

# TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

**Personnel Committee**  
**456 Fulton St., Suite 401**  
**Peoria, IL 61602**

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

**Monday, December 9, 2024**  
**8:00 a.m.**

## **AGENDA**

1. Call to Order
2. Roll Call
3. Motion to approve June 5, 2024 minutes
4. Recommendation to Commission Employee Promotions in place
5. Discussion of Salary & Benefits Survey
6. Review of Employee Handbook Employee Complaint and Harassment Policies
7. Executive Session
8. Other
9. Adjournment



# TRI-COUNTY REGIONAL PLANNING COMMISSION

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## PERSONNEL COMMITTEE MEETING

456 Fulton St., Suite 401  
Peoria, IL 61602

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

Wednesday June 5, 2024  
8:00 a.m.

### **MINUTES DRAFT**

1. Call to Order  
Acting Chairman Chuck Nagel called the meeting to order at 8:00 a.m.
2. Roll Call  
Present: Danny Phelan, John Kahl, and Chuck Nagel. Also present: Eric Miller, and Ray Lees
3. Motion to approve February 12, 2024, minutes.  
Danny Phelan moved to approve the November 20, 2023, minutes and John Kahl seconded.  
Motion carried.
4. Recommend to Executive Board and Commission regarding updates to the FY2025 Wage and Salary Schedules (Resolution 24-54)
  - a. Full-time salaried staff
  - b. Part-time Hourly schedules to work in 1,000 hours per fiscal year.

Motion by Kahl, Seconded by Phelan

#### Discussion

Mr. Miller explained that in order to keep salary ranges at a competitive level it has been the practice to review salary ranges and make adjustments if necessary. The Salary ranges apply to all full time and for Part time staff. Mr. Miller further explained that the Consumer price index report is relied on to inform the recommendation Mr. Miller recommended that the schedule be adjusted upwards 3.5%

Brief discussion ensued regarding factors influencing salaries and  
Motion carried unanimously

5. Recommend to Executive Board and Commission regarding FY2024 Staff Salary Adjustments (Resolution 24-55)

Motion by Kahl, Seconded by Phelan

Mr. Miller explained that Cost of Living adjustments (COLA) are given to qualified staff on an annual basis. These adjustments are determined by market rates and the Consumer Price Index of which Mr. Miller shared the latest report with the Committee. Mr. Kahl asked about how these raises are administered? Mr. Miller responded that the COLA are given to all qualified full and part time employees and at one time the Executive Director could distribute the increases at their discretion. Mr. Kahl noticed language in the resolution that was inconsistent with what Mr. Miller told the committee. Mr. Miller admitted that the language of the resolution was not updated from a previous resolution and should be amended.

Amended Motion by Kahl Seconded by Phelan

Strike "to be distributed by the Executive Director at his discretion". From the last article "Therefore be it resolved" of Resolution 24-55

Amended Motion carried unanimously

6. Mr. Miller discussed employment market conditions as it relates to recruitment of new employees

7. Adjournment

John Kahl moved to adjourn at 8:51 a.m. and Danny Phelan seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by:

Eric Miller, Executive Director



## MEMORANDUM

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**TO:** Personnel Committee

**FROM:** Staff

**SUBJECT:** Promotion in Place for selected Commission employees

**DATE:** December 5, 2024

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**Action Needed:**

Make recommendation to Full Commission

**Background:**

In my continued efforts to attract and retain quality professional employees for the Commission. The management staff undertake a process to provide existing employees with continual feedback regarding performance. The management team conducts mid-year and end-of-year reviews with all staff. There is also an open-door policy where employees are encouraged to discuss performance and other issues with management.

The Commission has a promotion in place policy to recognize and reward employees for excellent work which goes beyond the annual cost of living increase that the Commission acts on at the beginning of the fiscal year.

The Planning Program Manager and I will perform mid-year reviews with staff for the purpose of developing a recommendation for employee promotions. After much discussion between the Planning Program Manager, and myself, I recommend the following action.

**Action:**

Recommend to the Commission the promotion of:

Logan Chapman, GIS Specialist I to GIS Specialist II. This promotion would carry a corresponding salary adjustment.



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# MEMORANDUM

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**TO:** Personnel Committee

**FROM:** Eric Miller Executive Director

**SUBJECT:** Salary and Benefits Study Update

**DATE:** December 9, 2024

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## **Executive Summary**

Staff is developing a salary and benefits study with the goal of remaining competitive in the region and underscoring the importance of employee attraction and retention. HR FIT, a local HR consulting firm, last performed this study in 2022. The following report outlines the results of the study thus far. Staff will have a final draft for review in March of 2025.

## **Method**

Staff compiled a list of other organizations throughout Central Illinois that were similar in purpose, structure, and proximity to Tri-County. These included both Metropolitan Planning Organizations and other organization types such as cities and counties because they all seek individuals with similar experiences and qualifications to fill their roles.

Once this list was compiled, staff then reached out individually to each of these entities and requested their staff salaries and benefits. These could be in the form of an employee handbook or simply a list. These entities voluntarily responded with this information.

Tri-County staff then compiled and analyzed the salary and benefits data received to form a cohesive report that shows direct comparisons to organizations like TCRPC.

## **Preliminary Results**

The following section outlines the results of the study, broken down by salary and benefits.

Tri-County staff collected and analyzed salaries and benefits from peer entities as well as communities in the region with similar staff positions: McLean County Regional Planning Commission, Champaign County Regional Planning Commission, Bi-State Regional Commission, the City of Peoria, and Peoria County.

Note that gaps and inconsistencies in the data exist. Not all entities provided salaries for all positions, and while some provided salary ranges, others provided actual salaries for existing employees. Benefits analysis experienced gaps and inconsistencies as well. We attempted to provide as much similar information as possible. Also formatting this information provides challenges. We have more supplementary information available.

Salary Comparison	Tri-County RPC	McLean Co RPC	Champaign MPO	Bi-State	City of Peoria	Peoria County
<b>Executive Director</b>						
Minimum		\$ 91,159			\$ 136,937	
Actual	\$ 128,382			\$ 153,827		
Maximum		\$ 141,298			\$ 224,037	

<b>Planning Program Manager</b>						
Minimum	\$ 85,685					
Actual	\$ 113,318			\$ 123,752		
Maximum	\$ 123,539					

<b>Senior Planner</b>						
Minimum	\$ 62,767	\$ 64,415		\$ 65,197	\$ 74,612	\$ 52,772
Actual	\$ 68,954					
Maximum	\$ 90,493	\$ 100,740		\$ 78,786	\$ 113,400	\$ 79,157

<b>GIS Specialist III</b>						
Minimum	\$ 56,600				\$ 77,000	\$ 52,772
Actual				\$ 78,860		
Maximum	\$ 81,606				\$ 84,040	\$ 79,157

<b>Planner III</b>						
Minimum	\$ 56,600		\$ 69,360		\$ 83,000	\$ 60,125
Actual				\$ 57,392		
Maximum	\$ 81,606		\$ 104,049		\$ 92,890	\$ 88,811

<b>GIS Specialist II</b>						
Minimum	\$ 50,496				\$ 66,000	\$ 48,413
Actual	\$ 63,000			\$ 60,314		
Maximum	\$ 77,035				\$ 76,000	\$ 72,620

<b>Planner II</b>						
Minimum	\$ 50,496	\$ 56,777	\$ 61,760		\$ 72,000	\$ 57,354
Actual	\$ 55,000			\$ 56,318		
Maximum	\$ 77,035	\$ 88,003	\$ 92,640		\$ 82,000	\$ 86,041

<b>GIS Specialist I</b>						
Minimum	\$ 43,087		\$ 49,504	\$ 47,729	\$ 55,238	\$ 44,416
Actual	\$ 48,877					
Maximum	\$ 62,122		\$ 74,247	\$ 49,255	\$ 65,000	\$ 66,625

<b>Planner I</b>						
Minimum	\$ 43,087	\$ 46,349	\$ 52,217	\$ 50,440	\$ 61,106	\$ 52,717
Actual	\$ 50,000					
Maximum	\$ 62,122	\$ 71,822	\$ 78,326	\$ 55,880	\$ 71,000	\$ 79,268

<b>Office Administrator</b>						
Minimum	\$ 42,243	\$ 40,480				\$ 40,209
Actual	\$ 48,000					
Maximum	\$ 64,984	\$ 62,741				\$ 60,314

<b>Staff Accountant /PT Hourly</b>						
Minimum	\$ 35			\$ 72,100	\$ 74,000	
Actual						
Maximum	\$ 46				\$ 106,000	

Salary & Benefits Analysis Oct 2024	TCRPC	Region 1 Planning Council	Bi-State MPO	Springfield-Sangamon County MPO	Champaign MPO
Comp Time and Overtime	None.	None.	yes	Yes	Yes
Schedule for Merit Increases	Promotion in place.	Annually at the discretion of the Executive Director.		No	The Chief Executive Officer, after performance evaluation process with all staff, shall recommend to the Commission an overall salary adjustment
Paid Time Off	VACATION: 1-5 years of service: 12 days.....11-12 years of service: 15 days , 13+ years of service: 16 days SICK: earned at 7 hours per month BEREAVEMENT: none specifically, use other category of time off HOLIDAY: 11 days annually (5 flexible) PERSONAL: no specific personal days until excess sick time rolls over quarterly	VACATION: 6.67 hrs/mo for 2 yrs; 10 hrs/mo 3 through 14 yrs; 13.333 hrs/mo 15 through 24 years; 16.667 25+ yrs PERSONAL: given 16 hours at beginning of year SICK: 6.67 hrs/mo BEREAVEMENT: up to 10 unpaid days HOLIDAY: 10 per year	VACATION: 0-1 yr 15 days;1 additional day per year 1-5; Additional .5 day yr 6-14;15 yr+=25 days SICK: 8 hrs/month BEREAVEMENT: 5 paid days for immediate family HOLIDAY: 11 per year PERSONAL: not mentioned	VACATION: 0-5 years=10 days; 6-9 years=15 days; 10-20 years=20 days; 21+ years=one additional day per year. PERSONAL: 2 days per year after 12 months of employment SICK: 1 day earned per month BEREAVEMENT: 3 paid days for immediate family HOLIDAY: yes but not specified in handbook	VACATION: 0-5 years of service: 10 days 6-10 years of service: 15 days... ..20-25 years of service: 22 days 25+ years of service: 25 days PERSONAL: 3 days, after 15 years 4 days SICK: 10 days/year BEREAVEMENT 5 days HOLIDAY: 13 days per year
Parental Leave	Birth parents may receive 6-8 weeks of 50% pay through short-term disability benefits. Due to number of employees (less than 50), employees are not eligible for FMLA.	Employees are guaranteed a right to return to work per the Family Medical Leave Act.		Employees are guaranteed a right to return to work per the Family Medical Leave Act.	Employees are guaranteed a right to return to work per the Family Medical Leave Act.
Short-Term Disability	After 30 days of leave, eligible employees may receive up to 50% of their monthly earnings through IMRF. To be eligible, employees must have worked for an IMRF employer for a year before the disabling event.		Long Term.	Short and long, employee paid.	Long Term.
Life Insurance	\$50,000 term life insurance plan.		\$10,000 term life.	Basic Life/AD&D \$25,000 employer pays 100%... More at employees expense.	
Minimum Increase at Salary Promotion	Promoted employees are only guaranteed a salary adjustment if their compensation is less than the minimum approved for the new position.	none guaranteed, at discretion of supervisor/exec dir, with board approval	None.	None.	up to 10% if funds exist
Reasonable Accommodation Procedures	"will actively engage in interactive process with employees who request accommodations to determine what, if any, accommodation can be provided"	an interactive process with the individual and the necessary external expert(s) will be applied in order to consider the appropriateness of the requested accommodation.			The RPC is committed to complying with all applicable provisions of the Americans With Disabilities Act.
Health Insurance for Employee	\$100/month for high or low deductible option with HSA. Commission's contribution to HSA determined via Personnel Committee annually	COBRA mentioned but not every day insurance	employee only= \$82.90/mo or \$44.50/mo	employee= \$89.65 or \$0 (High Deductible Health Plan)	yes, no rates given
Health Insurance for Spouse/Dependents	Spouse/Dependents may be enrolled in a group health plan. The Commission pays 50% of the additional premium up to \$5000/fiscal year, then employee pays 100%.only if they are not eligible for another health plan		employee+1= \$186.50/mo or \$87/mo employee+2= \$245.90/mo or \$146.40/mo..... Family= \$290/mo or \$190.70/mo	family \$206.03 or /\$145.90	yes, but employee's responsibility via payroll deduction

Professional Membership Reimbursement Policy	No policy specified in the employee handbook. In practice, the Commission pays for employee memberships to the American Planning Association and the Illinois GIS Association.	after 6 mo of employment at Exec Dir discretion			
Relocation Benefits	Though not included in the employee handbook, relocation benefits have been provided at the discretion of the Executive Director.		up to \$500 at current IRS rate		



## Complaint 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.

## Harassment Policy

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 Company.

Harassment consists of unwelcome conduct toward an individual because of his or her 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 his or her 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.

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.