

Personnel Committee

MONDAY, June 19, 2017

4:30 p.m.

Mike Phelan, CHAIRMAN
(Stan Glazier, and Sue Sundell)

AGENDA

1. Call to Order
2. Roll Call
3. Motion to approve February 6, 2017 minutes.
4. Recommendation to Commission regarding updates to the FY 2018 Wage and Salary Schedules
 - a. Full-time Salaried Staff
 - b. Part-time Hourly Staff scheduled to work under 1,000 hours per fiscal year
5. Recommendation to Commission regarding FY 2018 Staff Salary Adjustments
6. Other
7. Adjournment

Personnel Committee

MONDAY, FEBRUARY 6, 2017

5:00 p.m.

Mike Hinrichsen, CHAIRMAN

(Mike Phelan, and Sue Sundell)

MINUTES

1. Call to Order
Chairman Hinrichsen called the meeting to order at 5:00 p.m.
2. Roll Call
Present: Hinrichsen, Phelan, and Sundell. Also present: Gorman, Miller, Lees, and Dave Zern -Kuhl Insurance
3. Motion to approve June 10, 2016 minutes.
Phelan moved to approve the June 10, 2016 minutes and Hinrichsen seconded. Motioned carried.
4. Recommendation to Executive Board, Employee Insurance Renewals- Health, Dental, Vision, and Short Term Disability (*Handout*)
 - Miller explained the background of the Commission paying for the employee's healthcare at 100%. The Commission wants the employee to be invested in the Health Insurance. After explaining the different plans Miller recommended Plan RM-R8 and AD-MM with the employee contributing 7%. The Commission adopted to offer a dual tier plan. The dual tiers include a Preferred Provider (PPO) and a High Deductible (HD) with a Health Savings Account (HSA) option. The Commission will give the employee in the HSA \$500 for employee and \$1,000 for family including employee.
 - Phelan asked why this plan? Miller replied that this plan is consistent to our other plans. He said we recruited several applicants for the Planner position but declined due to the insurance package for them and spouse.
 - Phelan asked what the cost for each employee would be. Miller the number is on the handout. He also mentioned that the employee needs to be invested and wants to offer good insurance to the employees.
 - Hinrichsen asked if the employees are ok with the consensus. Answer is yes.
 - Miller explained that although getting the rates late the employees do not have a problem of investing in their insurance.
 - Dave Kern from Kuhl Insurance said the HSA is just another tier it wouldn't really lower the insurance bottom line.
 - Miller also said that Delta Dental is chosen for the dental with no change in rate but offered to lock in our rate for 2 years. Vision will be Guardian with a minimum increase.

Phelan moved to adopt Mr. Millers plan and Sundell seconded. Motion carried.

5. Recommendation to Executive Board amending Employee Handbook to add Employee Retirement Plan Roth 457 Deferred Compensation Plan. *(Handout)*
Miller explained an Employee Retirement Plan Roth 457 Deferred Compensation Plan will be added to the benefits an employee can take.
Phelan moved to recommend to the Executive Board amending the Employee handbook to include the Roth 457 Deferred Compensation Plan and Sundell seconded. Motion carried.
6. Recommendation to Executive Board amending Employee Handbook to replace COBRA with Illinois Continuation of Coverage (mini COBRA) *(Handout)*
Miller explained the changes in the COBRA coverage since we have fewer than 20 employees.
Sundell moved to recommend to the Executive Board amending the Employee Handbook to replace COBRA with Illinois Continuation of Coverage (mini COBRA) and Phelan seconded. Motion carried.
7. Other
Phelan asked what the status of the salary study is. Miller said we will include the price for this consisting of \$5,000 to the budget. He has a scope of study to speed up the process when we choose someone to do the study. Phelan said the employees need to have competitive salaries to what is out there.
8. Adjournment
Phelan moved to adjourn at 6:45 p.m. and Sundell seconded. Motion carried.

Respectively submitted:

Eric Miller
Executive Director
Recorded and transcribed:Debbie Ulrich

Staff Memo

TCRPC Personnel Committee

DATE: June 19, 2017

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 was suggested by the Personnel Committee as a way to keep the Wage and Salary Schedule current and competitive. Last year the schedules were adjusted upward by 3%. This year, I recommend to the Personnel Committee to adjust the wage and salary schedule 2.5%

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 increases and promotions based on positive performance evaluations.

Position	FY2017		FY2018 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director	To be determined by Commission		To be determined by Commission	
GIS Program Manager	\$67,984.59	\$101,979.01	\$69,684.21	\$104,528.49
Planning Program Manager	\$67,984.59	\$101,979.01	\$69,684.21	\$104,528.49
GIS Manager	\$51,103.55	\$76,655.33	\$52,381.14	\$78,571.71
Senior Planner	\$49,800.77	\$74,700.09	\$51,045.79	\$76,567.59
GIS Project Manager	\$49,800.77	\$74,700.09	\$51,045.79	\$76,567.59
GIS Specialist III	\$44,907.90	\$67,363.97	\$46,030.59	\$69,048.07
Planner III	\$44,907.90	\$67,363.97	\$46,030.59	\$69,048.07
GIS Specialist II	\$40,064.89	\$63,591.41	\$41,066.51	\$65,181.19
Planner II	\$40,064.89	\$63,591.41	\$41,066.51	\$65,181.19
GIS Specialist I	\$34,186.44	\$51,280.72	\$35,041.10	\$52,562.74
Planner I	\$34,186.44	\$51,280.72	\$35,041.10	\$52,562.74
Office Administrator	\$33,517.01	\$53,643.35	\$34,354.94	\$54,984.43

The Wage and Salary Schedule was adopted July 28, 2017, 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 benefits. The schedule provides a guide to the Executive Director for compensating part-time employees.

Position	FY2017 Proposed		FY2017 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director				
GIS Program Manager	\$36.24	\$50.24	\$37.15	\$51.50
Planning Program Manager	\$36.24	\$50.24	\$37.15	\$51.50
GIS Manager	\$35.06	\$45.58	\$35.94	\$46.72
Senior Planner/GIS Project Manager	\$33.90	\$44.41	\$34.74	\$45.52
Planner III	\$32.73	\$42.08	\$33.55	\$43.13
GIS Specialist III	\$32.73	\$43.24	\$33.55	\$44.32
Planner II	\$31.55	\$39.73	\$32.34	\$40.72
GIS Specialist II	\$31.55	\$39.73	\$32.34	\$40.72
Planner I	\$29.22	\$36.24	\$29.95	\$37.15
GIS Specialist I	\$29.22	\$36.24	\$29.95	\$37.15
Office Administrator	\$28.04	\$35.06	\$28.74	\$35.94
Secretary	\$23.37	\$28.04	\$23.96	\$28.74
Accountant	\$28.98	\$37.90	\$29.71	\$38.84

The Wage and Salary Schedule was adopted July 28, 2017, by the Tri-County Regional Planning Commission.

RESOLUTION 17-49

A RESOLUTION OF THE TRI- COUNTY REGIONAL PLANNING COMMISSION TO AMEND APPENDIX C (WAGE AND SALARY SCHEDULE FOR FULL-TIME EMPLOYEES, AND APPENDIX C1 (WAGE AND SALARY SCHEDULE FOR PART-TIME EMPLOYEES) OF THE EMPLOYEE HANDBOOK.

WHEREAS, the Employee Handbook includes a schedule of salary ranges for full-time and part-time employees of the Commission, and

WHEREAS, due to inflation and other factors, it is necessary to periodically adjust the salary ranges in an effort to attract and retain a well-qualified staff, and

WHEREAS, Appendices C and C1 of the Employee Handbook were last revised on June 23, 2016, and

WHEREAS, the minimum and maximum salary ranges for Appendix C and C1 are proposed to be adjusted for FY 2018 by 2.5% (attached), and

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS: That the Commission approves the increases indicated above to the minimum and maximum salary ranges of Appendix C and C1 of the Wage and Salary Schedules and require that they be placed in the Employee Handbook.

Presented this 22nd day of June 2017

Adopted this 22nd day of June 2017

Stephen Van Winkle, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

Staff Memo

TCRPC Personnel Committee

Date: June 19, 2017

ISSUE: Annual merit increases for full and part time staff

Discussion regarding staff salary increases for FY18.

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 the Managers.

During the development of the FY 2018 budget, a 2.5% salary increase 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 of a lump sum of \$9,276 to adjust staff salaries. The percentage of increase for each employee will be dependent upon individual performance reviews. The \$9,276 percentage represents 2.5%. Last year, the Commission approved a lump sum number of \$12,442. All salary increases will be effective July 1, 2017.

RESOLUTION 17-50

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2018 WAGE ADJUSTMENTS FOR THE FULL-TIME AND PART-TIME STAFF TO BE EFFECTIVE AS OF JULY 1, 2017

WHEREAS, the Tri-County Regional Commission, hereafter referred to as the Commission, employs a staff of administrators, planners, and specialists, and

WHEREAS, it has been customary for the Executive Director beginning July 1 of each fiscal year to provide salary adjustments based on merit and/or a cost of living index, and

WHEREAS, the Commission's professional staff has successfully carried out the policies and assignments of the Commission as set out in the FY 2018 Overall Work Program, and

WHEREAS, the FY 2018 Budget includes a 2.5% salary increase for the Commission's staff, and

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS: That the Commission approves a lump sum amount of \$9,276.00 for FY 2018 wage increases for the full time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 22nd day of June 2017

Adopted this 22nd day of June 2017

Stephen Van Winkle, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission