



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

PERSONNEL COMMITTEE

456 Fulton, Suite 401

Peoria, IL 61602

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

Monday, April 2, 2025

8:00 a.m.

AGENDA

1. Call to Order
2. Roll Call
3. Motion to approve December 9, 2024 minutes
4. Motion to Retain as Confidential or Release to Public the following Executive Session minutes:
 - a. December 9, 2024
5. Discussion of Executive Director Evaluation
6. Discussion and Recommendations to Commission Amendments to Employee Handbook (Resolution 25-46)
 - a. Complaint Policy
 - b. Parental Leave Policy
 - c. Professional Fee Reimbursement Policy
7. Discussion and Recommendation to Commission for adjusting Wage and Salary Schedule (Resolution 25-53)
8. Discussion and Recommendation to Commission for Cost-of-Living Salary Adjustments for eligible staff (Resolution 25-54)
9. Discussion and Recommendation to Commission to approve IMRF Resolution allowing buy-back of out-of-state time (Resolution 25-48)
10. Executive Session if needed
11. Other
 - a. Total Compensation Statements
 - b. Exit Interview
12. Adjournment



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

PERSONNEL COMMITTEE MEETING

456 Fulton St., Suite 401
Peoria, IL 61602

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

Wednesday December 9, 2024
8:00 a.m.

MINUTES DRAFT

1. Call to Order

Chairman Chuck Nagel called the meeting to order at 8:00 a.m.

2. Roll Call

Present: Chuck Nagel, Danny Phelan, and John Kahl. Also present: Eric Miller, Ray Lees, and Lori Reynolds

3. Motion to approve June 5, 2024, minutes.

John Kahl moved to approve the June 5, 2024 minutes and Danny Phelan seconded.

Motion carried.

4. Recommendation to Commission regarding Employee Promotion in Place

- a. Eric Miller mentioned that it is the Commission's practice to promote planners or specialists to higher roles within a couple of years if they are ready. If not, they may need to look for opportunities elsewhere. He recommended promoting Logan Chapman to GIS Specialist II, highlighting Logan's growth and achievement of specific targets set a year ago. This includes improvements in his performance and contributions to the team.
- b. Eric explained that the promotion to GIS Specialist II involves taking on additional responsibilities, such as leading projects and expanding leadership within the Commission. The promotion to GIS Specialist II will come with a 5-7% salary increase. Eric mentioned that Logan's new salary would be well within his range, not at the top but certainly not at the bottom. Eric formally recommended Logan's promotion to the Commission, emphasizing Logan's achievements and readiness for the new role.
- c. Eric also mentioned that there are no other staff promotions this year, as they feel comfortable with the current staff after handling two or three promotions last year.

Motion to recommend to Commission by John Kahl, seconded by Danny Phelan.

Motion carried.

5. Discussion of Salary and Benefits Survey

- a. Survey Draft: Eric presented the draft of the salary and benefits survey, which compares their salaries and benefits to those of peer organizations and regional entities. The goal is to ensure that their compensation packages are competitive and to identify areas for potential adjustments. The survey includes comparisons with organizations such as Peoria County, the city of Peoria, and other regional entities. Eric noted that while some smaller communities may not have all the positions they do, comparisons are made where possible to ensure relevance. Eric mentioned that three years ago, they hired Eric Christian of HR Fit to conduct a deeper analysis, which led to significant salary adjustments due to inflation and market changes.
- b. Retention and Flexibility: Eric and Ray Lees emphasized the importance of retaining employees and the benefits of offering flexibility, such as allowing employees to handle personal matters during work hours. They acknowledged the challenges of retaining staff in a small organization with limited growth opportunities. IMRF Impact: The shift to IMRF was highlighted as a significant factor in improving retention, as it offers long-term benefits that are attractive to employees. This change has helped make the organization more competitive in retaining staff.
- c. Parental Leave: One of the issues raised by staff was the lack of a parental leave policy. Eric acknowledged this concern and mentioned that they are looking into what other organizations do to see if adjustments can be made to their current policies.
- d. Prepare and distribute total compensation statements to employees at the end of the year, detailing their salary, benefits, and other compensations.
- e. Revisit this again in the Spring, possibly June, after more data is gathered, and when we ask for our salary ranges, this data would be a useful tool.

6. **Review of Employee Handbook – Employee Complaint and Harassment Policies**

Danny Phelan motioned to move this discussion to Executive Session, seconded by John Kahl.

Meeting adjourned from Executive Session at 9:31 a.m.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:

Lori Reynolds, Office Administrator

RESOLUTION 25-46

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO ADOPT THE CHANGES AS STATED IN ATTACHMENT AS AMENDMENTS TO THE EMPLOYEE HANDBOOK.

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, from time to time, reviews and updates the Employee Handbook to ensure that it complies with federal, state, and local employment laws, and

WHEREAS, there is need to adapt those policies and procedures to attract and retain those employees who will provide guidance in the development and implementation of strategies leading to the adoption of regional approaches addressing issues of interest to the Commission, and

WHEREAS, the Personnel Committee, and Executive Board of the Commission have reviewed the proposed changes of the TCRPC of the Employee Handbook and desire to amend it,

WHEREAS, the Commission attorney reviewed the proposed changes and provided comments and corrections where appropriate.

THEREFORE BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

that the Commission adopt the changes as stated in attachments A-C as amendments to the Employee Handbook

Presented this 2nd day of April 2025

Adopted this 2nd day of April 2025

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission



MEMORANDUM

TO: Full Commission

FROM: Executive Director

SUBJECT: Amendment to Employee Handbook, update to Employee Complaint Policy/Procedure

DATE: February 5, 2025

Action Needed

Review and Recommendation to Commission approval of update to Employee Complaint Policy/Procedure.

Background

The current complaint policy is too vague and needs to be more strongly worded with a definite plan. Staff reviewed the complaint policy from multiple similar MPOs, communities, and counties for comparison.

Current policy:

The Commission strives to openly communicate with all employees. Any concerns employees have should be promptly reported to management so that a solution may be devised.

Examples of some complaints employees may have:

- *Suggestions for improvement*
- *Concerns about working conditions*
- *Issues with co-workers*
- *Concerns about treatment at work*

When a complaint is voiced, we will do our best to remedy the situation. While every employee may not be satisfied with every solution, we do value the input that employees provide and want to foster an environment where all employees feel comfortable reporting their concerns.

Please contact your supervisor and/or the Executive Director with all complaints.

Proposed new policy:

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.

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 supervisor or Executive Director, the written presentation may go to the Chair of the Personnel Committee.

The employee will continue to perform their assigned duties while the issue or problem is being considered and addressed. The Executive Director 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.

Recommendation

The Executive Director recommends that the Commission approve this proposed policy/procedure to replace the one currently in the Employee Handbook, effective immediately.



MEMORANDUM

TO: Full Commission
FROM: Executive Director
SUBJECT: Amendment to the Employee Handbook Parental Leave Policy
DATE: April 2, 2025

Action Needed

Recommendation to the Commission Approval of Parental Leave Policy.

Background

Tri-County does not currently have a specific policy for Parental Leave. Staff reviewed the policies of multiple similar MPOs, communities, and counties for comparison.

Proposed policy:

All Commission Employees fall under the Family Medical Leave Act (FMLA) and would be eligible for any benefits provided by that Act.

In order to take time off for Parental Leave due to the birth of a child or placement of a child through adoption or foster care, eligible employees must:

- be a regular full-time or part-time employee; and*
- have been employed with Tri-County at least 12 months; and*
- have worked at least 1250 hours during the 12-month period immediately before the commencement of leave; and*
- have given birth to a child; or*
- be a spouse of a woman who has given birth to a child; or*
- be the father of a newborn child; or*
- have adopted or been placed with a foster child, who is age 17 or younger, except the adoption of a spouse's child, or*
- to care for a child, spouse, or parent with a serious health condition, and*
- give at least 30-days' notice of taking leave when possible.*

Employees will be eligible to take up to 8 work weeks off (or 280 hours) per 12-month period by using their accrued paid time off (PTO - vacation, sick, personal). After exhausting their PTO, they may use IMRF and/or Guardian short-term disability if applicable. The

*employee is responsible for checking with IMRF and/or Guardian for their specific circumstances. After exhausting all of those options, any remaining necessary time off will be **unpaid**.*

Except in extraordinary circumstances or when required by law, no leave shall be granted before an employee has completed six (6) months of employment. Leave without pay will not be granted until an employee has exhausted their accumulated vacation and other paid time off benefits. Leave without pay may be extended for up to six (6) months with the prior approval of the Executive Director; these issues will be reviewed on a case-by-case basis.

HEALTH COVERAGE DURING PARENTAL LEAVE – During the employee’s absence, Tri-County will continue to pay its share of an employee’s health coverage.

Should an employee be absent from work for an extended leave period and the employee is being compensated through accrued paid time off approved by the Executive Director, the employee’s portion of fringe benefits will be deducted from the employee’s paychecks from the Commission.

If an employee’s planned extended leave exceeds accrued leaves, and the employee enters into disability leave or unpaid leave, the employee’s portion of health insurance coverage should be paid prior to the planned extended leave period, if possible. If this is not possible, the employee portion of health insurance coverage will be repaid upon the employee's return to work through a repayment plan.

If an employee determines they will not be returning to work, they must notify the Commission immediately. If an employee fails to return to work following a planned leave, unless such failure is due to continuation of a medical condition or circumstances beyond the employee's control, the employee must repay Tri-County the full cost of health coverage and fringe benefits paid during the leave period that exceeds their accrued leaves.

Recommendation

The Executive Director recommends that the Commission approve this proposed policy/procedure to be placed in the Employee Handbook, effective immediately.



MEMORANDUM

TO: Full Commission

FROM: Executive Director

SUBJECT: Amendment of Employee Handbook, Add Professional Fee Reimbursement Policy

DATE: April 2, 2025

Action Needed

Recommendation to Commission Approval of Professional Fee Reimbursement Policy.

Background

TCRCPC encourages employees to participate in work-related associations e.g. American Planning Association, Illinois GIS Association, or obtain a work-related license, AICP, GISP, etc. In the past TCRPC has paid these membership dues directly. To avoid potential conflicts. I am proposing that we reimburse Staff for expenses incurred due to membership. Staff has reviewed the reimbursement policy from multiple MPOs, communities, and counties for comparison.

Proposed policy:

Tri-County may reimburse certification/license or membership dues. The employee would pay for the license or membership, then submit a receipt and reimbursement form.

Supervisor and Executive Director would approve the reimbursement.

Recommendation

The Executive Director recommends that the Commission approve this proposed policy/procedure to be placed in the Employee Handbook, effective immediately.



MEMORANDUM

TO: Full Commission

FROM: Executive Director

SUBJECT: Annual cost of living salary increases for eligible staff

DATE: April 2, 2025

Action Needed

Recommendation to Commission Approval of FY 26 Cost of living salary adjustment for eligible full-time and part-time employees.

Background

It is the practice of the Commission to give cost of living increases to eligible employees at the beginning of the fiscal year (July 1). The cost-of-living increase is based on many factors but closely tied to the Consumer Price Index (CPI). This year the CPI report, attached, has indicated a 3.1% increase over the previous 12 months.

During the development of the FY 2026 budget, a 3.5% increase in the overall salary line item was budgeted by the Commission. This budget number is included in the Unified Planning Work Program (UPWP) which was approved by the Commission and accepted by the Illinois Department of Transportation. I respectfully request authorization to adjust all eligible staff salaries by 3.1%. The 3.1% represents a dollar amount of \$23,412. All salary increases will be effective as of July 1, 2025.

Recommendation

The Executive Director recommends that the Commission approve the proposed adjustment to the Wage and Salary schedule effective July 1, 2025.



MEMORANDUM

TO: Full Commission

FROM: Executive Director

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

DATE: April 2, 2025

Action Needed

Recommendation to Commission Approval of adjustments to the Salary Schedule for Full and Part Time Employees.

Background

It is the practice of the Commission to review and adjust the Wage and Salary Schedules of the Employee Handbook. This adjustment process is done to keep the Wage and Salary Schedule current and competitive. The adjustment is based several factors including the United States Department of Labor's (USDOL) Consumer Price Index (CPI) and input from other sources such as Commission's salary survey report. The attached report from the DOL indicates that the CPI ending in February 2025 has increased 3.1%. Last year, the schedules were adjusted upward by 3.5%. Based on this information, I recommend the Commission to adjust the wage and salary schedule by 3.1%.

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

Recommendation

The Executive Director recommends that the Commission approve the proposed adjustment to the Wage and Salary schedule effective July 1, 2025.

RESOLUTION 25-48

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO AUTHORIZE BUY-BACK OF OUT-OF-STATE IMRF SERVICE CREDIT.

WHEREAS, the Tri-County Regional Planning Commission, hereafter referred to as the Commission, provides Retirement, Disability and Death Benefits to all full-time employees through Illinois Municipal Retirement Fund (IMRF), and

WHEREAS, by working for the Commission, IMRF law authorizes and directs the Commission, as a condition of employment, to make deductions from the employee's earnings. The Commission also contributes to the IMRF program on the employee's behalf, and

WHEREAS, a member of staff is actively participating in IMRF and has completed two years of IMRF contributing service, and

WHEREAS, the member was an employee of a local government in another state; and, as such, participated in a public employee pension system of that state, and

WHEREAS, the member has now irrevocably forfeited all rights to a benefit from that pension system, and

WHEREAS, to encourage employee attraction and retention, Tri-County can authorize employees with eligible out-of-state service to transfer that credit to IMRF.

THEREFORE, BE IT RESOLVED

That the Commission authorize the Executive Director to approve an IMRF Out-of-State Credit Authorization for Debbi La Rue.

Presented this 2nd day of April 2025

Adopted this 2nd day of April 2025

Greg Menold, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric Miller, Executive Director
Tri-County Regional Planning Commission

Tri-County Regional Planning Commission

Exit Interview Name _____ Title: _____ Date _____

- **Factors that led to leaving:** What were the main reasons you left? What factors contributed to your decision?

- **Compensation:** Did you feel fairly compensated for your role? What does your new company offer that we don't?

- **Suggestions for improvement:** What are some ways you feel Tri-County can improve?

- **Resources:** Did you feel you had the tools, resources, and working conditions to be successful in your role?

Calendar Year 2024

Total Compensation Report

Tri-County Regional Planning Commission

Name Lori Reynolds
Title Office Manager
Date of Hire 8/1/2024
Compensation Year 01/01/2024 - 12/31/2024

The purpose of this Total Compensation Report is to provide Commission employees with a comprehensive overview of their entire compensation package including both direct and indirect compensation. Please note that this report contains personal and confidential information and is intended only for the employee named in the report.

DIRECT COMPENSATION

Regular Pay		
Paid Time Off*		*Paid Holiday, Vacation, Personal/Sick Time 2024
Total Gross Pay		

INDIRECT COMPENSATION - EMPLOYER PAID INSURANCE AND RETIREMENT BENEFITS

Employer Paid Health Insurance*		*Total Health Ins Cost Less Employee Payments
Dental Insurance		
Vision Insurance		
Disability Insurance		
Life Insurance		
IMRF Pension - Commission*		*Does Not Include Employee Contributions
Total Insurance and Retirement		

INDIRECT COMPENSATION - OTHER BENEFITS

Employee Parking Cost	
Employer Paid Social Security Tax	
Employer Paid Medicare Tax	
Employer Paid Unemployment Tax	
Employer Tax and Other Benefits	

TOTAL COMPENSATION

Total Direct Compensation	
Total Insurance and Retirement	
Employer Tax and Other Benefits	
Total Annual Compensation	

PAID TIME OFF EARNED - HOURS EARNED IN 2024

Sick / Personal Hours Earned*		*Total Hours Earned, Does Not Include Hours Used
Vacation Hours Earned*		*Total Hours Earned, Does Not Include Hours Used