

Personnel Committee

MONDAY, August 17, 2020
4:30 p.m.
Paul Rosenbohm, CHAIRMAN
(Greg Menold, and Michael Smith)

Please join my meeting from your computer, tablet or smartphone.

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AGENDA

1. Call to Order
2. Roll Call
3. Motion to approve July 8, 2019 minutes
4. Recommend to Executive Board regarding updates to the FY2021 Wage and Salary Schedules
 - a. Full-time salaried staff
 - b. Part-time Hourly schedules to work in 1,000 hours per fiscal year.
5. Recommend to Executive Board regarding FY2021 Staff Salary Adjustments
6. Other
7. Adjournment

Personnel Committee

MONDAY, July 8, 2019
5:30 p.m.
Mike Hinrichsen, CHAIRMAN

(Mike Phelan, and Sue Sundell)

Minutes

1. Call to Order
Chairman Hinrichsen called the meeting to order at 5:30 pm
2. Roll Call
Present: Hinrichsen, Sundell, and Phelan. Staff: Miller, and Lees
3. Motion to approve January 16, 2019 meeting minutes
Sundell moved to approve January 16, 2019 minutes and Phelan seconded. Motion carried.
4. Recommendation to Executive Board regarding updates to the FY 2020 Wage and Salary Schedules
 - a. Full-time Salaried Staff
 - b. Part-time Hourly Staff schedules to work under 1,000 hours per fiscal year.Sundell moved to recommend to Executive Board regarding updates to the FY2020 Wage and Salary Schedules for Full-time Salary Staff and Part-time Hourly staff and Phelan seconded. Motion carried.
 - Miller updated that the CPI is at 1.8% but is asking the Commission for 2 % for COLA in July for full time staff and hourly staff.
 - Hinrichsen asked if this is competitive enough?
 - Sundell asked if we made full adjustments to salary schedules and Miler replied yes.
5. Recommend to Executive Board regarding FY 2020 Staff Salary Adjustments
Phelan moved to recommend to Executive Board regarding FY 2020 Staff Salary Adjustments and Sundell seconded. Motion carried.
 - Miller updated that the CPI is at 1.8% but is asking the Commission for 2 % for COLA in July for full time staff and hourly staff. Then will come back in January or February of 2020 for the promotional raises.
 - Phelan asked if this will make them out of our salary ranges. Suggested to have bonuses instead. Miller said he will look into this.
6. Other
Phelan suggested to get a tool for the Executive Director review.
7. Adjournment
Phelan moved to adjourn at 5:50 pm and Sundell seconded. Motion carried.

Submitted by:

Eric Miller

Executive Director

Recorded and transcribed: Debbie Ulrich

Staff Memo

TCRPC Personnel Committee

DATE: August 12, 2020

ISSUE: Annual Adjustment to the Wage and Salary Schedule

Discussion regarding the need to update the Wage and Salary Schedules.

ACTION NEEDED BY PERSONNEL COMMITTEE:

- Make recommendation to Executive Board and Full Commission

BACKGROUND:

Several years ago the Personnel Committee initiated an annual practice of reviewing and adjusting the Wage and Salary Schedules listed in the Employee Handbook. This practice was suggested by the Personnel Committee as a way to keep the Wage and Salary Schedule current and competitive. This adjustment is partially based on United States Department of Labor's (USDOL) Consumer Price Index (CPI). The attached report from the DOL indicates that the CPI ending in July 2020 is up 1.0%. Last year, the schedules were adjusted upward by 2.0%. This year, I am recommending to the Personnel Committee to adjust the wage and salary schedule by **2.0%**

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.

Full Time Wage and Salary Schedule

The following wage and salary schedule depicts minimum and maximum ranges for FULL-TIME Commission team members. The schedule provides a guide to Executive Director for compensating new employees, as well as providing salary

Position	FY2020		FY2021 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director	To be determined by Commission		To be determined by Commission	
GIS Program Manager	\$72,854.84	\$109,284.53	\$74,311.94	\$111,470.22
Planning Program Manager	\$72,854.84	\$109,284.53	\$74,311.94	\$111,470.22
GIS Manager	\$54,764.48	\$82,146.73	\$55,859.77	\$83,789.66
Senior Planner	\$53,368.37	\$80,051.42	\$54,435.74	\$81,652.45
GIS Project Manager	\$53,368.37	\$80,051.42	\$54,435.74	\$81,652.45
GIS Specialist III	\$48,124.99	\$72,189.75	\$49,087.49	\$73,633.55
Planner III	\$48,124.99	\$72,189.75	\$49,087.49	\$73,633.55
GIS Specialist II	\$42,935.04	\$68,146.94	\$43,793.74	\$69,509.88
Planner II	\$42,935.04	\$68,146.94	\$43,793.74	\$69,509.88
GIS Specialist I	\$36,635.47	\$54,954.35	\$37,368.18	\$56,053.43
Planner I	\$36,635.47	\$54,954.35	\$37,368.18	\$56,053.43
Office Administrator	\$35,918.09	\$57,486.22	\$36,636.45	\$58,635.95

The Wage and Salary Schedule was adopted July 25, 2019, by the Tri-County Regional Planning Commission.

Part Time Wage and Salary Schedule

The following wage and salary schedule depicts minimum and maximum ranges for Commission part-time employees, who are scheduled to work an average of less than 30 hours per week and are not eligible for

Position	FY2020 Proposed		FY2021 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director				
GIS Program Manager	\$38.84	\$53.84	\$39.61	\$54.92
Planning Program Manager	\$38.84	\$53.84	\$39.61	\$54.92
GIS Manager	\$37.57	\$48.84	\$38.33	\$49.82
Senior Planner/GIS Project Manager	\$36.32	\$47.59	\$37.05	\$48.54
Planner III	\$35.07	\$45.09	\$35.77	\$45.99
GIS Specialist III	\$35.07	\$46.34	\$35.77	\$47.27
Planner II	\$33.81	\$42.58	\$34.49	\$43.43
GIS Specialist II	\$33.81	\$42.58	\$34.49	\$43.43
Planner I	\$31.31	\$38.84	\$31.94	\$39.61
GIS Specialist I	\$31.31	\$38.84	\$31.94	\$39.61
Office Administrator	\$30.05	\$37.57	\$30.65	\$38.33
Secretary	\$25.05	\$30.05	\$25.55	\$30.65
Accountant	\$31.06	\$40.61	\$31.68	\$41.42

The Wage and Salary Schedule was adopted July 25, 2019, by the Tri-County Regional Planning Commission.

Staff Memo

TCRPC Personnel Committee

Date: August 11, 2020

ISSUE: Annual salary increases for full and part time staff

Discussion regarding staff salary increases for FY20.

ACTION NEEDED BY PERSONNEL COMMITTEE:

- Make recommendation to Executive Board and Full Commission

BACKGROUND:

It has been the practice of the Commission since 1998 to allow the Executive Director to request a lump sum for salary increases for full-time and part-time staff members excluding the Executive Director. Each year, managers review employees to determine whether they have met performance goals set forth for them in the previous year. Salary increases are given at the discretion of the Executive Director in consultation with Managers. Over the past few years, the Commission modified this approach and granted cost of living increases of to all Commission employees. To recognize high achieving employees, the Commission also adopted a "Promotion in Place" policy which is executed in February each year.

During the development of the FY 2021 budget, a 3% increase in the overall salary line item was budgeted. This budget number is included in the Unified Work Program (UWP) which was approved by the PPUATS Policy Committee and the Illinois Department of Transportation.

This year, I request authorization to adjust all eligible staff salaries by 2%. The 2% represents a dollar amount of \$12,222. All salary increases will be effective as of July 1, 2020



**Transmission of material in this release is embargoed until
 8:30 a.m. (ET) August 12, 2020**

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CONSUMER PRICE INDEX – JULY 2020

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.6 percent in July on a seasonally adjusted basis, the same increase as in June, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 1.0 percent before seasonal adjustment.

The gasoline index continued to rise in July after increasing sharply in June and accounted for about one quarter of the monthly increase in the seasonally adjusted all items index. The energy index increased 2.5 percent in July as the gasoline index rose 5.6 percent. This was partially offset by the food index, which decreased 0.4 percent in July, with the index for food at home declining 1.1 percent.

The index for all items less food and energy rose 0.6 percent in July, its largest increase since January 1991. The index for motor vehicle insurance increased sharply in July, as it did the previous month. The indexes for shelter, communication, used cars and trucks, and medical care also increased in July, while the index for recreation declined.

The all items index increased 1.0 percent for the 12 months ending July, a larger increase than the 0.6-percent rise for the period ending June. The index for all items less food and energy increased 1.6 percent over the last 12 months. The food index increased 4.1 percent over the last 12 months, with the index for food at home rising 4.6 percent. Despite increasing in July, the energy index fell 11.2 percent over the last 12 months.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, July 2019 - July 2020
 Percent change

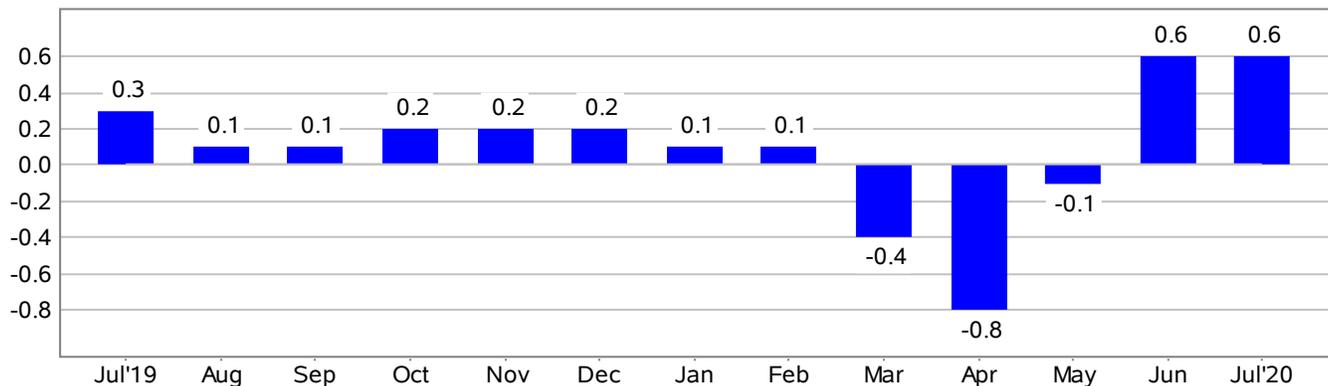


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, July 2019 - July 2020
Percent change

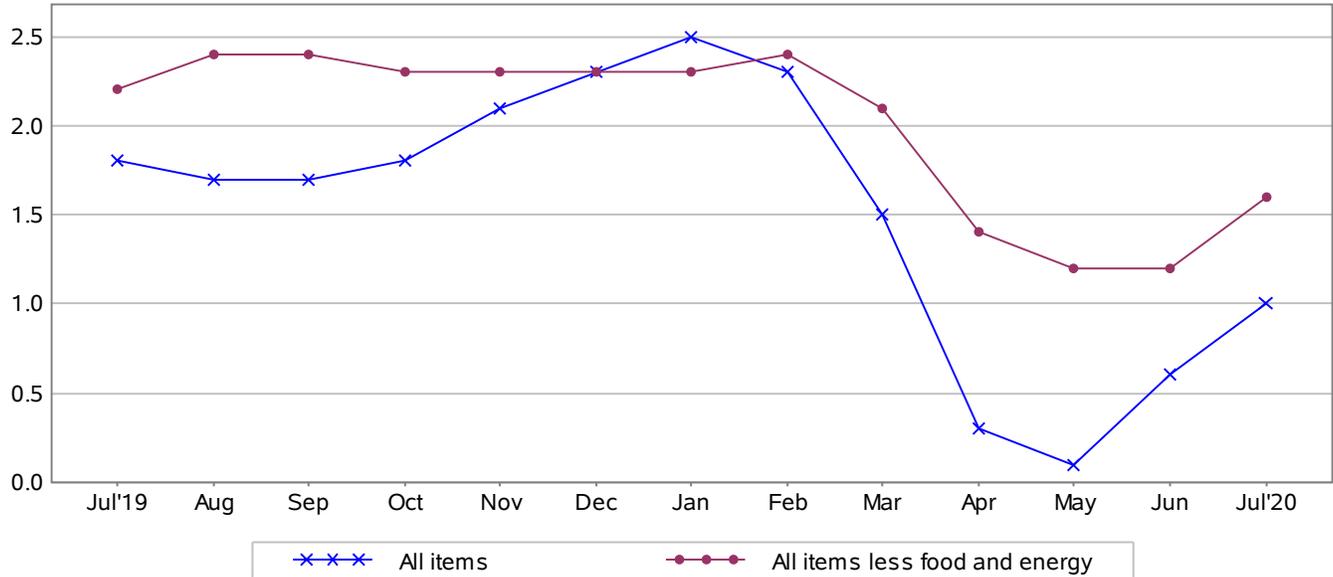


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Jul. 2020
	Jan. 2020	Feb. 2020	Mar. 2020	Apr. 2020	May 2020	Jun. 2020	Jul. 2020	
All items.....	0.1	0.1	-0.4	-0.8	-0.1	0.6	0.6	1.0
Food.....	0.2	0.4	0.3	1.5	0.7	0.6	-0.4	4.1
Food at home.....	0.1	0.5	0.5	2.6	1.0	0.7	-1.1	4.6
Food away from home ¹	0.4	0.2	0.2	0.1	0.4	0.5	0.5	3.4
Energy.....	-0.7	-2.0	-5.8	-10.1	-1.8	5.1	2.5	-11.2
Energy commodities.....	-1.6	-3.5	-10.4	-20.0	-3.5	11.7	5.3	-20.2
Gasoline (all types).....	-1.6	-3.4	-10.5	-20.6	-3.5	12.3	5.6	-20.3
Fuel oil.....	-0.4	-8.5	-13.7	-15.6	-6.3	10.2	4.3	-27.2
Energy services.....	0.6	-0.3	-0.5	0.1	-0.5	-0.2	0.0	-0.1
Electricity.....	0.4	-0.1	-0.2	0.1	-0.8	-0.3	0.3	-0.1
Utility (piped) gas service.....	1.0	-0.9	-1.4	0.2	0.8	0.0	-1.0	-0.3
All items less food and energy.....	0.2	0.2	-0.1	-0.4	-0.1	0.2	0.6	1.6
Commodities less food and energy								
commodities.....	0.0	0.2	-0.3	-0.7	-0.2	0.2	0.7	-0.5
New vehicles.....	0.0	0.1	-0.4	0.0	0.3	0.0	0.8	0.5
Used cars and trucks.....	-1.2	0.4	0.8	-0.4	-0.4	-1.2	2.3	-0.9
Apparel.....	0.7	0.4	-2.0	-4.7	-2.3	1.7	1.1	-6.5
Medical care commodities.....	-0.6	-0.6	0.0	-0.1	0.1	0.2	0.0	1.1
Services less energy services.....	0.3	0.2	0.0	-0.4	0.0	0.3	0.6	2.3
Shelter.....	0.4	0.3	0.0	0.0	0.2	0.1	0.2	2.3
Transportation services.....	0.3	0.3	-1.9	-4.7	-3.6	2.1	3.6	-3.7
Medical care services.....	0.3	0.3	0.5	0.5	0.6	0.5	0.5	5.9

¹ Not seasonally adjusted.

Food

The food index decreased 0.4 percent in July, its first decrease since April 2019. The food at home index fell 1.1 percent in July after increasing 0.7 percent in June. Five of the six major grocery store food group indexes fell in July. The index for meat, poultry, fish, and eggs decreased 3.8 percent in July. This decline was led by the index for beef, which fell 8.2 percent in July after increasing sharply in recent months.

The index for dairy and related products declined 0.8 percent in July after a 0.4-percent decrease in June. The index for nonalcoholic beverages fell 0.5 percent in July, while the index for cereals and bakery products declined 0.4 percent and the index for other food at home fell 0.2 percent. The only major grocery store food group index to increase in July was fruits and vegetables, which rose 0.1 percent.

The index for food away from home rose 0.5 percent in July, as it did in June. The index for full service meals increased 0.4 percent, following a 0.9-percent increase in June. The index for limited service meals advanced 0.6 percent in July after rising 0.5 percent in June.

The food at home index increased 4.6 percent over the last 12 months. All six major grocery store food group indexes rose over that span. The index for beef increased 14.2 percent over the last 12 months, contributing to an 8.4-percent increase in the index for meats, poultry, fish, and eggs. The remaining groups rose more modestly, with increases ranging from 2.3 percent (fruits and vegetables) to 5.0 percent (nonalcoholic beverages). The index for food away from home rose 3.4 percent over the last year. The index for limited service meals increased 4.5 percent and the index for full service meals rose 2.9 percent over the last 12 months.

Energy

The energy index rose 2.5 percent in July after rising 5.1 percent in June. The increase was predominantly a result of the gasoline index, which rose 5.6 percent in July following a 12.3-percent increase in June. (Before seasonal adjustment, gasoline prices rose 4.8 percent in July.) The electricity index increased 0.3 percent in July, following a decline of 0.3 percent in June. The index for natural gas, in contrast, fell 1.0 percent over the month.

The energy index fell 11.2 percent over the past 12 months. The gasoline index decreased 20.3 percent, while the fuel oil index fell 27.2 percent. The index for natural gas declined 0.3 percent and the index for electricity decreased slightly over the year, falling 0.1 percent.

All items less food and energy

The index for all items less food and energy increased 0.6 percent in July after increasing 0.2 percent in June. The index for motor vehicle insurance rose sharply by 9.3 percent in July following a 5.1-percent increase in June. The shelter index rose 0.2 percent in July, with the indexes for rent and owners' equivalent rent both increasing 0.2 percent.

The medical care index rose 0.4 percent in July, as it did in June. The index for physicians' services increased 0.7 percent, and the index for hospital services rose 0.2 percent. The index for prescription drugs, however, decreased 0.2 percent in July after increasing 0.1 percent in June.

The index for communication increased 1.9 percent in July, as the index for wireless telephone services rose 3.6 percent. The index for used cars and trucks increased 2.3 percent over the month, ending a 3-month string of declines. The airline fares index increased 5.4 percent in July following a 2.6-percent rise in June. Other indexes that increased in July include new vehicles (+0.8 percent), apparel (+1.1 percent), household furnishings and operations (+0.5 percent), and personal care (+0.2 percent). The recreation index declined 0.6 percent in July, as it did in June.

The index for all items less food and energy rose 1.6 percent over the past 12 months. The shelter index rose 2.3 percent over the 12-month span. The index for rent increased 3.1 percent and the index for owners' equivalent rent rose 2.8 percent, while the index for lodging away from home fell 13.4 percent. The medical care index increased 5.0 percent over the last 12 months. The indexes for airline fares, apparel, motor vehicle insurance, and used cars and trucks all declined over the past 12 months.

Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 1.0 percent over the last 12 months to an index level of 259.101 (1982-84=100). For the month, the index rose 0.5 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 1.0 percent over the last 12 months to an index level of 252.636 (1982-84=100). For the month, the index rose 0.6 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 0.7 percent over the last 12 months. For the month, the index increased 0.5 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

The Consumer Price Index for August 2020 is scheduled to be released on Friday, September 11, 2020 at 8:30 a.m. (ET).

Coronavirus (COVID-19) Pandemic Impact on July 2020 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in July was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed. While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm.