



# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

## **PERSONNEL COMMITTEE**

**456 Fulton, Suite 401**

**Peoria, IL 61602**

**Chuck Nagel, CHAIRMAN**

**John Kahl, Danny Phelan**

**Wednesday, May 7, 2025**

**8:00 a.m.**

## **AGENDA**

1. Call to Order
2. Roll Call
3. Motion to approve April 2, 2025 minutes
4. Discussion of Executive Director Evaluation
5. Executive Session if needed
6. Other
7. 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 April 2, 2025  
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 December 9, 2024, minutes**

John Kahl moved to approve the December 9, 2024 minutes and Danny Phelan seconded.

Motion carried.

**4. Motion to Retain as Confidential or Release to Public the following Executive Session minutes:**

**a. December 9, 2024**

John Kahl made a motion to retain as confidential the Executive Session minutes from December 9, 2024, and Danny Phelan seconded the motion.

Motion carried.

**5. Discussion of Executive Director Evaluation**

Chuck Nagel admitted there has been some confusion about the process. It was previously handled by the Personnel Committee and then shared with the Executive Committee. Eric Miller stated there was also a time when there was a desire to also have input from PPUATS. There was a template to fill out, but it was complicated, and some filled it out partially, some completely. Sometimes it was numeric, sometimes narrative. Chuck would like to have the Personnel Committee develop a template.

John Kahl would like to keep it to a small group of people, starting with just the Personnel Committee and then going to Executive Committee for any input. A larger group would result in some taking it seriously and some not. Danny Phelan stated he agrees with that but thinks the Executive Committee needs to be made aware of

the process. If they want to have some dialogue, they could, they would not be offered the opportunity to fill out a matrix, which would just complicate things.

Chuck would like the Personnel Committee to review templates and choose one in the next two weeks, then the plan can go on the Executive agenda on April 21. He clarified that the process would be for Personnel Committee to do the evaluation, go over it with Eric, then share it with Executive Committee, then to the Full Commission. All were in agreement.

**6. Discussion and Recommendation to Commission Amendments to Employee Handbook (Resolution 25-46)**

John Kahl made a motion and Danny Phelan seconded the motion

a. **Complaint Policy** – Eric Miller stated that this policy was clarified to remove any nebulous language and add a process. John Kahl went over the process just to clarify his own understanding, and Danny Phelan stated that he is satisfied with the update.

b. **Parental Leave Policy** – Eric stated that staff had asked this policy to be addressed and clarified. Tri-County was informed by their insurance office that they actually are covered by FMLA as a public agency, so they wrote the policy to be consistent with that. There is no cost to Tri-County; Tri-County would simply keep their job for them while they are out, and keep up Tri-County's portion of their insurance. John Kahl voiced his concern about opening it up to paternal leave, and the risk of too many people taking leave at the same time and the impact on a small agency. Danny Phelan stated that he is also concerned about too many employees being out at the same time, but alternatively, it looks better for recruiting purposes to offer it. John would like the attorney to review and make sure Tri-County is consistent with the law before taking the policy to the Full Commission. Danny would like to know if there is a requirement for a father to give notice of a plan to take parental leave.

c. **Professional Fee Reimbursement Policy** – Eric stated that Tri-County currently pays these up front, but would like to have employees purchase and turn in a reimbursement form. There are no licenses or certifications required for employment.

Motion carried.

**7. Discussion and Recommendation to Commission for adjusting Wage and Salary Schedule (Resolution 25-53)**

Danny Phelan made a motion to discuss and recommend to Commission adjusting the Wage and Salary Schedule (Resolution 25-53), and John Kahl seconded.

Eric Miller reported that this would not take effect until July. This is adjusted each year according to the Consumer Price Index, which is 3.1% and isn't expected to change in the next couple of months. This does not cost Tri-County anything at this time.

Motion carried and will move on to the Executive Committee.

**8. Discussion and Recommendation to Commission for Cost-of-Living Salary Adjustments for eligible staff (Resolution 25-54)**

Danny Phelan made a motion to discuss and recommend to Commission Cost-of-Living Salary Adjustments for eligible staff (Resolution 25-54), and John Kahl seconded.

Eric reported that this would take place July 1 and would mean a salary increase of 3.1% for eligible staff, totaling \$23,412.

Motion carried and will move on to the Executive Committee.

**9. Discussion and Recommendation to Commission to approve IMRF Resolution allowing buy-back of out-of-state time (Resolution 25-48)**

John made the motion for discussion and recommendation to Commission to approve IMRF Resolution allowing buy-back of out-of-state time (Resolution 25-48).

Eric reported that this is for Debbi La Rue to buy back her time from when she worked in California. Eric said there is no cost to Tri-County. John Kahl asked if it is Tier 1 or Tier 2, and he thinks it will cost the Commission. It was decided to postpone the decision to the next meeting after getting more information and clarification on cost, and will be stricken from the Full Commission agenda later today.

**10. Executive Session – not needed.**

**11. Other**

- a. Total Compensation Statements** – Eric reported that this was mentioned in the last meeting, so he wanted to let the committee know they were distributed at the beginning of the year for CY24.
- b. Exit Interview** – will be implemented
- c.** Danny asked if employee reviews are done on a schedule. Eric stated that reviews of staff are done twice a year by Ray, and Eric does Ray's review. Danny asked if it guides salary adjustments. Eric stated it does, and he knows staff is a little underpaid and he is waiting for senior staff to come to him with a six figure offer that Tri-County can't beat. John stated that the City would set aside a certain amount to give merit bonuses. Eric said he knew that would be appreciated, but would meet with scrutiny due to the source of the money. A longevity bonus might be a possibility. Danny stated that it could be discussed in the next Personnel and Executive Committees to develop a policy.

**12. Adjournment**

Danny Phelan moved to adjourn, John Kahl seconded, and the meeting was adjourned at 8:42 a.m.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:

Lori Reynolds, Office Administrator