to protect Commission information and do not create an expectation of privacy.

Protection of Commission Information

Employees are responsible for safeguarding confidential, proprietary, sensitive, and protected Commission information.

Employees shall not:

- Disclose confidential information without authorization;
- Copy or export Commission information except as required for authorized business purposes;
- Store Commission information on unauthorized devices or cloud services;
- Destroy or modify records without authorization.

Employees shall not store personal documents, photographs, financial information, passwords, or other personal files on Commission-owned computers, email accounts, network drives, or other Commission technology resources. Because Commission systems are monitored and subject to FOIA and records retention laws, employees should assume any information stored on Commission systems may become part of the public record.

Security Requirements

Users are responsible for protecting Commission technology resources by:

- Maintaining the confidentiality of passwords and authentication credentials;
- Using strong passwords and multi-factor authentication when available;
- Never sharing passwords or user accounts;
- Promptly installing approved software updates when applicable;
- Securing Commission-issued mobile devices;
- Using only authorized methods to remotely access Commission systems.

Users shall not:

- Attempt to gain unauthorized access to systems, applications, networks, or data;
- Circumvent security controls or authentication mechanisms;
- Connect unauthorized devices to Commission networks;
- Introduce malware, viruses, ransomware, spyware, or other malicious software;
- Conduct unauthorized network monitoring, scanning, or testing.

Software and Technology Resources

Only software, applications, browser extensions, cloud services, and other technology tools approved by the Executive Director or their designee may be installed or used on Commission-owned devices.

Employees shall not:

- Install unauthorized software;
- Download or use pirated or unlicensed software;
- Disable security software or system protections;
- Copy software in violation of licensing agreements.

Email and Electronic Communications

Commission email and communication systems are provided primarily for Commission business.

Employees are expected to:

- Use professional, respectful, and appropriate language;
- Exercise caution when opening attachments or clicking links;
- Use Commission-approved methods when transmitting confidential information;

- Retain electronic communications in accordance with records retention requirements.

Employees shall not:

- Use Commission email to register for personal accounts, subscriptions, newsletters, online shopping, or social media;
- Conduct personal business using Commission email;
- Send chain letters, spam, or unauthorized mass communications;
- Send or store offensive, discriminatory, harassing, obscene, sexually explicit, or otherwise inappropriate content.

Employees are encouraged to maintain separate personal email accounts for all non-work-related communications.

Internet Usage

Internet access is provided primarily for Commission business.

Limited personal browsing is permitted provided it is incidental and does not interfere with work responsibilities.

Employees shall not:

- Access illegal, offensive, pornographic, gambling, or otherwise inappropriate websites;
- Download excessive media or other materials that unnecessarily consume Commission resources;
- Visit websites known to present cybersecurity risks.

Internet activity may be monitored and logged.

Mobile Devices and Remote Access

Employees accessing Commission resources remotely or through mobile devices must:

- Secure devices with passwords or biometric authentication;
- Report lost or stolen devices immediately;
- Use Commission-approved remote access methods;
- Not store Commission information on personal devices unless specifically authorized.

Social Media

Employees shall not disclose confidential Commission information through social media or other public platforms.

When expressing personal opinions online, employees should avoid representing those opinions as those of the Commission unless authorized to speak on the Commission's behalf.

Prohibited Activities

Employees shall not use Commission technology resources to:

- Violate any law or Commission policy;
- Engage in fraud, identity theft, or other illegal activities;
- Infringe upon copyrights, trademarks, or other intellectual property rights;
- Harass, discriminate against, or threaten others;
- Access, create, store, or distribute offensive or obscene material;
- Promote violence or hate speech;
- Attempt to disrupt Commission technology systems;
- Misuse or improperly disclose Commission information.

Violations of this policy may result in disciplinary action, up to and including termination of employment, civil liability, and criminal prosecution where applicable.

Procedure

Employees are responsible for complying with this policy and all Commission cybersecurity procedures.

Employees must immediately report suspected cybersecurity incidents, phishing attempts, malware infections, unauthorized access, lost or stolen devices, or suspected policy violations to their supervisor and the Executive Director or designated technology support.

Requests to install software, connect devices, use cloud services, or obtain exceptions to this policy must receive prior approval from the Executive Director or their designee.

Supervisors are responsible for addressing suspected violations and coordinating appropriate corrective or disciplinary action.

This policy will be reviewed periodically and revised as necessary to address changes in technology, cybersecurity risks, legal requirements, and Commission operations.

All employees must acknowledge in writing that they have received, read, understand, and agree to comply with this policy upon hire and whenever the policy is materially revised. Signed acknowledgments will be maintained in the employee's personnel file.

Acknowledgement

By accessing and using Tri County Regional Planning Commission's technology resources, you acknowledge that you have read, understood, and agree to comply with this policy. Failure to comply may result in disciplinary action, up to and including termination of employment.

Print: _____

Signature: _____

Date: _____

	Administrative Policy	Effective Date:	
	Attendance and Standard Working Hours	Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The purpose of this policy is to establish expectations regarding employee attendance, punctuality, standard working hours, and workplace availability. Regular and dependable attendance is essential to maintaining effective operations, supporting coworkers, and providing quality service to the Commission's partners, stakeholders, and the public.

The Commission recognizes that employees may occasionally need flexibility due to personal circumstances, approved leave, or operational needs. This policy establishes attendance expectations while allowing for reasonable flexibility when approved by the employee's supervisor.

Scope

This policy applies to all employees of the Tri-County Regional Planning Commission. Certain positions or assignments may require alternative schedules, evening meetings, weekend work, or other schedule adjustments based on operational needs and supervisor approval.

Policy

The Commission expects every employee to maintain regular and punctual attendance. Employees are expected to report to work as scheduled, be ready to begin performing their assigned duties at the designated starting time and maintain dependable attendance. Absenteeism and tardiness place a burden on coworkers and the Commission and may impact the organization's ability to effectively serve its stakeholders.

The Commission's standard workweek consists of 40 hours. Standard working hours are generally 8:30 a.m. to 4:30 p.m., Monday through Friday, with a one-hour lunch period scheduled at a time mutually agreeable between the employee and supervisor while considering operational needs and workplace coverage.

Non-Exempt Employees are generally expected to work 35 hours during standard office hours. The remaining five hours of the standard workweek may be fulfilled through Commission-related activities outside of normal office hours, including evening meetings,

public meetings, stakeholder events, occasional weekend activities, or other work-related responsibilities as assigned or approved by the employee's supervisor.

The Commission recognizes that flexibility in scheduling may support employee effectiveness and operational needs. Supervisors may approve reasonable adjustments to work schedules, including remote work or modified schedules, when the arrangement supports the Commission's objectives and service requirements. Flexible work arrangements are subject to supervisory approval and may be modified or discontinued based on organizational needs.

Employees who are unable to report to work due to illness, injury, accident, or other unexpected circumstances must promptly notify their supervisor through an appropriate communication method, including voicemail, email, or text message. Employees who become ill during the workday or need to leave the office before the end of their scheduled work hours must notify their supervisor of the situation.

Employees will receive compensation for authorized absences in accordance with applicable leave provisions contained within this Handbook. Absences beyond available leave balances or authorized time allowances may be approved as unpaid absences consistent with applicable policies and laws.

The Commission remains open during regularly scheduled working hours during periods of severe weather unless otherwise communicated. Employees are expected to make reasonable efforts to report to work during severe weather conditions when they can do so safely. If the Commission closes due to weather or other emergency circumstances, employees will be notified through established communication procedures. Employees are responsible for ensuring their supervisor and work group have current contact information for emergency notifications.

Procedure

Employees must notify their supervisor as soon as possible when they will be absent, arrive late, or otherwise unable to work during their scheduled hours.

Employees should provide their supervisor with the expected duration of an absence when known and maintain communication regarding any changes in their availability.

Supervisors are responsible for monitoring attendance, addressing attendance concerns promptly and consistently, approving schedule adjustments when appropriate, and ensuring operational needs are met.

Employees requesting schedule flexibility, remote work, or other modifications to standard working hours must obtain prior approval from their supervisor unless circumstances prevent advance notice.

Supervisors may approve reasonable adjustments to work schedules when operational requirements continue to be met. Flexible scheduling arrangements may be modified or discontinued based on business needs.

Failure to follow attendance reporting procedures, repeated tardiness, or unapproved absences may result in corrective action in accordance with Commission policies and procedures.

	Administrative Policy	Effective Date:	
	Performance Evaluations	Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The Tri-County Regional Planning Commission (TCRPC) is committed to promoting employee success through ongoing communication, coaching, and performance feedback. This policy establishes a consistent process for evaluating employee performance, identifying opportunities for professional development, supporting personnel decisions, and encouraging open communication between supervisors and employees.

Scope

This policy applies to all regular full-time and part-time employees of TCRPC. Temporary employees, interns, and other non-regular employees may receive performance feedback at the discretion of the Executive Director or supervisor.

Policy

Performance Management

Performance management is an ongoing process that includes regular communication between supervisors and employees regarding job performance, expectations, accomplishments, and opportunities for improvement.

Supervisors are responsible for providing timely coaching and feedback throughout the year. Employees are encouraged to discuss performance expectations, professional development goals, and any concerns with their supervisor as they arise rather than waiting for a formal evaluation.

Performance Evaluations

Employees will generally receive a formal written performance evaluation at least annually.

New employees, promoted employees, or employees transferring into a different position may receive an initial performance evaluation approximately three (3) to six (6) months after assuming their new position.

Performance evaluations may assess, as applicable:

- Achievement of established goals and objectives;
- Quality and quantity of work;
- Job knowledge and technical skills;
- Communication and teamwork;
- Reliability, attendance, and dependability;
- Initiative, problem-solving, and professional conduct;
- Compliance with Commission policies and procedures; and
- Other performance factors relevant to the employee's position.

The purpose of the performance evaluation process is to:

- Recognize employee accomplishments and contributions;
- Identify strengths and opportunities for improvement;
- Establish performance expectations and future goals;
- Support employee development and training;
- Improve communication between employees and supervisors; and
- Provide information to assist with personnel decisions.

Performance concerns that require immediate attention may be addressed outside of the regular evaluation cycle through coaching, counseling, performance improvement plans, or disciplinary action, as appropriate.

Performance Documentation

Completed performance evaluations become part of the employee's personnel file.

Employees will have an opportunity to review and discuss their evaluation with their supervisor and may be asked to acknowledge receipt of the evaluation. An employee's signature acknowledges receipt of the evaluation and does not necessarily indicate agreement with its contents.

Compensation Reviews

Performance evaluations may be considered when making compensation decisions; however, a favorable performance evaluation does not guarantee a salary adjustment or other increase in compensation.

Compensation decisions may consider several factors, including but not limited to:

- Individual performance;
- Internal equity;
- Market compensation data;

- Available funding and budgetary considerations;
- Organizational needs; and
- Economic conditions.

Salary adjustments are made only when approved by the Executive Director and consistent with the Commission's adopted compensation practices and available funding.

Promotions

The Commission encourages employee growth and, whenever practical, seeks to fill vacant positions through internal promotion.

Promotion decisions are based on organizational needs, qualifications, demonstrated performance, knowledge, skills, abilities, education, certifications, experience, and other job-related factors. Promotion opportunities are not guaranteed.

Procedure

Supervisors are responsible for conducting performance evaluations in accordance with the Commission's established evaluation process.

Employees should actively participate in the evaluation process by discussing accomplishments, goals, training needs, and career development with their supervisor.

Supervisors shall review completed evaluations with employees and ensure the evaluation is signed to acknowledge receipt.

Completed evaluations will be forwarded for placement in the employee's personnel file.

Employees who believe a performance evaluation has not been completed in accordance with this policy should discuss the matter with their supervisor or the Executive Director.

	Administrative Policy	Effective Date:	
	Position Classification and Evaluation	Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The purpose of this policy is to establish a consistent process for maintaining accurate job descriptions, evaluating positions, determining appropriate classifications, and supporting internal equity throughout the Commission. This policy provides guidelines for documenting job duties, reviewing position responsibilities, evaluating positions through a structured classification system, and ensuring compliance with applicable requirements related to the Fair Labor Standards Act (FLSA).

The Commission recognizes the importance of maintaining accurate and up-to-date job information to support organizational effectiveness, appropriate classification decisions, equitable compensation practices, and compliance with applicable employment laws and regulations.

Scope

This policy applies to all established positions within the Tri-County Regional Planning Commission, including existing positions and newly created positions.

This policy applies to employees, supervisors, and Commission leadership involved in the development, review, evaluation, classification, or maintenance of job descriptions and position information. The processes outlined in this policy may be utilized when establishing new positions, reviewing significant changes to existing positions, evaluating FLSA status, conducting classification reviews, or assessing internal equity among comparable positions.

Policy

The Commission maintains a position classification system designed to promote consistency, internal equity, and appropriate alignment between the duties and responsibilities of positions throughout the organization. Positions are evaluated based on the work performed, level of responsibility, required qualifications, and other job-related factors rather than individual employee performance or tenure.

When establishing a new position or reviewing an existing position due to significant changes in duties, responsibilities, or organizational needs, the Commission may conduct

a formal classification review. Supervisors are responsible for providing accurate information regarding the position's duties and responsibilities to support the evaluation process.

The Commission utilizes a point-factor classification system to evaluate positions. The system assigns points based on established compensable factors that measure the relative value and complexity of work performed. For exempt positions, the Commission utilizes the Job Evaluation Manual – Exempt. For non-exempt positions, the Commission utilizes the Job Evaluation Manual – Non-Exempt.

Compensable factors considered during the evaluation process may include:

- **Formal Education:** The minimum level of formal education required to successfully perform the duties of the position.
- **Experience:** The amount and type of prior experience required to develop the necessary knowledge and skills.
- **Management and Supervision:** The level of responsibility for directing employees, programs, projects, or organizational resources.
- **Human Collaboration:** The nature and complexity of interactions with employees, the public, stakeholders, and other organizations.
- **Freedom to Act:** The degree of independence, judgment, decision-making authority, and discretion exercised by the position.
- **Technical Skill:** The specialized knowledge, skills, and expertise required to perform the work.
- **Fiscal Responsibility (Exempt Positions Only):** The level of responsibility for managing budgets, financial resources, contracts, or other fiscal activities.
- **Working Conditions:** The physical, environmental, or other conditions under which the work is performed.

The results of a classification evaluation may be used to determine appropriate classification levels, compensation considerations, and alignment with other positions within the Commission. A classification review does not automatically result in a compensation adjustment; any compensation changes are subject to budgetary considerations, organizational needs, and applicable Commission processes.

Procedure

Supervisors initiating the creation of a new position or requesting review of an existing position shall provide updated job information, including a completed Job Description Questionnaire and any other documentation requested by the Commission.

For new positions or positions undergoing significant review, supervisors will complete the applicable Job Evaluation Manual based on the position's designated FLSA status:

- Job Evaluation Manual – Exempt for positions classified as exempt under the Fair Labor Standards Act (FLSA).
- Job Evaluation Manual – Non-Exempt for positions classified as non-exempt under the FLSA.

The completed evaluation materials will be reviewed to determine the appropriate classification based on the compensable factors and overall scope of the position.

The Commission may review comparable positions internally to ensure consistency and maintain internal equity among similarly situated positions.

Classification decisions will be based on the duties and responsibilities assigned to the position. Changes in classification may occur when the nature of the work performed materially changes, regardless of an employee's length of service, performance, or individual qualifications.

	Administrative Policy Phone Calls	Effective Date:	
		Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The Tri-County Regional Planning Commission (TCRPC) provides telephone and mobile communication resources to support efficient business operations and effective communication with employees, clients, partners, and the public. This policy establishes expectations for the appropriate use of Commission-provided telephone and mobile communication resources while minimizing workplace distractions.

Scope

This policy applies to all employees who use Commission-provided telephones, mobile devices, voicemail systems, or other voice communication services in the course of their employment.

Policy

Business Communications

Commission telephones and mobile devices are provided primarily for conducting Commission business.

Employees are expected to communicate in a courteous, professional, and respectful manner during all business-related telephone calls and voice communications. When employees are unavailable to answer calls, they should forward calls when appropriate, or ensure voicemail is available to receive messages.

Personal Telephone Use

Limited personal telephone calls are permitted when necessary, provided they are brief, infrequent, and do not interfere with work responsibilities or Commission operations.

Employees should make every effort to conduct personal calls during meal periods or authorized breaks whenever practical.

Personal Mobile Devices

Personal mobile devices should not interfere with the performance of job duties or disrupt the workplace.

Unless job responsibilities require otherwise or an emergency exists, employees are expected to limit personal use of mobile devices during working time. Personal calls, text messaging, social media, and other non-work-related mobile device use should generally be limited to meal periods and authorized breaks.

Employees should ensure that personal mobile devices are silenced or set to vibrate while working to minimize disruptions to coworkers, meetings, and Commission operations.

Commission-Issued Mobile Devices

The Commission may issue mobile devices to employees whose job duties require them.

Commission-issued devices are intended primarily for Commission business and remain the property of the Commission. Employees are expected to use these devices responsibly and in accordance with the Commission's Acceptable Use of Technology Resources Policy.

Voicemail

Employees assigned voicemail are responsible for maintaining a professional greeting and regularly reviewing and responding to messages within a reasonable timeframe.

Voicemail greetings should accurately communicate an employee's availability and include alternate contact information when appropriate.

Privacy and Monitoring

Telephone systems, voicemail systems, Commission-issued mobile devices, and related communication records are Commission property.

Employees should have no expectation of privacy when using Commission-owned communication systems. Communications may be monitored, accessed, retained, or disclosed as permitted by law and may be subject to records retention requirements, the Illinois Freedom of Information Act (FOIA), or other legal processes.

Procedure

Employees are responsible for using Commission telephone and mobile communication resources in a professional and appropriate manner.

Employees who are unavailable for an extended period should update their voicemail greeting and, when appropriate, forward calls or arrange for another employee to assist callers.

Employees issued Commission mobile devices are responsible for safeguarding the device and promptly reporting any loss, theft, or damage to their supervisor.

Questions regarding appropriate telephone or mobile device use should be directed to an employee's supervisor.

Violations of this policy may result in disciplinary action, consistent with applicable Commission policies.

	Administrative Policy Social Media and Online Communications	Effective Date:	
		Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The Tri-County Regional Planning Commission (TCRPC) recognizes that social media and other online platforms are valuable tools for communication, networking, and public engagement. This policy establishes expectations for the appropriate use of social media and online communications to protect the Commission's reputation, confidential information, and business interests while respecting employees' rights to engage in lawful activities protected by federal and state law.

Scope

This policy applies to all employees, temporary employees, interns, contractors, consultants, volunteers, and any other individuals authorized to represent or conduct business on behalf of the Commission.

This policy applies to the use of social media, online forums, blogs, professional networking sites, messaging platforms, video-sharing platforms, review sites, and any other internet-based communication platforms when:

- Representing or appearing to represent the Commission;
- Using Commission-owned technology resources;
- Conducting Commission business;
- Referencing the Commission, its employees, clients, partners, or operations in a manner that could affect the Commission's legitimate business interests.

Policy

Personal Use of Social Media

Employees may use personal social media accounts on their own time and using personal devices.

Limited incidental personal use of social media during work hours is permitted only if it does not interfere with work responsibilities, violate Commission policies, or use Commission resources inappropriately.

Employees should exercise sound judgment when posting content online and recognize that publicly available information may affect the Commission's reputation, relationships, and operations.

Authorized Commission Communications

Only employees specifically authorized by the Executive Director or their designee may establish, manage, or post content on official Commission social media accounts or otherwise make public statements on behalf of the Commission.

Employees shall not:

- Represent themselves as speaking on behalf of the Commission without authorization;
- Create unofficial Commission social media accounts;
- Use the Commission's name, logo, or branding in a manner that suggests official endorsement or sponsorship without approval.

Confidential and Proprietary Information

Employees shall not disclose confidential, proprietary, or otherwise non-public Commission information through social media or other online platforms.

Examples include, but are not limited to:

- Personnel information;
- Confidential client or partner information;
- Non-public financial information;
- Internal reports, strategic plans, or draft documents;
- Information protected by law or Commission policy.

Employees should also avoid posting photographs or information obtained in the course of their employment that have not been approved for public release.

Professional Conduct

When using social media, employees are expected to conduct themselves professionally and responsibly.

Employees shall not:

- Post knowingly false statements about the Commission, its employees, clients, or partners;
- Make threats of violence or engage in unlawful harassment or discrimination;

- Disclose confidential Commission information;
- Impersonate the Commission or another individual;
- Use social media in a manner that violates Commission policies or applicable law.

Employees who express personal opinions should avoid implying that those opinions represent the official views of the Commission unless authorized to do so.

Use During Working Hours

Working time is intended for the performance of Commission business.

Unless social media use is part of an employee's assigned job duties or otherwise authorized, employees shall not use working time to:

- Conduct personal social networking activities;
- Maintain personal social media accounts;
- Post personal photographs, videos, or status updates;
- Conduct personal messaging or online discussions unrelated to Commission business.

Nothing in this section prohibits reasonable incidental personal use during authorized breaks or meal periods, provided such use complies with the Commission's Acceptable Use of Technology Resources Policy.

Use of Commission Technology

Employees using Commission-owned computers, mobile devices, internet access, or email systems remain subject to the Commission's Acceptable Use of Technology Resources Policy.

Employees should understand that activity conducted using Commission technology resources may be monitored, retained, and subject to disclosure in accordance with applicable law, including the Illinois Freedom of Information Act (FOIA).

Employee Rights

Nothing in this policy is intended to prohibit employees from engaging in communications or activities protected by applicable federal or state law, including discussing wages, hours, working conditions, or other terms and conditions of employment, or otherwise engaging in protected concerted activity.

Procedure

Employees authorized to manage official Commission social media accounts shall follow all applicable Commission communication, records retention, and public information procedures.

Employees who become aware of unauthorized Commission social media accounts, suspected disclosure of confidential information, or misuse of the Commission's name or branding should promptly notify their supervisor or the Executive Director.

Questions regarding appropriate social media use should be directed to an employee's supervisor before posting content that could reasonably be interpreted as representing the Commission.

Violations of this policy may result in disciplinary action, up to and including termination of employment, consistent with applicable law and Commission policies.

Employees will acknowledge receipt of and agreement to comply with this policy upon hire and whenever the policy is materially revised. Signed acknowledgments will be maintained in the employee's personnel file.

RESOLUTION 27-15

A RESOLUTION BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO PROGRAM THE FISCAL YEAR 2027 SPECIAL TRANSPORTATION STUDIES PROJECT FUNDING TO THE CITY OF EAST PEORIA, THE CITY OF PEORIA, THE VILLAGE OF PEORIA HEIGHTS, TAZEWEILL COUNTY, AND VILLAGE OF WASHINGTON; AND AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH EACH COMMUNITY AND THE SELECTED CONSULTANTS TO EXECUTE THE TRANSPORTATION STUDIES.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, is recognized as the Metropolitan Planning Organization (MPO) for the Peoria-Pekin Urban Area; and

WHEREAS, Beginning in Fiscal Year 2016 (FY16), the Commission has set aside MPO funds annually to be programmed for local jurisdictions in the Metropolitan Planning Area (MPA) to undertake consultant-led special transportation planning projects; and

WHEREAS, the Commission established a Special Transportation Studies (STS) program in FY27 utilizing up to \$130,000 in FY27 Metropolitan Planning Funds; and

WHEREAS, the Commission released a FY27 Call for Projects for STS on Wednesday, May 15, 2026, and received a total of five applications by the due date June 15, 2026; and

WHEREAS, annual funding availability typically requires prioritization among submitted applications, FY 2027 presents a unique opportunity for the Special Transportation Studies program. Staff identified sufficient room within the FY 2027 UPWP budget to accommodate all five eligible project requests; and

WHEREAS, the Technical Committee reviewed staff's recommendation and unanimously recommended it to the Commission at their September 16, 2026, meeting to fund the following consultant-led projects: East Peoria's Signal & Street Lighting Inventory, the City of Peoria's Asset Management System Expansion, and Tazewell County's Highway Crossroad Culvert Asset Management Program; and the following staff-led projects: Peoria Heights' Sidewalk Inventory and Priority Development and Washington's Washington Square Access, Circulation, and Parking Study; and

WHEREAS, adequate funding for these projects is included in the FY 2027 Unified Planning Work Program (UPWP) budget.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That Tri-County Regional Planning Commission accepts the Technical Committee's recommendation and programs \$50,000 to the City of East Peoria; \$180,500 to the City of Peoria; \$70,000 to the Village of Peoria Heights; \$100,000 to Tazewell County; and \$40,000 to the Village of Washington; and authorizes the Executive Director to enter into subsequent contracts with each community and the selected consultants to complete the work.

Presented this 7th day of October 2026

Adopted on this 7th day of October 2026

Chuck Nagel, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission