

**EXECUTIVE BOARD MEETING**  
**STEVE VAN WINKLE, CHAIRMAN – EXECUTIVE BOARD**  
**(Crawford, Delaney, Drury, Hinrichsen, Karr, Phelan, Proehl, Sundell)**

***Monday, July 18, 2016***

***5:30 p.m.***

**AGENDA**

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of June 20, 2016
5. Approval of Executive Board- Executive Session minutes
  - June 20, 2016
  - May 16, 2016
  - March 11, 2015
  - March 2, 2015
  - February 23, 2015
  - September 19, 2014
  - September 18, 2014
  - August 28, 2014
  - August 11, 2014
6. Executive Director Report
7. Discussion and Recommendation Employee Health Insurance Benefit
8. Discussion of TCRPC and PPUATS Memorandum of Understanding
9. Approval of Resolution 17-02 Transportation Funding
10. Discussion of Draft Strategic Plan Report
11. Report on activities of the PLBA
12. Review of July 28, 2016 Commission agenda
13. Other
14. Executive Session
15. Any action as a result of Executive Session
16. Adjournment

**EXECUTIVE BOARD MEETING**  
**SUE SUNDELL, CHAIRMAN – EXECUTIVE BOARD**  
**(Crawford, Delaney, Gorman, Hinrichsen, Phelan, Pille, Proehl, Van Winkle)**

**Monday, June 20, 2016**

**5:30 p.m.**

**MINUTES**

1. Call to Order  
Chairperson Sundell called the meeting to order at 5:30 p.m.
2. Roll Call  
Present: Sundell, Crawford, Delaney, Gorman, Hinrichsen, Phelan, Pille, Proehl, and Van Winkle. Staff: Miller, Martino, Harms, Hannah Martin, and Andrew Martin.
3. Public Input-none
4. Approval of Minutes of May 16 , 2016  
Van Winkle moved to approve the May 16, 2016 minutes and Delaney seconded. Motion carried.
5. Approval of Executive Board- Executive Session minutes May 16, 2016  
Hinrichsen moved to approve as amended and keep confidential and Pille seconded. Motion carried.
6. Executive Session  
Crawford moved to go into Executive Session per **5ILCS 120/2(c)(1), "The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body."** and Van Winkle seconded. Motion carried.  
Roll call: Sundell, Crawford, Delaney, Gorman, Hinrichsen, Phelan, Pille, Proehl, and Van Winkle all present.  
Van Winkle moved to come out of Executive Session and Crawford seconded. Motion carried.
7. Any action as a result of Executive Session
  - Approval of Executive Director Contract  
Crawford moved on the approval of the Executive Director contract to Eric Miller and Phelan seconded. Motion carried.
    - Would like a small committee of 1 board member from each county for evaluation committee.
    - Authorization of contract for Executive Director from July 1, 2016 to June 30, 2018. \$100,000 salary with \$5,000 sign on bonus with evaluation complete.
    - Van Winkle moved on promotion of Eric Miller to Executive Director and Crawford seconded. Motion carried.
    - Crawford congratulated Miller on his progress.
    - Proehl wants to credit Miller for past year of work done.
    - Delaney would like an evaluation process for setting future goals. Crawford thanked him also.

8. Executive Director Report

Miller reported on the following:

- Miller thanked the committee for their confidence and abilities. Looking forward to working with all Commissioners.
- Will discuss Health Benefits later on agenda.
- May financial report was positive by \$8,193. Commission year to date total is \$57,276.
- SB2966 is waiting for legislation to be attached to a larger spending bill for consideration by the General Assembly.
- FY17 TIP is ready for public review for 30 days in our office and website. There will be 3 public hearings.
- Working with Woodford County Highway Engineer on the possibility of TCRPC creating an access ordinance for Woodford County.
- GIS Orthophoto project has concluded, due to the Contractor not meeting deadlines, staff has negotiated a \$21,000 penalty that will be split and returned equally to the Counties.

9. Discussion and Recommendation Employee Health Insurance Benefit

Miller updated committee that he has been working with Commissioner Neuhauser and staff on the health insurance benefits. A RFP for brokers has gone out to seek quotes for March 1, 2017. Recommend to not exchange rates at this time. Miller recommends charging the employee \$50 a month for insurance. Also to look into HSA and retain a company to manage the HSA funds. The policy will be reviewed on an annual basis.

- Phelan said the benefits and salary should be combined and reviewed together.
  - Miller explained that Neuhauser and he discussed of not wanting to harm the existing employees and to increase gradually. He also said an option is for the employees to get their own benefits. Also the other option is to encourage the employees to take the higher deductible.
  - Crawford mentioned of protecting the current employees.
  - Hinrichsen said this is the right direction to look at benefits.
  - Gorman commended Miller for getting this on the table.
  - Pille also said this is a step in the right direction.
  - Phelan wants to know the % on benefits and what our revenues are?
- After a lengthy discussion Hinrichsen mentioned to watch the tone of commissioners and to continue to work on possible a 2 tier policy and to discuss further after more data is gathered.

Phelan and Van Winkle left meeting.

10. Discussion and Recommendation to Full Commission of Salary Ranges

Proehl moved to recommend to Full Commission and Gorman seconded. Motion carried.

11. Discussion and Recommendation to Full Commission of Salary Increases

Proehl moved to recommend to Full Commission a 3% increase and Gorman seconded. Motion carried.

- Miller explained this is a lump sum and will be given as merit increase.
- Crawford asked if someone could possibly not receive a raise and the answer is yes.
- Hinrichsen said the CPI is 1%. Taking a 1.5% will be better received. He is not in support of the 3%.
- Pille said that anything over 2% will not be ok with Woodford County Board.

A roll call vote was taken: aye-Proehl, Gorman, Crawford, and Sundell. Nay; Hinrichsen, Delaney, and Pille.

12. Discussion of TCRPC and IDOT Cooperative Agreement

Miller presented the draft copy of the MOU. Crawford moved to approve and send to PPUATS and the Full Commission for approval and Pille seconded. Motion carried.

13. Discussion of Draft Strategic Plan Report

Miller said he has received the report from Mr. Foley. Crawford asked to receive and file and to present to Executive Board at a later time and Proehl seconded. Motion carried.

14. Discussion on Transportation Funding

Miller said that Craig Fink and Crawford are working on a resolution for the Commission and all PPUATS committees and all 3 County Boards to approve and send onto the state for Transportation Funding.

15. Report on activities of the PLBA

Miller said that PLBA is working on the final details of costs and gave questions of concerns to ACOE for our cost shares.

16. Review of June 23, 2016 Commission agenda

Committee asked to remove 8(a) from agenda.

17. Other

Question was asked if there could be a time change on this meeting. Will be discussed at next Executive Board meeting with new committee.

18. Adjournment

Gorman moved to adjourn at 8:00 p.m. and Proehl seconded. Motion carried.

Respectively Submitted,  
Eric Miller  
Acting Executive Director  
Recorder and Transcriber: Debbie Ulrich

To: Executive Board of the Tri-County Regional Planning Commission

From: Eric Miller, Executive Director

Date: July 15, 2016

Subject: Recommendation for Health Insurance benefits

Background:

The Commission provides group carrier health, dental, and vision insurance plans to all full time employees. The Commission pays for 100 percent of the monthly individual premium coverage and 80 percent of the additional premium charged for dependent coverage. The employee pays 20 percent of any dependent coverage through payroll deduction.

The Executive Board has asked me to research and provide a recommendation(s) for consideration of any changes to the employee health insurance benefit. In working with Commissioner Neuhauser (an insurance expert) we have concluded, in the future, Commission employee health insurance costs are most likely to increase and not decrease. Increases could be as much as double digit percentage points. We have also concluded the Commission should protect itself as much as possible from spiking year to year costs. The Commission also wants to be competitive in the marketplace as it relates to employee retention and recruitment. The Commission has benchmarked itself with other public agencies as it relates to this topic and other benefits. I have attached a worksheet showing our benefits in relation to other local units of government and similar agencies.

This is a serious issue as it relates to employee personal finance and employees overall health and health of their families. Also, current employees were recruited and hired under the current system. These recommendations are made not to harm existing employees, but rather transition the benefits offering and better align them with industry standards. In addition, it should be noted, under the current health insurance contract, the Commission received an 11% decrease in premium costs. Employees covered under the current plan are subject to a higher deductible.

It is recommended, in the future, the Commission review this benefit on an annual basis. If the health insurance benefit cost increase more than 12% in any given year, the Commission reserves the right to revise the benefit and ask employees for a higher contribution.

### **Recommended changes to health insurance benefit for employees hired before August 1, 2016**

1. Commission will seek health insurance proposals from qualified vendors on a regular basis as determined by the Executive Director to ensure Commission health care costs are competitive
2. No change to existing policy until new health insurance policy is in effect beginning March 1, 2017
3. After March 1, 2017 full-time employees and eligible part time shall pay an amount of \$50/month to offset Commission health care cost. Based on 2016 employee premiums, this amount represents a 10% employee cost share.
4. In October of 2016, the Executive Director will seek proposals from health insurance providers. TCRPC will seek a dual option plan which offers a low deductible option and a high deductible option with a Health Savings Account (HSA). If employee chooses a high deductible option, the Commission will make a defined contribution to the HSA in the employee's name.

The contribution amount will be determined by the Commission via recommendation by the Personnel Committee on a yearly basis. Employees, if they choose, can make their own contribution to the HSA. The HSA will be managed by an outside benefits administrator.

### **Recommended changes covering dependents of employees hired before August 1, 2016**

5. Employee spouses who are offered coverage under their employer's group health plan or are covered under another group health plan are not eligible to participate in the Commission's group health plan.
6. Full-time employee can choose to enroll eligible dependents in the group health plan provided by the Commission. The Commission shall pay 75% of additional premium; the employee shall pay 25% of the additional premium. The Employer contribution shall be no more than \$5000.00 per fiscal year.

### **Recommended changes for employees beginning employment after August 1, 2016**

7. Full-time employees and eligible part time shall pay an amount of \$100 per month to offset Commission health care cost. Based on 2016 employee premiums, this amount represents a 20% employee cost share
8. Employee spouses who are offered coverage under their employer's group health plan or are covered under another group health plan are not eligible to participate in the Commission's group health plan.
9. Full-time employee can choose to enroll eligible dependents in the group health plan provided by the Commission. The Commission shall pay 50% of additional premium; the employee shall pay 50% of the additional premium. The employer contribution shall be no more than \$5000.00 per fiscal year.



## Draft

### Memorandum of Understanding (MOU) PPUATS and TCRPC

This MOU will outline the roles of the Tri-County Regional Planning Commission (TCRPC) and the Peoria Pekin Urbanized Area Transportation Study (PPUATS) Policy Committee that are not addressed in the Cooperative Agreement dated August 2008.

#### Programming of Federal Transportation Planning Funds

TCRPC Staff will administer all Federal funds (FHWA- PL , FTA-5305, and FTA 5310) that are received by the MPO at the direction of the PPUATS Policy Committee. TCRPC staff will present both the PPUATS Policy Committee and TCRPC Board with a Unified Work Program (UWP), PPUATS technical committee will form a subcommittee to provide PPUATS Technical and Policy Committees' with input and development of the UWP. The PPUATS Policy Committee adopt the annual UWP. The TRCPC board will ratify the UWP once it is adopted by the PPUATS Policy Committee.

The UWP dictates how federal transportation planning funds will be used. TCRPC will authorize the Executive Director to administer the work tasks defined in the UWP.

#### Programming of State Planning Funds

If State Planning Funds (SPF) are available, they shall be included in the UWP. TCRPC staff will administer SPF funds that are allocated to the area at the direction of the PPUATS Policy Committee as outlined in the UWP.

#### Financial Reporting

TCRPC staff will prepare financial report for all Federal Transportation Planning funds for PPUATS Policy . The financial statements shall contain an accounting of all state and federal transportation planning funds that are allocated to the MPO. TCRPC shall authorize contracts that our listed in the adopted UWP on behalf of the PPUATS Policy committee

#### Staffing

TCRPC provides staff to the MPO. The Executive Director of TCRPC has the responsibility to manage staffing levels according to adopted UWP. The Executive Board of the Commission is responsible for reviewing the performance of the Executive Director of the Commission. A joint subcommittee of two TCRPC Executive Board members and two PPUATS Policy Committee members shall give input to the TCRPC Executive Board on the hiring or dismissal of the Executive Director.

#### Annual Meeting

A joint meeting with members of the Commission and Policy Committee will take place on annual basis to hear presentations of the MPO's work and to discuss issues of mutual interest.

TCRPC and the PPUATS Policy Committee will review the MOU on a biannual basis.

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Chairman

Tri-County Regional Planning Commission

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Chairman

Peoria/Pekin Urbanized Area Transportation Study Policy Committee

## **RESOLUTION 17-02**

### ***Illinois Transportation Legislative Initiative***

#### **Resolution of Support for Equitable Local Transportation Investment 80% Highways/20% Transit with Highways at 60% IDOT/40% Local Roads**

WHEREAS, transportation infrastructure is critical to the safety, quality of life and economic vitality throughout Illinois; and

WHEREAS, local government is responsible for over 88% of the public road mileage in Illinois carrying 40% of the traffic in the state, thereby contributing 40% of the highway user fees collected by the state, including both motor vehicle revenue paid to the Secretary of State and motor fuel tax paid at the fuel pump; and

WHEREAS, in 2014 only 21.5% of those highway user fees were returned to reinvest in local roads which was \$577 Million short of the 40% that was generated by local roads; and

WHEREAS, in 2014 local roads received only \$561 Million in MFT distributions; and

WHEREAS, the State of Illinois has not approved a transportation capital program that maintains support of ongoing funding for that continual reinvestment since 1999 and yet local roads in Illinois have experienced costs for basic county highway maintenance in 2014 that were 2.4 times greater than they were in 2000 and those costs continue to climb while local governments are forced to defer and even suspend the most basic maintenance on their local roads; and

NOW THEREFORE BE IT RESOLVED that we hereby notify the Governor, Legislators and the IDOT Secretary that we request the adoption and implementation of the ***Illinois Transportation Legislative Initiative*** to ensure Equitable Local Transportation Investment to Benefit the Economy and the Citizens of the State of Illinois; and this ***Illinois Transportation Legislative Initiative*** specifically requests:

1. The Illinois DOT Secretary will seek input from and collaborate with County Engineers, Municipal Street Officials, Township Highway Commissioners and Transit Officials to develop an ***Illinois Transportation Plan*** to immediately begin to address the needs of our Illinois transportation system by distributing 80% of the funding to Highways and 20% to Transit with the Highway portion distributed 60% to IDOT and 40% to Local Roads through the existing MFT distribution formula; and
2. The Governor and General Assembly will adopt and ensure implementation of an ***Illinois Transportation Bill*** that requires the distribution of all highway user fees and additional

transportation investment at the same funding distribution through the existing MFT distribution formula as identified above.

BE IT FURTHER RESOLVED that upon adoption, signed copies shall be forwarded to:

- The Honorable Bruce Rauner, Governor of the State of Illinois
- The Honorable John Cullerton, President of the Illinois Senate
- The Honorable Michael Madigan, Speaker of the Illinois House of Representatives
- The Honorable Christine Radogno, Minority Leader of the Illinois Senate
- The Honorable James Durkin, Minority Leader of the Illinois House of Representatives
- The Honorable State Senators & Reps whose districts include any portion of our area;
- Randy Blankenhorn, Secretary of the Illinois Department of Transportation

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

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Stephen Van Winkle, Chairman  
Tri County Regional Planning Commission

ATTEST:

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Eric Miller, Executive Director  
Tri- County Regional Planning Commission

# Tri-County Regional Planning Commission Strategic Planning Session April 28, 2016

## Notes Captured on Flip Chart Sheet:

### What has worked? What are successes in the past few years?

- EDC restructure
- Outreach to local communities
- Recreational enhancements: bike paths, RI Trail
- Collaboration between counties / cities enhances
- We are back on a good path and restoring our reputation
- We have done a better job prioritizing activities
- We have worked harder to demonstrate our efficiencies (more needs to be done)
- GIS
- Environmental work
- Our overall collaboration on transportation planning and MPO work
- Our IDOT relationship is stronger

### What are our challenges and threats?

- The level of non-MPO funding is decreasing
- Loss of staff and retention issues
- Our county membership may be at risk
- Our image is still at risk: loss of identify, loss of reputation
- Legislation & regulations that hurts our area's economy, ability to do business, etc.
- Area 'communities' are not looking into the future enough to identify issues
- As an organization: are we bold enough?
- As an organization: are we too conservative?
- We need to be visionary
- Need to look at our organizational culture
- Are some of these above issues related to funding concerns?

The above issues were grouped into six categories and participants voted on those issues of most concern:

1. Loss of funding (14 votes)
2. Organizational culture: be more bold; visionary; but funding is related (13 votes)
3. Staff issues: attraction, retention, interim director (9 votes)
4. Membership: demonstrating value, communications, potential loss of counties (6 votes)
5. Communities: they need planning (5 votes)
6. Our image and reputation (4 votes)

Based on the voting, further discussions were held to develop ideas that could form solutions to the top concerns / issues:

1. Loss of Funding
  - a. Leverage to staff to identify opportunities for funding projects / activities
  - b. We need more research on issues that are out there locally and nationally which means more staff travel is needed
  - c. Funding discussion must be tied to discussion of communities and reaching out o communities (cities)
  - d. Need to do more grant-mining
  - e. Need to increase billable hours
  - f. Increase membership: got more dues-paying members
  - g. Look at staff management
  - h. Need to keep focused on overhead costs
  - i. Keep focused on key stakeholder relationships (CAT, IDOT)
  - j. Reduce non-ROI expenses
2. Organizational Culture: Being more Bold / Visionary
  - a. We first need to look internally as a commission: need more education and develop cohesion
  - b. New to prioritize new opportunities
  - c. Need more communities involved and make them aware of our activities / abilities
  - d. Need to identify key future trends and issues that will impact our communities
  - e. All our stakeholders need better awareness of our organization
  - f. Need to survey our members to determine what they want
  - g. Need to focus on our core competencies
  - h. Need to be known as a regional steward
  - i. Considering conducting a listening tour with the commission
  - j. Need more information sessions led by TCRPC
3. Staff Issues
  - a. Need to immediately address the issue of interim director
  - b. Give staff more travel opportunities
  - c. Have rotating graduate student position

- d. Increase staffing to increase revenue
  - e. There is a concern some job functions are not getting done
  - f. Permit staff to give more input
4. Membership: did not have sufficient time to brainstorm, but key issue was being more proactive with counties in demonstrating benefits to counties and communities

#### **Discussion Regarding Partnership with PPUATS**

- There is not enough awareness within the commission as to the exact partnership with PPUATS, what PPUATS does, and the history behind the partnership
- Commission needs more background to understand the issues relating to the partnership eg. IDOT
- The partnership seems to still be evolving
- Need to beef up non-MPO planning
- Need to work on being a bit more cooperative
- Need to identify common areas of interest
- Need more trust and transparency

#### **Strategic Planning Implications and Recommendations**

The goal of the session was more to identify strategic planning issues, than on developing a strategic plan. Key issues and priorities that stand out include:

- **Overall Positive Session – Successes Still Standout**

Though the session mostly focused on challenges and threats, the initial discussion and overall tone remained positive, future looking, and a genuine recognition that the TCRPC has played and can continue to play a critical role in the health and vitality of the counties and communities.

  - **Potential Action Items**
  - Leverage the suggestions and issues below to communicate internally and externally the successes and impact of the TCRPC.
  - Consider ways to better promote past and current successes
- **Internal and External Education and Information Needs**

A common theme in the session was the need for more information. This includes understanding the organization better (mostly due to new members), and understanding stakeholder and community needs. This issue was raised in a number of discussions including funding loss, organizational culture, and the partnership with PPUATS.

  - **Potential Action Items**
  - Commissioner education: given new members, and the nature of the commission structure, there appears to be a need to an overall better understanding of TCRPC by the commission members. The goal would not just be to make commissioners more

engaged and able to provide feedback, but to develop stronger cohesion within the commission.

- Listening Tour: there appears to be strong support to get more feedback from countries and communities and commissioners should be directly involved.
- Stronger Communication with Members: another theme was the ongoing need to directly educate countries on the benefits to membership in the TCRPC. Recommend a strategy be developed to address this concern.
- Information Session: there was wide consensus that the TCRPC can increase its role as a coordinator and supporter of info sessions relating to concerns and issues of countries and communities. This helps support the commission's image as a regional steward.

- **Funding Issues**

Not surprising, there was considerable discussions about funding and the issue was continually linked to other issues such as increasing membership. There are some potential short-term recommendations, and longer-term. But clearly this needs to be a priority.

- **Potential Action Items**
- Short-term: staff should review the issues raised in the funding discussions session and provide direct feedback to the commissioners. Some issues are likely already proactively being managed (overhead costs, reduce non-ROI activities, etc.) and others will need more discussions and development by staff (grant mining, increased membership, etc.)
- Long-term: there are key issues that ultimately need to be addressed including
  - What are new activities that will lead to income that staff can identify that will also align with our core competencies and long-term goals as an organization
  - Funding is also tied to membership discussions. Are there ways to increase membership and demonstrate value to new members, while staying focused on our mission?
- PPUATS Partnership: The TCRPC can't have a full discussion of funding without including a discussion of the partnership with PPUATS as discussed later.

- **County Engagement**

This issue of providing ongoing value to all counties was a recurring theme. It is linked to both education and funding issues above. But if the risk of a county leaving the commission is real, short-term steps may need to be taken.

- **Potential Action Items**
- If the TCRPC conducts any of the educational sessions or listening tours, a priority should be placed on acknowledging that an important goal is to develop stronger support within those countries that under increasing financial pressure, may have their membership at risk.
- As part of celebrating the successes of the TCRPC, consider ways to frame those success directly from the perspective of the county.

- **Staff Issues**

This was the third most voted on issue, and had some good short-term recommendations.

- **Potential Action Items**
- Take action on the interim director status
- Give staff more travel opportunities
- Engage staff more fully on commissioner discussions
- Allow staff to provide more input

- **Partnership with PPUATS**

This discussion came at the end of the session but could have benefited from a longer discussion. The clear issue was a simple lack of awareness by the commissioners of exactly what the partnership is, its history, and current issues. It seemed clear no substantive feedback could be widely provided without more understanding of the relationship.

- **Potential Action Items**
- Hold an educational session with the commissioners to provide the background, structure, goals, and activities under the partnership.
- Help commissioners understand any potential issues associated with the partnership such as financial control and priorities of IDOT.
- Once there is wider understanding of the partnership, have a follow up meeting to discuss the future of the partnership. Are there concerns? Are there changes that could be made that strengthen the relationship? Is the overall structure the ideal structure?