

EXECUTIVE BOARD MEETING
STEVE VAN WINKLE, CHAIRMAN – EXECUTIVE BOARD
(Crawford, Delaney, Drury, Hinrichsen, Karr, Phelan, Proehl, Sundell)
Monday, November 21, 2016
5:30 p.m.
AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of October 17, 2016
5. Executive Director Report
6. Discussion of TCRPC/PPUATS Memorandum of Understanding/Cooperative Agreement
7. Discuss Employee Compensation Study
8. Review of December 1, 2016 Commission agenda
9. Other
10. Executive Session
11. Any action as a result of Executive Session
12. Adjournment

EXECUTIVE BOARD MEETING
STEVE VAN WINKLE, CHAIRMAN – EXECUTIVE BOARD
(Crawford, Delaney, Drury, Hinrichsen, Karr, Phelan, Proehl, Sundell)
Monday, October 17, 2016
5:30 p.m.
MINUTES

1. Call to Order
Chairman Van Winkle called the meeting to order at 5:30 pm
2. Roll Call
Present: Van Winkle, Hinrichsen, Sundell, Karr, Delaney, and Crawford. Excused: Drury, and Proehl.
Absent: Phelan. Staff: Eric Miller, Hannah Martin, and Ryan Harms
3. Public Input-none
4. Approval of Minutes of September 19, 2016 , and September 22, 2016 (Full Commission did not have quorum so Executive Board conducted business.)
Karr moved to approve September 19, 2016 and September 22, 2016 minutes and Delaney seconded. Motion carried.
5. Executive Director Report
Miller reported on the following:
Miller announced the resignation of Maggie Martino, and Nick Hayward
 - We are good with resumes for the 3 open positions.
 - Audit will be presented to Full Commission this month
 - Monthly Financial Report for September was positive \$7,000.
 - Received a cost proposal for local HR consultants for a compensation and benefits study for Commission.
 - PLBA- all necessary documents have been submitted to USACE. Work will begin once agreements have been signed and USACE is under a new federal budget.
 - State Planning Funds- There is \$156,000 that PPUATS Technical Committee will discuss and recommend to Policy.
 - Transportation Infrastructure Funding update- There is 23+ organizations that have passed the resolution. The Planning team met with Senator Koehler and he was very receptive to the initiative. He offered to host a meeting of all local legislators in January 2017.
 - Bike Connect HOI Regional Bike Plan- There was 70+ persons that attended the Open House October 5 at the Gateway Building. The staff will now review the comments given and incorporate a draft document which will be presented to the steering committee, then presented to the PPUATS Technical and Policy Committees for adoption.
6. Authorize the Chairman to appoint two additional members to the joint TCRPC/PPUATS MOU Committee.
Crawford recommended having 2 additional persons added to the MOU subcommittee and Sundell seconded. Van Winkle recommends Hinrichsen and Phelan to the committee. Motion carried.

7. Recommend to Commission to adopt the TCRPC Member County Funding Plan
Crawford moved to adopt the TCRPC Member County Funding Plan and Sundell seconded.
 - Miller explained the process of the funds change. Discussion was held of making a list of what we have done for counties. Delaney said to clarify list. Van Winkle said the Board needs to give a notice of pulling out of Commission. Miller said we do have a GIS contract and have work with them on Hazard Mitigation Plan and do except to receive funds. Motion carried.
8. Adopt the TCRPC Executive Director's Performance Evaluation (PE) Process & 3 Documents
 - TCRPC PE Purpose, Objectives, Process & Steps
 - TCRPC Executive Director PE-SMART Goals- Form 1 of 2
 - TCRPC Executive Director PE-Job Related Characteristics (JRCs)- Form 2 of 2Hinrichsen moved to adopt the TCRPC Executive Director's Performance Evaluation (PE) Process and 3 Documents and Sundell seconded. Motion carried.
9. Adopt the TCRPC Executive Director's Smart Goals for FY17
 - TCRPC Executive Director PE-2017 SMART Goals
 - TCRPC Executive Director PE SMART Goal-Tasks- 2017Crawford moved to adopt the TCRPC Executive Director's Smart Goals for FY17 and Sundell seconded. Motion carried.
10. Review of October 27, 2016 Commission agenda-ok
11. Other
 - Transportation Infrastructure Funding Status
Miller explained the organizations that have passed the resolution.
 - Hinrichsen mentioned he is running for Mayor of Germantown Hills. If elected he will be resigning from the Commission.
12. Executive Session
13. Any action as a result of Executive Session
14. Adjournment
Karr moved to adjourn at 6:55 p.m. and Sundell seconded. Motion carried.



**TRI-COUNTY REGIONAL
PLANNING COMMISSION**

456 Fulton St, Suite 401
Peoria, IL 61602
PHONE 309-673-9330 **FAX** 309-673-9802
tricityrplanning.org

To: Members of the Commission
From Eric W. Miller, Executive Director
Date: November 21, 2016
Subject: Executive Director Report for November, 2016

Project	Activity	Status
Administrative		
Staffing	Resumes received/offer made to Planning Program Manager	Ongoing
	Review of staff planning resumes	Ongoing
Audit	Audit was presented to Commission in October	Complete
Technology	Server was purchased in October installation is complete	Complete
	Workstations pending	Ongoing
Compensation Study	Discussion at November Exec board meeting	in progress
Outreach Activities	ongoing	in progress
Financial Report	Month of October was positive by \$4000	Ongoing
Website	Launch pending review and insert of copy material	in progress
Planning issues		
PLBA	Working on agreement with USACE	in progress
	Working on Agreements with TNC and HWRC	in progress
Hazard Mitigation	Awaiting award notification from FEMA/IEMA	in progress
GIS Issues		
Woodford County GIS	Awaiting final Contract for CY17	in progress
PPUATS/ Transportation		
Cooperative Agreement	Discussion at November Exec Board meeting	in progress
Transportation Infrastructure Funding	See attachment, meeting with State Legislators in January	in Progress
Regional Bike Plan	Developing final report	in progress
Special Transportation Studies		
FY16		
Peoria Heights Corridor	Adopted by the Village of Peoria Heights in October	complete
City of Peoria Wayfinding	Awaiting final report from consultant	in progress
Sterling Ave SCAT	Project Closed out	Complete
FY17		
East Peoria four Corners	consultant selected finalizing contract documents	in progress
Tazewell County Wayfinding	consultant selected study underway	in progress
City of Pekin Port	Finalizing scope of work with City of Pekin	in progress
FY 16 State Planning Funds	Finalizing Contract documents for Travel Demand Modeling	in progress
FY17 State Planning Funds	Developing scope of work and costs information for candidate projects	in progress
STU Applications	Criteria and applications are complete	Complete
	Developing schedule and materials for next funding round	January



TRI-COUNTY REGIONAL PLANNING COMMISSION

456 FULTON STREET ▪ SUITE 401 ▪ PEORIA, IL 61602

PHONE: 309-673-9330 ▪ FAX: 309-673-9802

WWW.TRICOUNTYRPC.ORG

Memo

To: Executive Board of the Commission

From: Eric W. Miller, Executive Director

Subject: TCRPC/PPUATS MOU Joint Subcommittee report

Date: November 17, 2016

The TCRPC/PPUATS MOU Joint Subcommittee has met three times since October 27, 2016. Meeting minutes from those meetings are available to review.

Background

The purpose of the subcommittee is to address concerns that were brought about by IDOT, The FHWA, and the PPUATS Policy Committee regarding more coordination with TCRPC as it relates to the use of Transportation Planning funds. IDOT and Commission staff provided background information and documents for the Committee to review and discuss. Staff also provided an example MOU from the Chicago Metropolitan Agency for Planning, which has a similar board structure. The primary issues discussed included:

- Which organization is the designated MPO?
It is IDOT's and the FHWA's opinion that the PPUATS Policy Committee is the designated MPO for the Peoria region. The Committee has asked IDOT and the FHWA to send a letter with this opinion.
- Which organization has fiduciary responsibility of federal and state planning funds received by the MPO?
It is IDOT's and the FHWA's opinion that the PPUATS policy Committee has fiduciary responsibility federal and state planning funds received by the MPO.
- Should PPUATS policy have more input on Hiring/Firing and Compensation for the Executive Director?
The Committee agreed that PPUATS Policy should be involved with decisions related to employment matters of the Executive Director.

Our liaison from IDOT was asked to share some best practice and associated language from other regions in IL. One element of the best practice was the concept of "cross committee membership". This concept provides for the opportunity for increased and improved teamwork, collaboration, communication and consensus as a result of implementation. Cross Committee membership would

appoint PPUATS members to the Commission and while also serving on the Executive Board of the Commission. The initial proposal was to include one PPUATS member from each county to serve on the Commission and Executive board.

When presented with this idea the PPUATS Policy chairman presented three counter proposal options for consideration. The option the joint subcommittee recommended exploring is the following:

Create One Executive Committee: *A second, less complicated, alternative would be to have one Executive Committee composed of the Chairman and two members of the TCRPC, the Chairman and two members of PPUATS, and the Executive Director. The Executive Committee would, among other things: hire, evaluate, and compensate the Executive Director and approve any expenditure not well defined in the budget.*

- ***Pro:*** *This encourages the Director to keep PPUATS fully informed and provides for a response to any misappropriations.*

- ***Con:*** *Would create issues for debate outside PPUATS' interests.*

There are many factors and considerations that would have to take place for this option to be feasible. The Committee agreed to further explore this idea and develop a proposal for each governing board to consider. Staff will work with IDOT and other partners to gather information and develop a formal proposal. The MOU Committee discussed other variations to the Joint Exec. Committee. These variations will be discussed at the November Executive Committee Meeting.