



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, October 19, 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 September 21, 2026 minutes
5. Executive Director report
6. Motion to Approve Revisions of Employee Policies and Authorize their Adoption (Res 27-23) (subject to attorney's comments)
 - Code of Ethics Policy
 - Complaint Resolution Policy
 - Confidentiality Agreement
 - Disciplinary Action Policy
 - Drug-Free Workplace Policy
 - Harassment Policy
 - Sexual Harassment Policy
 - Standards of Conduct Policy
 - Violence in the Workplace Policy
 - Workplace Bullying Policy
7. Executive Session if necessary
8. Other
 - a. Next Meeting will be November 16, 2026 at 9:00 a.m.
9. Adjournment



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EXECUTIVE BOARD MEETING

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CHUCK NAGEL, CHAIRMAN

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

Monday, September 21, 2026 9:00 a.m.

MINUTES

1. **Call to Order**

Chairman Chuck Nagel called the meeting to order at 8:58 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, Adam Crutcher, and Reema Abi-Akar from TCRPC.

3. **Public Input**

None.

4. **Motion to approve July 20, 2026 minutes**

John Kahl made a motion to approve the minutes from July 20, 2026, and Cathryn Stump seconded the motion.

Motion carried.

5. **Motion to retain as confidential or release to public the following executive session minutes**

- Chuck stated to pull out December 3, 2025
- Russ Crawford made a motion to retain as confidential the following executive session minutes, and John Kahl seconded the motion.
 - a. Aug 17, 2014
 - b. Feb 23, 2015
 - c. March 2, 2015
 - d. March 11, 2015
 - e. March 16, 2015
 - f. June 20, 2016
 - g. October 15, 2018

Motion carried.

6. Executive Director report

- a. Eric Miller stated he has been working with the auditors on the FY2026 audit which will be in front of commission at the November meeting. Auditors were in the office in late August
- b. TCRPC has been meeting with member communities and agencies and introducing them to the Commission. Conversations have been good.
- c. In August, met with all TMA MPOs
 - i. Having conversations with them about how to distribute federal dollars to TMAs
 - ii. Eric stated if we were to change the formula, the Surface Transportation Rural funds would decrease (these go to the counties)
 - iii. There was a discussion at the meeting, no conclusions were made
 - iv. IDOT will speak with regions individually about it. Eric guesses that the formula will not be changed
 - v. Continuing to work with communities on various grants - OSLAD, CDBG. Staff is dedicating time for this
 - vi. Safety Committee met last week and focused on the high injury network and schools.
 - vii. Federal reauthorization for the highway bill expires in nine days under a continuing resolution until December 11. Likely no movement will occur before then.

7. Motion to approve revisions of employee policies and authorize their adoption

Chuck stated this is subject to attorney review.

Danny Phelan made a motion to approve revisions of employee policies and authorize their adoption, which was seconded by John Kahl.

Eric Miller stated the following:

- These are the results of the employee handbook committee. These were viewed as the highest priority projects
- These have been recommended by the employee handbook committee, and the City of Peoria Human Resources has also reviewed them
- They'll be offered to the attorney for their comments, subject to approval here
- Danny asked if legal has a comment, will it come back here?
 - Eric responded yes it would.
- John Kahl asked to please clarify the employee working hours

- Eric stated that employees are expected to be in the office 35 hours per week, the extra 5 hours account for evening meetings as they arise

Motion carried.

Policies that have been sent to attorney for review:

- a. Acceptable use of technology resources
- b. Performance evaluations
- c. Phone calls
- d. Attendance and standard working hours
- e. Position classification and evaluation
- f. Social media and online communications

8. Discussion and Recommendation to Commission FY27 Special Transportation studies

John Kahl made a motion to discuss and recommendation to commission FY27 Special Transportation studies which was seconded by Autum Jones.

- a. Eric stated that Commission will take final action.
 - i. This is out of the ordinary, but staff is bringing this to executive board first because it's being done differently this time.
 - ii. Eric described Special Transportation Studies process.
 - iii. There were five strong projects submitted.
 - iv. We had over-programmed the personnel line item; when this was corrected, it freed up funds to be able to be used for this.
 - v. This would amend the UPWP to accommodate funding these studies.
 - vi. John Kahl stated in the resolution, there is an error – it says "Village of Washington" - Michael stated that staff will update this to "City".
 - vii. Russ Crawford stated it is a great idea. It is simply a budget transfer.

Motion carried.

9. Discussion of Regional Housing Needs Assessment update

- a. Eric stated that this RHNA has been discussed at this committee. Some issues have arisen since then.
 - i. We've met with every community in the region except Creve Coeur. Everyone is supportive of the assessment
 - ii. Champaign and Galesburg have already conducted this.

Michael stated that staff attended the August Illinois Realtor's Association meeting. They developed a housing program of their own, which differs. Michael says that our plan is different from theirs, but can be complementary.

1. The realtors' plan looks exclusively at building single family homes, though it does not consider other elements such as multifamily housing.
 2. TCRPC and GPEDC staff are on the same page.
- b. Adam reported the following:
- i. Realtors' association playbook is a sheet that communities fill out. Consultants would be able to conduct this analysis
 - ii. Our study would also consider renters and landlords, considering existing housing as well.
 1. Goes into more detail about how to positively impact housing regionwide
 - iii. Michael stated the hope is also to establish a regional committee to talk about needs and best practices to help solve housing needs across the region.
- c. Eric reported the following:
- i. There have been some development changes.
 - ii. The realtors will be meeting with communities this week.
 1. The last time we met with them, they seemed somewhat defensive that we are conducting this study.
 - iii. However, our intention is to be complementary but not duplicative. No one else is doing what we're proposing to do.
 - iv. We've offered to sit with the realtors and the communities to talk about this issue.
 - v. Once a consultant is selected, we'll develop a scope, then a budget.
 1. This is intentional so we can pinpoint the scope of work to what is needed, not duplicative.
 - vi. Discussed this issue with Chris Setti (GPEDC) and Ryan Spain (IL State Representative)
 1. Ryan Spain works for OSF, he is considering how this would connect to workforce housing.
 2. As a legislator, he understands that housing is a need. He encouraged staff to fast-track this project.
 - vii. Estimated at \$100-150k price range
 - viii. Russ Crawford asked how was it left with the realtor association? Were some concerns mitigated?
 1. Eric stated that the toolkit will speak for itself when it is rolled out
 - ix. Russ stated that Tri-County had a sixfold mission back in the 1970s.
 1. We used to have a housing track, but time went on, and we lost some federal housing dollars.

2. He supports this activity and Tri-County's open-mindedness to bring forward projects like this.
3. Russ commented on how the state affects this .
- d. John Kahl stated the following:
 - i. The realtors' association reached out to him trying to garner support for their plan.
 - ii. Felt that their plan "was extreme to benefit them [the realtors' association]." Is interested in finding a middle ground.
 - iii. Trusts that TCRPC will do things objectively; we don't have a stake in the benefit.
 - iv. Danny Phelan asked which association of realtors.
 1. Eric responded that our meeting was with the Illinois association; we've spoken with both that one and the Peoria one.
 - v. Eric stated most communities have similar feelings with the realtors. We are excited to continue to collaborate with GPEDC.
 - vi. Autum Jones asked how large will the actual study go?
 1. Adam responded that Logan and Mason Counties are also included.
 2. There is much less margin of error in communities >5,000.
 3. She encourages rural participation because Woodford only has two larger municipalities.
 4. She has sat on the Partnership for Healthy Communities. Encourages that we reach out to them to include them in the process because they would help.
- e. Eric stated that we intentionally did an RFQ to not limit the scope until we can work closely with the consultant and community partners to right-size the project.
 - i. Cathryn Stump encourages Tri-County to emphasize the complementary element of the plan to negate the realtors' pushback.
 - ii. Russ thanked Adam and Michael for working on this issue.

10. **Potential service contracts and grants**

Eric introduced the following upcoming projects

- a. Logan County comprehensive plan
 1. Eric stated this is via introduction from Chris Setti
 2. Will meet with their planning commission in early October
 3. There is a budget set aside
 4. TCRPC has worked with them on other issues such as GIS

- b. Peoria Heights comprehensive plan update
 - 1. Eric stated Mayor Wigginton was interested in a TCRPC staff-led update
- c. ATTAIN Federal Grant
 - i. Michael stated CityLink applied for this grant focused on innovative projects
 - 1. Rehabbing the transit center to add better wayfinding for the transit center
 - Upgraded signage
 - Route map on the facility
 - All ADA compliant
 - 2. CityLink has a \$900,000 grant with the state of Illinois so we could fit it within that; there is a match.
 - 3. We may hear back this week or next week.
- d. PROTECT federal grant
 - 1. Michael stated hazard mitigation funds are not available, so looking for an alternative route.
 - 2. This grant is focused on resiliency, so staff feels that this is a way to complete hazard mitigation plans for the three counties.
 - 3. Due in early-mid October.

11. Executive session if necessary

- a. Not needed today

12. Other

- Russ Crawford brought up the issue of cameras that read license plates
 - The question is how they are managed – can be for good or bad reasons. The proper process and constraints have to be defined. East Peoria has done a good job recently. Gave compliments to Mayor John Kahl and the City of East Peoria for supporting the correct and responsible way to use the cameras.
- Russ also mentioned data centers
 - Tazewell county has done a good job regarding renewable energy.
 - Lots of emotions involved regarding data centers.
 - Feels that Chinese propaganda is fueling the opposition to data centers.
 - Russ has spent the last two months reaching out to individuals around the region to serve on a task force, 9-10 people.
 - Has been recommended to reach out to other central Illinois counties. like McLean to be involved.

- UCCI has 89 counties of 102 to participate in a model ordinance for the state of Illinois.
- Safety for citizens should be the driving force for this issue.

a. Next meeting will be October 19, 2026

13. Adjournment

Danny Phelan made a motion to adjourn, which was seconded by Autum Jones, and the meeting was adjourned at 9:45 a.m.

Submitted by: Eric Miller, Executive Director
Recorded and transcribed by: Reema Abi-Akar

To: Members of the Commission
From Eric W. Miller, Executive Director
Date: October 15, 2026

Subject: Executive Director Report for October, 2026

Project	Activity	Status
Administrative		
Headlines	Monitored Federal Govt Activities regarding Federal Funding and Reauthorization	Ongoing
	Continued Discussion with GPEDC on Regional Housing Coordination program	Ongoing
	Continued Discussion with TMA MPO's regarding STBG suballocation formula	Ongoing
	Attended City of Pekin Chamber meeting	Ongoing
	Presented at workshop of the Illinois River Cities and Towns initiative	Ongoing
	Setup meeting with WeCare and TCRC to discuss Grey Area mobility issues	Ongoing
	Met with Logan County regarding Comprehensive Plan	Ongoing
Personnel	Review and revision of employee handbook with handbook committee	Ongoing
	Accepted Staff Resignation began recruiting process	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
	Harrison School site assessment complete/ coordination with City and other stakeholders	
	Outreach to stakeholders	Ongoing
Village of Mackinaw Comp Plan	Planning activities underway	Ongoing
Village of Elmwood	Planning activities underway	Ongoing
Village of El Paso	Contract presented to El Paso for execution	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	No Activity	Ongoing
Transportation Improvement Program	FY 26 TIP amendments processed	Ongoing
	E-TIP is active	Ongoing
	Adoption and coordination with IDOT regarding FY 27TIP	
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
	Committee met in September working with schools and other stakeholders	
IDOT Regional Bus Stop Inventory project	Data collection ongoing	Ongoing
Special Transportation Studies		
FY 27		
List of projects selected by Commission	Notification of awards and procurement initiated	ongoing
Staff led projects	preparing for start up	ongoing
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
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

RESOLUTION 27-23

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 September 19, 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) Code of Ethics, (2) Complaint Resolution, (3) Confidentiality Agreement, (4) Disciplinary Action, (5) Drug-Free Workplace, (6) Harassment, (7) Sexual Harassment, (8) Standards of Conduct, (9) Violence in the Workplace, and (10) Workplace Bullying; 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 19th day of October 2026

Adopted this 19th day of October 2026

Chuck Nagel, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

	Administrative Policy	Effective Date:	
	Code of Ethics Policy	Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The purpose of this policy is to assist all employees in adhering to certain standards of conduct. This policy is in place to preserve the Commission's reputation and prevent adverse consequences to all parties involved.

Scope

This policy applies to all employees of the Tri-County Regional Planning Commission. All employees shall adhere to the highest standards of professional conduct.

Policy

There are several topics that fall under the Code of Ethics policy. Each one will be outlined below.

Anti-Nepotism

Family member status shall constitute neither a deterrent nor an advantage to employment, provided that the individual fulfills all objective job-related qualifications, except for reasons of business necessity as established by the Commission.

Candidates for Public Office

Employees of the Commission wishing to become a candidate for public office must provide their supervisor with a written memorandum detailing the office sought and the circumstances of the election. The supervisor will then provide this memorandum to the Executive Director while will provide the memorandum to the Personnel Committee. After a review of this document, the Commission will determine what, if any, actions will be taken in response to the potential candidacy. This response could vary from situation to situation depending on the employee in question and the level of potential conflict of interest that may arise. The employee should note that the Commission might mandate an unpaid leave of absence during the electoral process.

Conflict of Interest

A conflict of interest occurs when an employee's personal, financial, or beneficial interest conflicts with their Commission responsibilities. Although it is not possible to list all the circumstances that might create a conflict of interest, some general guidelines are provided to assist the employee in avoiding conflicts of interest.

- Employees are to perform only their duties for the Commission during working hours. Conducting a private business or enterprise on office time, on office property, or using office equipment is prohibited. Employees are also prohibited from engaging in non-work-related activities during working hours;
- Any outside employment or business activity must not conflict with the discharge of official duties or responsibilities;
- Employees must not accept or agree to accept any compensation or consideration, other than their salary from the Commission, for any services they provide as part of their job;
- Employees must not accept or agree to accept for themselves, another person, or any entity anything of value to influence them in the performance of their job;
- Employees may not imply or allow to be inferred that they represent the Commission in any situation which is not related to their official duties;
- Employees should not use Commission information or functions for personal use or gain, harassment, or personal vendetta toward other Commission employees or members of the public;
- All contracts, purchases, and procurement efforts can only be made by authorized employees on behalf of the Commission and are to be made in accordance with established Commission policy. No Commission employee may use either their official Commission position or purchasing privileges to purchase materials or property for personal use;
- Employees should not participate in any business transacted with the Commission by any private concern in which they, their spouse, or their children have a financial or beneficial interest. They must not make use of or disclose official information not available to the general public or provide any assistance which would give the entity an unfair advantage in the conduct of business;
- Any conduct that would lead a responsible person, knowing all the circumstances, to a conclusion that any employee might be biased is unacceptable.

Professional Conduct

All employees of the Commission shall adhere to the highest standard of professional conduct. All employees must be honest, impartial, and free of conflict of interest. All

employees shall show the utmost respect to members of the public, other governmental employees, and other employees in the Commission. Conduct that constitutes harassment, discrimination, threats, intimidation, abusive conduct, or other prohibited workplace behavior is not permitted~~Under no circumstances shall an employee of the Commission show any disrespect to another individual or group of individuals while on duty.~~ All employees are required to adhere to this policy and failure to do so will result in ~~swift~~ disciplinary action. Actions causing violations of this section of the handbook include, but are not limited to the following:

- Any violation of state or federal law, code or regulation enacted to promote the equal protection of the law, while performing employment functions;
- Any violation of any section of this handbook;
- Any use of degrading words or actions against a member of the public, other employees or colleagues, while performing employment functions;
- Any release of confidential information garnished while and through employment at the Commission;
- Any unwanted touching while performing employment functions;
- Any application of pressure through employment for personal gain;
- Unprofessional dress;
- Intoxication on the job;
- Smoking or vaping in non-designated areas;
- Falsification of employment forms;
- Alteration or falsification of time sheets;
- Failure or refusal to perform duties;
- Sleeping while on duty;
- Theft of Commission property or employee's property.

Gifts Policy

The Commission requires all employees to only use lawful practices involving payments to customers, political parties, officials, candidates, or governmental authorities. As a result, kickbacks and bribes offered with the intent of inducing or rewarding specific buying decisions or actions are strictly prohibited. No Commission employee may offer to make direct or indirect payments of value in the form of compensation, gifts, or contributions to any of the following:

- Persons or firms employed by or acting on behalf of a customer (private or governmental) for the purpose of rewarding a favorable actions in a transaction.

- Any governmental officials, political parties or officials of a party or candidate for political office, for the purpose of rewarding favorable actions or influence of the official, party or candidate.

These restrictions are not applicable to ordinary, reasonable business entertainment expenses and gifts of no substantial value. Management should exercise sound judgment and discretion with regard to controlling and authorizing these business expenses on a regular basis.

According to the US General Services Administration, a gift is considered to be anything of monetary value. Examples include gratuities, favors, discounts, entertainment, hospitality, loan, forbearance (forgiveness of a loan), services, training, transportation, travel, meals, lodging, etc.

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. ~~Under the \$20 rule, an employee may accept an unsolicited gift of \$20 or less per occasion and no more than \$50 in a calendar year from one person. If the market value of a gift offered on any single occasion exceeds \$20, the employee may NOT pay the excess value over \$20 in order to accept the gift.~~

For more information about employees accepting gifts, refer to the [US General Services Administration SmartPay guidance](#).

Whistleblowers

An employee who has information that they reasonably believe constitutes a violation of state or federal laws or the regulations established by the Commission shall report this to their supervisor ~~or Executive Director~~ immediately upon obtaining this information.

Employees who report, disclose, threaten to report or disclose, testify against, or participate in an investigation against an officer, member, employee, or agency for a violation of any rule, regulation or law are protected by the Commission. No retaliation against a whistleblower will be allowed. ~~Nothing in this policy is intended to limit or override any rights or protections provided to employees by applicable federal or State law, including, but not limited to, the Illinois Whistleblower Act and the Illinois Human Rights Act.~~

Political Contributions

The Commission does not make any contributions to any political party or candidate for political office in violation of federal or state law. Federal law prohibits Commission from using local, state and federal funds in making contributions or expenditures in connection with a political campaign.

Procedure

If an employee learns that a coworker is engaging in conduct contrary to this policy, the employee must report this information immediately to their supervisor and/or to the Executive Director. Management personnel who receive such a report will promptly discuss the issue with legal counsel for further investigation.

Failure to follow the Code of Ethics policy may result in corrective action in accordance with Commission policies and procedures.

	Administrative Policy	Effective Date:	
	Complaint Resolution	Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The Tri-County Regional Planning Commission (TCRPC) is committed to fostering a respectful, professional, and productive work environment where employees are encouraged to raise workplace concerns without fear of retaliation.

On occasion, a dispute, difference, or question may arise between a Tri-County Regional Planning Commission (Tri-County) employee and their supervisor or co- worker concerning an employment-related issue. It is Tri-County's desire to resolve issues as they arise and try to arrive at a fair and equitable resolution.

To alleviate problems, air grievances, and resolve differences of opinion relating to employment, employees are encouraged to discuss these matters with their supervisor. This communication should resolve most issues.

Scope

This policy applies to all employees of TCRPC who wish to raise concerns regarding employment-related matters, including workplace conditions, supervisory actions, interpersonal conflicts, or other work-related issues.

Complaints involving discrimination, harassment, retaliation, workplace violence, safety concerns, or suspected violations of law should be reported immediately. Such complaints may be reviewed and investigated outside of, or in conjunction with, the procedures outlined in this policy when appropriate to ensure a prompt and thorough response.

Nothing in this policy is intended to limit an employee's rights under applicable federal or state law.

Policy

If an employee feels that a satisfactory resolution has not been achieved by discussing the issue(s) with their supervisor, the employee should meet with the Executive Director and attempt to resolve the issue(s). If these attempts do not resolve the issue(s), employees are encouraged to follow this Complaint Policy procedure.

No employee shall be disciplined or discriminated against in any way because of their proper use of this problem resolution procedure.

Step One. Only after good faith open door discussions with the supervisor and Executive Director have not resulted in a resolution to the issue, an employee may initiate the problem resolution process by reducing the problem to writing and presenting the issue to the Executive Director. If discussions have not occurred with the immediate supervisor and Executive Director, step one may be delayed until after such discussions have occurred. The written presentation of the issue to the Executive Director must:

1. Set forth the facts of the issue.
2. Set forth the resolution desired.
3. Address only one issue (per written submission).
4. Be signed by the employee.

If the problem or complaint is about the **employee's supervisor, the written presentation may be submitted directly to the Executive Director. If the complaint concerns the Executive Director,** the written presentation may go to the Chair of the Personnel Committee.

The individual who received the complaint shall notify the complainant, the Chair of the Personnel Committee, and the City of Peoria Human Resources personnel or current HR service provider that the complaint has been received. This notification should occur within a reasonable time period not to exceed two (2) weeks from the submission of the complaint.

The employee will continue to perform their assigned duties while the issue or problem is being considered and addressed. The Executive Director, **or when appropriate the Chair of the Personnel Committee or their designee,** will investigate the problem and will prepare a written response to the employee.

Step Two. If the written response of the Executive Director to the employee in Step One is not satisfactory, the employee may request in writing that the issue or problem be presented in writing to the Chair of the Personnel Committee. This request will be acknowledged in writing by the Chair of the Personnel Committee providing the employee notice of third-party engagement, consistent with 820 ILCS 40/7 (1) Personnel Records Review Act.

The Chair of the Personnel Committee shall discuss the matter with the employee and other employees as necessary to fully review the employee's issue. The Chair shall then

make a decision with regard to the issue. If this does not resolve the issue, the complaint will go to the Personnel Committee. The decision of the Chair or the Committee shall be final.

Copies of the employee's statement and the written answers will be maintained in their personnel file. No employee may be retaliated against in any way for utilizing the Complaint Policy procedure. Grievances and complaints will be kept confidential to the extent feasible.

Although Tri-County will make all possible attempts to follow the above Complaint Policy procedure, Tri-County may skip certain steps of the procedure as it deems necessary in its sole discretion, based on the facts and circumstances presented.

At no point is an employee required to present a grievance directly to the individual who is the source of the issue. If the complaint involves the Executive Director, the employee may bypass Step One of the Grievance Policy and move directly to Step Two of the Grievance Policy.

	Administrative Policy The Commission Confidentiality Agreement	Effective Date:	
		Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

This Commission confidentiality agreement is made and entered into between the Commission and the employee with reference to the following facts:

Employee is being or has been employed by the Commission and occupies a position of trust and confidence with respect to the Commission's business operations. The Commission frequently receives information or materials of a highly sensitive nature and has generally agreed to maintain the confidentiality of such information and materials. Additionally, certain other business information processes and methodologies developed and maintained by the Commission of a highly sensitive nature must be carefully protected in order for the Commission to be successful. The Commission and employee believe it is appropriate for them to maintain an agreement of understanding with respect to employee's confidentiality obligations to the company.

Therefore the Commission and employee agree as follows:

1. The term confidential includes all information relating to the business of the Commission, information about our employees or clients, such as names, addresses, phone numbers or compensation, or financial information. Also any information designated in writing to be confidential or proprietary either prior to or following disclosure of which information under the circumstances appears to a reasonable person to be confidential or proprietary.
2. Business information, any and all internal business procedures or business plans including but not limited to technical data, client names and information and ideas for new services, marketing information, financial data, and any information which relates to the way the Commission conducts its business.
3. Third party proprietary information, any and all information disclosed to the Commission by a third-party otherwise as to which the Commission is under a duty of confidentiality.

Employee agrees to take the following steps to preserve the confidential and proprietary nature of the confidential information:

1. No disclosure during and after employee's employment with the Commission. Employee will not use, disclose or otherwise permit any person or entity access to any of the confidential information other than as required in the performance of

employee's duties with the Commission. An employee will take all reasonable precautions to prevent disclosure of the confidential information to unauthorized persons or entities.

2. Competition. While employee is employed by the Commission employee will not without the Commission's prior written consent, provide services to, or assist in any manner, any business or third party which competes with the current or planned business of the Commission.
3. Return all materials. Upon termination of employee's employment with the Commission for any reason whatsoever, employee will deliver to the Commission all tangible materials.
4. Non solicitation. During employee's employment with the Commission and for a period of one year thereafter employee will not directly or indirectly solicit to hire any existing employee of the Commission or encourage or aid such employees to terminate their employment with the Commission.

Employee Signature

Date

Print Name

	Administrative Policy	Effective Date:	
	Disciplinary Action Policy	Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

Disciplinary actions may entail verbal, written and final warnings, and suspension and termination. All of these actions may not be followed in all instances. The Commission reserves the right to exercise discretion in discipline. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file.

Scope

All Commission employees are expected to follow this policy.

Policy

- The Commission reserves the right to take any disciplinary action the Commission considers appropriate, including termination, at anytime. In addition to those situations discussed elsewhere in this handbook, listed below are some examples where immediate termination could result. This list is general in nature and is not intended to be all inclusive:
- Discourtesy to a customer, provider or the general public resulting in a complaint or loss of goodwill.
- Refusal or failure to follow directions from management.
- Breach of confidentiality relating to employer, employee, customer, or provider information.
- Altering, damaging, or destroying Commission property or records, or another employee's property.
- Dishonesty and fraudulent behavior
- ~~Knowingly Providing~~ providing false or misleading information to any Commission representative or on any Commission records, including the employment application, benefit forms, timecards, expense reimbursement forms and similar records.
- Fighting or engaging in disorderly conduct on the Commission's or a customer's premises.
- Violations of any of Commission's employment policies including, but not limited to, confidentiality, security, solicitation, conflict of interest and code of conduct.

- Conduct or performance issues of a serious nature.
- Violation of the Commission's Drug and Alcohol Policy, including a confirmed positive drug or alcohol test or refusal to submit to testing when required.~~Failure of a drug or alcohol test.~~

Procedure

The Commission recognizes that personal issues can sometimes affect your performance. Employees are encouraged to use services provided through the Commission health insurance plan.

Use of these services, however, does not excuse you from complying with the Commission policies and procedures, or from achieving job requirements or expectations during or after receiving assistance. Participation in these services will not prevent the Commission from taking disciplinary action when warranted.

	Administrative Policy Drug-Free Workplace Policy	Effective Date:	
		Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

We recognize alcohol and drug abuse as potential health, safety, and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this Drug-free Workplace Policy is made a condition of employment.

Scope

All Commission employees are expected to follow this policy.

Policy

Employees are prohibited from the following when reporting for work, while on the job, on Commission or customer premises or surrounding areas, or in any vehicle used for the Commission business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation, or other distribution of an illegal or controlled substance or drug paraphernalia
- The unauthorized use, possession, transportation, manufacture, sale, dispensation, or other distribution of alcohol
- Being under the influence of alcohol or any controlled substance while performing work for the Commission or otherwise violating the Commission's applicable drug and alcohol testing policy. Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal laws on drug abuse prevention)

Procedure

Any employee violating these prohibitions will be subject to disciplinary action up to and including termination.

Any employee convicted under any criminal drug statute for a violation occurring while on the job, on Commission or customer premises, or in any vehicle used for Commission business must notify the Commission no later than five days after such a conviction. A conviction includes any finding of guilt or plea of no contest and/or imposition of a fine, jail sentence or other penalty.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations.

Disciplinary action will be taken for drug-related crimes, regardless of whether they happened during working hours or on an employee's own time.

We recognize that employees suffering from alcohol or drug dependence can be treated. We encourage any employee to seek professional care and counseling prior to any violation of this policy.

Substance abuse counseling is available to employees through the Commission Health Insurance plan.

Use of this benefit, however, does not excuse you from complying with Commission policies and procedures, or from achieving job requirements or expectations during or after receiving assistance. Participation in the plan will not prevent the Commission from taking disciplinary action when warranted.

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

Purpose

The Commission strives to provide a work environment that is free from harassment. Therefore, the Commission will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance and other characteristics protected under state, federal or local law. This conduct is prohibited in any form at the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to all employees, clients, customers, guests, vendors and persons doing business with the Commission.

Scope

All Commission employees are expected to follow this policy.

Policy

Harassment consists of unwelcome conduct toward an individual because of their age, race, gender, color, religion, or other protected status when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities.

Types of prohibited harassment include, but are not limited to, the following:

- Verbal or written comments related to a trait someone possesses, including name-calling, jokes, slurs, negative stereotyping or threats
- Explicit or degrading verbal comments about another individual or his or her appearance

- Nonverbal conduct, such as staring, leering or giving inappropriate gifts
- Physical conduct, such as assault or unwanted touching
- Visual images, in hard copy or electronic form, relating to a trait someone possesses (for example, cartoons, drawings or pictures)

Appropriate performance reviews, counseling or discipline by your supervisor do not constitute harassment.

If you feel that you are being harassed, take the following steps:

- Tell the harasser that their actions are not welcome and they must stop, if you feel comfortable enough to do so
- Report the incident immediately to your supervisor or Executive Director.
- Report any additional incidents or retaliation that may occur to your supervisor or Executive Director.

Procedure

If you believe you have been harassed, including any allegation that the work environment is hostile, immediately report your concern to your supervisor. If your supervisor is the alleged harassing party, you should report your concern to the Executive Director. If the Executive Director is the alleged harassing party, you should report your concern to the Personnel Committee of the Commission or if you do not believe the response to your complaint to the Personnel Committee corrects a reported condition, you can report it to the Executive Board of the Commission for review.

All complaints of harassment will be investigated promptly and thoroughly by the Executive Director. Other administrative and/or supervisory staff appointed by the Executive Director may also be assigned to the fact-finding process. The investigation will be conducted in as impartial and confidential manner as possible by those involved in the fact finding investigation. However, a necessary part of the investigation will normally include

interviews to discuss the allegations to determine their truthfulness and to determine whether the behavior in need of correction has occurred. While confidentiality can never be guaranteed, information will be treated as confidential and will be disclosed on a need-to-know basis in order to investigate and resolve the charge.

Retaliation against any employee for reporting or cooperating with any investigation is a violation of this policy and will result in discipline up to and including termination.

	Administrative Policy	Effective Date:	
	Sexual Harassment Policy	Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The Commission prohibits sexual harassment of all kinds. This policy applies not only to employees, but also to clients, customers, guests, vendors, and anyone else doing business with the Commission. Any employee who feels that he or she has been a victim of sexual harassment should notify their supervisor or Executive Director immediately.

Scope

All Commission employees are expected to follow this policy.

Policy

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment.
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to, the following:

- Unwelcome sexual flirtation, advances, or propositions.
- Verbal comments related to an individual's gender or sexual orientation.
- Explicit or degrading verbal comments about another individual or their appearance.
- The display of sexually suggestive pictures or objects in any workplace location, including transmission or display via computer.
- Any sexually offensive or abusive physical conduct.
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's gender or sexual orientation.

Procedure

If you believe you have been harassed, including any allegation that the work environment is hostile, immediately report your concern to your supervisor. If your supervisor is the alleged harassing party, you should report your concern to the Executive Director. If the Executive Director is the alleged harassing party, you should report your concern to the Personnel Committee of the Commission. If you do not believe the response to your complaint to the Personnel Committee corrects a reported condition, you can report it to the Executive Board of the Commission for review.

All complaints of harassment will be investigated promptly and thoroughly by the Executive Director. Other administrative and/or supervisory staff appointed by the Executive Director may also be assigned to the fact-finding process. The investigation will be conducted in as impartial and confidential manner as possible by those involved in the fact-finding investigation. However, a necessary part of the investigation will normally include interviews to discuss the allegations to determine their truthfulness and to determine whether the behavior in need of correction has occurred.

While confidentiality can never be guaranteed, information will be treated as confidential and will be disclosed on a need-to-know basis in order to investigate and resolve the charge.

Retaliation against any employee for reporting or cooperating with any investigation is a violation of this policy and will result in discipline up to and including termination.

External Resources

An employee may also contact the Illinois Department of Human Rights (IDHR) regarding sexual harassment or discrimination. The IDHR Sexual Harassment & Discrimination Helpline can be reached at 877-236-7703 and can provide information regarding reporting options, legal resources, and supportive services.

For more information or to file a complaint with the Illinois Department of Human Rights, visit dhr.illinois.gov.

	Administrative Policy	Effective Date:	
	Standards of Conduct Policy	Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The work rules and standards of conduct for the Commission are important, and the Commission regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their jobs and conducting business on behalf of the Commission.

Scope

All Commission employees are expected to follow this policy.

Policy

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Misuse of Commission time
- Working under the influence of alcohol or illegal drugs
- Possession, manufacture, distribution, sale, transfer, dispensation or use of alcohol or illegal drugs
- Fighting or threatening violence in the workplace
- ~~Threatening, intimidating, coercive, abusive, or otherwise inappropriate conduct toward employees, clients, customers, or other individuals. Immoral actions or intimidating others~~
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of Commission or customer property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking or vaping in the workplace
- Sexual or other unlawful or unwelcome harassment or touching
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones or other Commission equipment

- Using Commission equipment for purposes other than business (e.g., playing games on computers or personal Internet usage)
- Unauthorized disclosure of confidential information
- Violation of personnel policies

Procedure

Any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment. If an employee learns that a coworker is engaging in conduct contrary to this policy, the employee must report this information immediately to their supervisor or the Executive Director immediately.

	Administrative Policy Violence in the Workplace Policy	Effective Date:	
		Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

We prohibit weapons to ensure the safety and security of all employees and persons visiting the Commission.

Scope

This applies to all employees, visitors, and customers in the Commission offices, even those who are licensed to carry weapons. The only exception to this is an employee who is required to possess weapons in order to fulfill their job duties.

Policy

The Commission prohibits the possession of firearms or any other lethal weapon in Commission offices, in a vehicle being used on Commission business, or at a work-related function. The only exception to this is an employee who is required to possess weapons in order to fulfill their job duties. However, employees who are licensed to carry a concealed firearm in Illinois are ~~still~~ permitted to carry or store a concealed firearm ~~on or about their person within~~ in their personal vehicle in accordance with the Firearm Concealed Carry Act.

Some examples of prohibited weapons include:

- Firearms (pistols, revolvers, shotguns, rifles, and bb guns)
- Knives (switchblades, gravity knives or any knife with a blade longer than three inches)
- Metal knuckles
- Bows and arrows
- Tasers

Procedure

Any employee found in violation of this policy will be subject to disciplinary action, up to and including immediate termination. If you have questions or concerns regarding this policy, please contact The Executive Director.

	Administrative Policy	Effective Date:	
	Workplace Bullying Policy	Revision Date:	
		Department/Owner:	
		Staff Author:	
		Legal Reference:	

Purpose

The Commission is committed to providing a safe and healthy work environment for all employees. As such, the Commission prohibits bullying of any kind and will deal with complaints accordingly.

Scope

This policy applies to employees while working, at work functions and while traveling on business.

Policy

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates, or humiliates an individual or a group of individuals, and can have devastating results.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical

Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)
- Teasing and/or spreading rumors
- Trivializing of work or achievements
- Exclusion or isolation

Procedure

If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or Executive Director immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.