

EXECUTIVE BOARD MEETING
TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD
(Hinrichsen, Drury, Smith, Sundell, Crawford, Phelan, Kingdon, Van Winkle

Monday, August 20, 2018
5:15 p.m. NOTE NEW TIME

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes July 16, 2018
5. Motion to Retain as Confidential or Release to Public the following Executive Session minutes:
August 17, 2014
February 23, 2015
March 2, 2015
March 11, 2015
May 16, 2016
June 20, 2016
6. Executive Director Report
7. Discussion of County dues
8. Results from hrFit for salary/compensation study for employees
9. Discussion and Recommendation to Full Commission of Salary Ranges (Resolution 19-06)
10. Discussion and Recommendation to Full Commission of Salary Increases (Resolution 19-07)
11. Motion to approve TCRPC Executive Director SMART Goals (July 1, 2018-June 30, 2019)
12. Motion to approve Executive Board's, Executive Director's performance evaluation (July 2017 to June 30, 2018)- ***(Handout)***
13. Review of August 23, 2018 Commission Agenda ***(Handout)***
14. Other
15. Executive Session
16. Any action as a result of Executive Session
17. Adjournment

EXECUTIVE BOARD MEETING
TIM NEUHAUSER, CHAIRMAN – EXECUTIVE BOARD
(Hinrichsen, Drury, Smith, Sundell, Crawford, Phelan, Kingdon, Van Winkle

Monday, July 16, 2018
5:15 p.m. NOTE NEW TIME

MINUTES

1. Call to Order
Chairman Neuhauser called the meeting to order at 5:15 p.m.
2. Roll Call
Present: Neuhauser, Hinrichsen, Smith, Sundell, Crawford, Phelan, Kingdon and Van Winkle. Absent: Drury. Staff: Miller and Lees.
Neuhauser introduced himself and said he was looking forward to serving in this capacity for the Commission.
3. Public Input- none
4. Approval of Minutes June 18, 2018
Crawford moved to approve the June 18, 2018 minutes and Hinrichsen seconded. Motion carried.
5. Executive Director Report
Miller reported on the following:
 - July 1 received notice from IDOT that we will receive the PL funding grant.
 - Waiting for compensation study being done by hrFit. Will see where we stand with our employee's compensation and salaries. The annual reviews are almost complete and after the study is done we will bring back to Personnel Committee with results and amount to give employees and come to Executive Board for recommendation to Commission.
 - Staff is beginning the draft stage of the PLBA project
 - TCRPC is continuing the outreach of stakeholders for the Beneficial Use of Dredge Material.
6. FY 19 IDOT SPR Grant Awards
Miller updated that TCRPC was awarded 2 grants for the Statewide Planning and Research Grant. These are Federal highway Funds.
 - Central Illinois Digital Aerial Photography project- The GIS staff will be leading a joint procurement for digital orthophotography beginning in the spring of 2019. This will collaborative effort will provide new aerials for local government GIS partners: City of Peoria, Logan County, Peoria County, Tazewell County, Woodford County, and Greater Peoria Sanitary District.
 - Hinrichsen asked what is the estimate for each County? Miller said he will get the numbers for him.
 - Kingdon asked why Logan County gets to benefit from this since they do not contribute, and Miller responded we have a partnership with them for GIS projects.
 - Tri-County Communities Roadway Asset Management- Staff and a sub-committee for Pavement Managements have already selected a consultant for the development of a pavement management system for STU- eligible roads. The scope of this will provide for the

collection and processing of pavement condition data on the non-STU-eligible roads on a community, and/or Right-of -Way assets. This is an extension of Assessment Management for local areas.

- Rural Planning Funds was granted \$40,000

7. Discussion of Continuing Line of Credit with Busey Bank

Miller explained this is an annual ask for \$100,000 Line of Credit. We got this a while ago when the state was not paying the bills and we had bills to pay. We have only used it once.

- o Phelan agrees it is wise to keep.
- o Sundell said to keep if needed.
- o Van Winkle agrees to keep it.
- o Smith asked what per centage of our budget is this and Miller said 20%

8. Review of July 26, 2018 Commission Agenda -ok

9. Other

Neuhauser brought up 2 items for discussion to implement at TCRPC

1. Commission Strategic Plan. This will happen after the 1st of the year
2. Collaboration- Have dialogue with something your area needs. TCRPC staff can help.

- Crawford agrees on both suggestions.
- Neuhauser said we need to have collective sharing
- Hinrichsen commented that he agrees with both and to have effective participation and need to connect with people better.
- Phelan said the facilitator is vital for the goals and perspective and the Executive Board needs to participate.

10. Executive Session

11. Any action as a result of Executive Session

12. Adjournment

Van Winkle moved to adjourn at 6:00 p.m. and Sundell seconded. Motion carried.

Respectively submitted by:

Eric W. Miller

Executive Director

Recorded and transcribed by Debbie Ulrich

To: Members of the Commission
 From Eric W. Miller, Executive Director
 Date: August 17, 2018
 Subject: Executive Director Report for August, 2018

Project	Activity	Status
Administrative		
Outreach Activities	5g project with Ross Miller, Bradley University	Ongoing
	Met with MTCO to discuss Fiber location within the region	Complete
	Attended Village of Roanoke Board meeting	Complete
	Coordination with IDOT on Fall Planning Conference to be held in Peoria	Ongoing
		Ongoing
Audit	Conference Call with Auditors to prepare for on site work as a part of the FY18 Financial audit	
Financial Report	July results unavailable at this time	Ongoing
Indirect Cost Rate(ICR)	Work on FY 19 ICR with State of Illinois GOMB	Ongoing
Website	Website launch is complete. Still reviewing material for insertion	Ongoing
Planning issues		
PLBA	Continued Planning Activities as part of USACE agreement	Ongoing
	Continued drafting of plan document	Ongoing
Beneficial Use of Dredge Material	Continued Outreach with Stakeholders	Ongoing
	Rosenbaum Farm- Conservation Farming	Ongoing
	USDA NCAUR Tour, BIO Char Presentation/Discussion	
	Monitoring USACE project selection process	
	Met with Josh Joseph Peoria County SWCD	
Regional Hazard Mitigation Plan	Coordination with Consultant	Ongoing
Regional Water Supply Planning	Conference call with IDNR to discuss continuation of water supply planning activities- 2 years	Complete
Watershed Planning	Began discussion with Woodford County SWCD to update Walnut Creek Watershed Plan	
Roanoke Comprehensive Plan	Draft Report presented to Village Board	Ongoing
University of Illinois Collaboration	Exploring funding opportunities for Beneficial Use study	Ongoing
Horseshoe Bottoms	No activity	Ongoing
GIS Issues		
Village of Minonk	Work ongoing	Ongoing
Village of Elmwood	Work ongoing	Ongoing
Peoria Heights	Work ongoing	Ongoing
PPUATS/ Transportation		
FY 19 UWP Development	Execution of contract complete.	Ongoing
Transportation Infrastructure Funding	meeting pending with Area Legislators, Monitoring talks in Springfield	Ongoing
Transportation Improvement Program	TIP amendments processed	Ongoing
	Monitored and reviewed newly released State Multi Year Highway program	Complete
	Development of FY 19-22 Draft Transportation Improvement Program	
Eastern Bypass Coalition	No activity	In Progress
Intelligent Transportation Systems	Continued work on update to regional ITS architecture	In Progress
Special Transportation Studies		
State Planning and Research Funding		
Digital ortho project	met with Regional Stakeholders to discuss Grant	Ongoing
	Met with Tazewell County Communities to discuss grant	Ongoing
	Coordinated Vendor presentations	Ongoing
Regional Pavement management Expanded	Reach out to stakeholders	Ongoing
FY 19 Rural Planning Funds	awaiting announcement of program from IDOT -\$40,000	
FY17 State Planning Funds	Regional Pavement Condition Ratings Survey-Work will begin in June	In Progress
FY17 Rural Planning Funds	Village of Minonk GIS /Mapping	In Progress
	Village of Elmwood GIS	In Progress
	Metamora /Germantown Hills Trail Planning Data Collection is ongoing	In Progress
FY 18 Special Planning Studies	City of East Peoria Sidewalk inventory-	Complete
	City of East Peoria and Washington Transportation plan Work underway	Complete
	City of Peoria Downtown Wayfinding	Complete
	City of Chillicothe Corridor Study	Complete
FY19 State Planning Funds	Region wide Guardrail inventory	Pending approval
	L RTP public engagement tools	Pending approval
	Performance Measures Dashboard web tool	Pending approval
	Regional bicycle map	Pending approval
	Local match for Beneficial Use of Sediment SPR grant	Pending approval
	Consultant work is ongoing	In Progress
IDOT Dist. 4 Travel Demand Modeling	Consultant work is ongoing	In progress

Compensation Study Report

for



August 15, 2018



The Tri County Regional Planning Commission (TCRPC) engaged HR Fit to complete a compensation study of current and future positions at TCRPC. Specifically, working within the current compensation structure, HR Fit would conduct a market analysis and make a recommendation to adjust levels as appropriate. The findings of this study are summarized in this report. Detailed information is found within the accompanying excel file document.

Compensation Study Structure and Methodology

HR Fit conducted salary surveys of those organizations with which TCRPC has usually compared itself. As in the past, these organizations were forthcoming with valuable information.

HR Fit also utilized information from the Bureau of Labor Statistics (BLS) division of the United States Department of Labor. This BLS provides objective, standardized compensation information. While the data is from May 2017, wage growth in Illinois has been largely stagnant since that time at approximately 1.0%, depending upon industry (<https://www.bls.gov/eag/eag.il.htm>). Accordingly, this data is still relevant.

Some of the BLS information is available at a local or regional level, not only for the Peoria-Pekin metropolitan statistical area (https://www.bls.gov/oes/current/oes_37900.htm), but also for TCRPC'S regional competitors for talent, such as Bloomington-Normal, Springfield, and the Quad Cities. However, information isn't available for all *positions* in these areas. Where available, position specific information has been included. Where there isn't a direct comparison to the positions at TCRPC, HR Fit included the information of the closest comparable position.

Salary and Wage Levels

The information yielded that TCRPC salary and wage levels are generally average or below average for the industry. This does vary by position and comparable employer. For instance, when comparing the planner pay for TCRPC against other planning commissions, salary levels are generally comparable, though lagging, overall. However, when looking at the salary levels for similar positions at various employers, TCRPC is well below average. An example is urban and regional planner pay in Champaign, Illinois. While the Champaign Regional Planning Commission salaries are comparable to TCRPC, when looking at the BLS data for urban and regional planner pay, the Champaign MSA far outpaces TCRPC. (It should also be noted that Champaign is also one of the top 10 highest paying MSA's in the United States for that position.) This is notable because, while not planning commissions, these other employers are competitors for talent with TCRPC.

Benefit Comparison

TCRPC's benefit levels are generally comparable to its competitors, with retirement savings a notable exception. Many of its competitors are state and local governments, which still offer retirement pensions. This is a more robust retirement benefit than the 457 offered by TCRPC, even with the employer match. Health insurance benefits are roughly on par with competitors.

Summary

Generally, TCRPC's current compensation levels are competitive at the entry level positions, but lag as position skill levels and responsibilities increase. This compensation strategy will likely serve to attract talent to the organization, but could result in a retention challenge.

As wage growth and inflation have been so low, the economic impacts on wages is minimal. Rather, HR Fit recommends that any salary adjustments reflect TCRPC's compensation strategy. For instance, should TCRPC wish to recruit talent with advanced skills and/or experience, increases at those positions would be warranted. If TCRPC wished to maintain the current strategy, moderate increases to all positions would be appropriate.

Erik Christian
Principal Consultant/Owner
HR Fit, LLC

RESOLUTION 19-06

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 22, 2017, and

WHEREAS, the minimum and maximum salary ranges for Appendix C and C1 are proposed to be adjusted for FY 2019 by 4% (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 23rd day of August 2018

Adopted this 23rd day of August 2018

Tim Neuhauser, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

Staff Memo

TCRPC Personnel Committee

DATE: August 14, 2018

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 2.5%. 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

Position	FY2018		FY2019 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director	To be determined by Commission		To be determined by Commission	
GIS Program Manager	\$69,684.21	\$104,528.49	\$71,426.31	\$107,141.70
Planning Program Manager	\$69,684.21	\$104,528.49	\$71,426.31	\$107,141.70
GIS Manager	\$52,381.14	\$78,571.71	\$53,690.67	\$80,536.01
Senior Planner	\$51,045.79	\$76,567.59	\$52,321.93	\$78,481.78
GIS Project Manager	\$51,045.79	\$76,567.59	\$52,321.93	\$78,481.78
GIS Specialist III	\$46,030.59	\$69,048.07	\$47,181.36	\$70,774.27
Planner III	\$46,030.59	\$69,048.07	\$47,181.36	\$70,774.27
GIS Specialist II	\$41,066.51	\$65,181.19	\$42,093.17	\$66,810.72
Planner II	\$41,066.51	\$65,181.19	\$42,093.17	\$66,810.72
GIS Specialist I	\$35,041.10	\$52,562.74	\$35,917.13	\$53,876.81
Planner I	\$35,041.10	\$52,562.74	\$35,917.13	\$53,876.81
Office Administrator	\$34,354.94	\$54,984.43	\$35,213.81	\$56,359.04

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

Position	FY2018		FY2019 Proposed	
	Minimum	Maximum	Minimum	Maximum
Executive Director				
GIS Program Manager	\$37.15	\$51.50	\$38.08	\$52.79
Planning Program Manager	\$37.15	\$51.50	\$38.08	\$52.79
GIS Manager	\$35.94	\$46.72	\$36.84	\$47.88
Senior Planner/GIS Project Manager	\$34.74	\$45.52	\$35.61	\$46.66
Planner III	\$33.55	\$43.13	\$34.39	\$44.21
GIS Specialist III	\$33.55	\$44.32	\$34.39	\$45.43
Planner II	\$32.34	\$40.72	\$33.15	\$41.74
GIS Specialist II	\$32.34	\$40.72	\$33.15	\$41.74
Planner I	\$29.95	\$37.15	\$30.70	\$38.08
GIS Specialist I	\$29.95	\$37.15	\$30.70	\$38.08
Office Administrator	\$28.74	\$35.94	\$29.46	\$36.84
Secretary	\$23.96	\$28.74	\$24.55	\$29.46
Accountant	\$29.71	\$38.84	\$30.45	\$39.81

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

NEWS RELEASE

BUREAU OF LABOR STATISTICS
U. S. D E P A R T M E N T O F L A B O R



Transmission of material in this release is embargoed until
8:30 a.m. (EDT) August 10, 2018

USDL-18-1278

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CONSUMER PRICE INDEX – JULY 2018

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.2 percent in July on a seasonally adjusted basis after rising 0.1 percent in June, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index rose 2.9 percent before seasonal adjustment.

The index for shelter rose 0.3 percent in July and accounted for nearly 60 percent of the seasonally adjusted monthly increase in the all items index. The food index rose slightly in July, with major grocery store food group indexes mixed. The energy index fell 0.5 percent, as all the major component indexes declined.

The index for all items less food and energy rose 0.2 percent in July, the same increase as in May and June. Along with the shelter index, the indexes for used cars and trucks, airline fares, new vehicles, household furnishings and operations, and recreation all increased. The indexes for medical care and for apparel both declined in July.

The all items index rose 2.9 percent for the 12 months ending July, the same increase as for the period ending June. The index for all items less food and energy rose 2.4 percent for the 12 months ending July; this was the largest 12-month increase since the period ending September 2008. The food index increased 1.4 percent over the last 12 months, and the energy index rose 12.1 percent.

Chart 1. One-month percent change in CPI for All Urban Consumers (CPI-U), seasonally adjusted, July 2017 - July 2018
Percent change

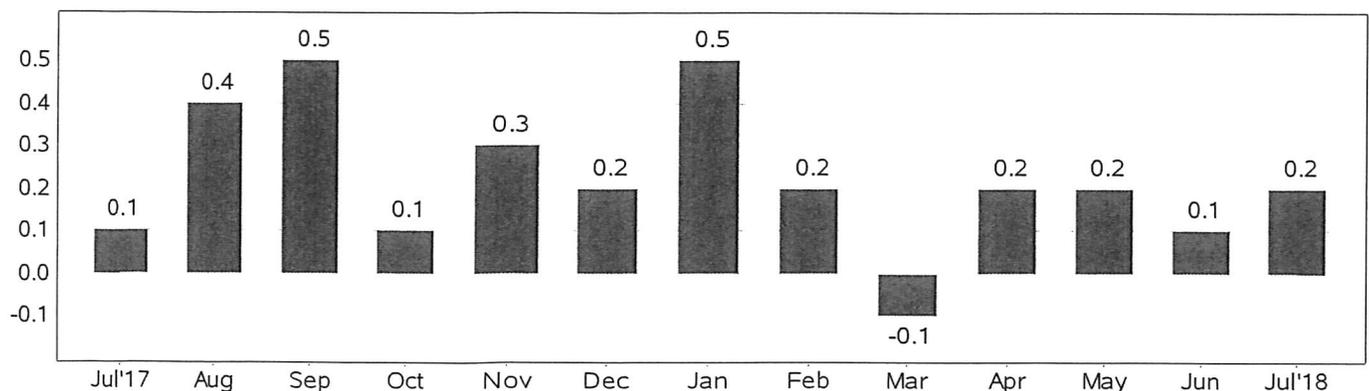


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, July 2017 - July 2018

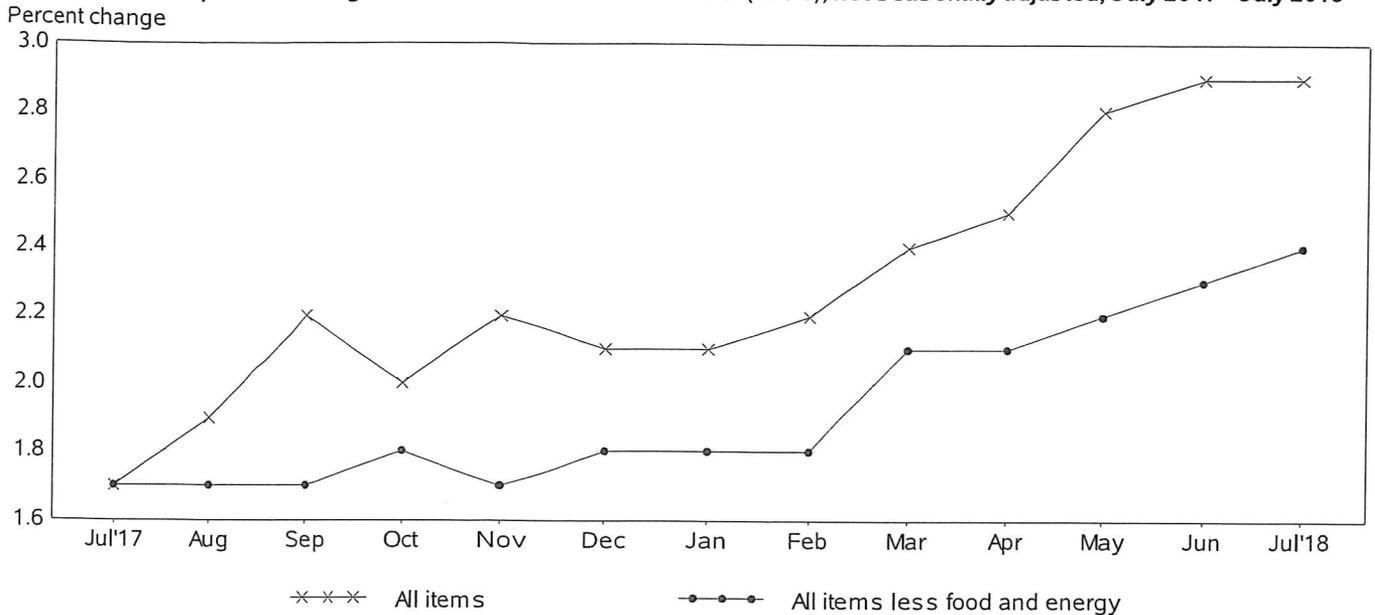


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Unadjusted 12-mos. ended July 2018
	Jan. 2018	Feb. 2018	Mar. 2018	Apr. 2018	May 2018	June 2018	July 2018	
All items5	.2	-.1	.2	.2	.1	.2	2.9
Food2	.0	.1	.3	.0	.2	.1	1.4
Food at home1	-.2	.1	.3	-.2	.2	.2	.4
Food away from home ¹4	.2	.1	.2	.3	.2	.1	2.8
Energy	3.0	.1	-2.8	1.4	.9	-.3	-.5	12.1
Energy commodities	5.8	-.9	-4.7	3.0	1.6	.6	-.6	25.4
Gasoline (all types)	5.7	-.9	-4.9	3.0	1.7	.5	-.6	25.4
Fuel oil	9.5	-3.6	-.7	2.7	-.7	2.9	1.2	34.7
Energy services	-.8	1.4	-.2	-.5	-.1	-1.5	-.4	-1.0
Electricity	-.2	.4	.0	-.6	.1	-1.4	-.4	-.8
Utility (piped) gas service	-2.6	4.7	-1.2	-.4	-.6	-1.7	-.5	-1.3
All items less food and energy3	.2	.2	.1	.2	.2	.2	2.4
Commodities less food and energy commodities4	.1	-.1	-.1	-.1	.0	.1	.0
New vehicles	-.1	-.5	.0	-.5	.3	.4	.3	.2
Used cars and trucks4	-.3	-.3	-1.6	-.9	.7	1.3	.8
Apparel	1.7	1.5	-.6	.3	.0	-.9	-.3	.3
Medical care commodities	-.1	-.3	.1	-.2	1.3	.2	-1.1	.4
Services less energy services3	.2	.3	.2	.3	.2	.3	3.1
Shelter2	.2	.4	.3	.3	.1	.3	3.5
Transportation services8	1.0	.2	-.4	.0	.2	.5	4.0
Medical care services6	.0	.5	.2	-.1	.5	.1	2.3

¹ Not seasonally adjusted.

RESOLUTION 19-07

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE FY 2019 WAGE ADJUSTMENTS FOR THE FULL-TIME AND PART-TIME STAFF TO BE EFFECTIVE AS OF JULY 1, 2018

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 2019 Overall Work Program, and

WHEREAS, the FY 2019 Budget includes a 4% 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 \$11,827.00 for FY 2019 wage increases for the full time and part-time staff to be distributed by the Executive Director at his discretion.

Presented this 23rd day of August 2018

Adopted this 23rd day of August 2018

Tim Neuhauser, Chairman

Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller, Executive Director

Tri- County Regional Planning Commission

Staff Memo

TCRPC Personnel Committee

Date: August 14, 2018

ISSUE: Annual merit increases for full and part time staff

Discussion regarding staff salary increases for FY19.

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.

During the development of the FY 2019 budget, a 4% 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 of a lump sum of \$11,827 to adjust staff salaries. The percentage of increase for each employee will be dependent upon individual performance reviews. The \$11,827 percentage represents 3%. Last year, the Commission approved a lump sum number of \$9276. All salary increases will be effective as of July 1, 2018.

TCRPC Performance Evaluation (PE) Purpose, Objectives, Process & Steps:

Purpose: The Performance Evaluation is designed to provide timely accurate feedback to the Executive Director, in both areas of strength and opportunities for growth and development. The PE Process will assist the Commission with the goal of achieving positive, sustainable results through people.

- **Commission Objectives:**

- Identify the strengths and opportunities for development of the Executive Director
- Provide timely, accurate, constructive feedback to the Executive Director
- Create a Development Plan, if necessary
- Connect employee needs to the needs of the TCRPC organization
- Increase the commitment and engagement of the TCRPC team
- Provide leadership to the Executive Director, employees, Commissioners & community

- **Executive Director Objectives:**

- Encourage and model effective communication
- Demonstrate empathy with others in difficult situations
- Appreciate diversity and differences in others
- Focus on problems and solutions and avoid blaming
- Actively listen to understand the unique perspective of others
- Understand the needs and motivations of others
- Develop and build trust and sustainable relationships
- Leverage the power of conflict in a positive, healthy method
- Influence employees by connecting their motivations to work needs
- Provide accurate, timely constructive feedback to employees
- Provide leadership to the employees, Commissioners & community

Process: The PE process begins with a review of the process and concludes with a summary to the Commission and adoption of next year's SMART Goals.. The PE Process will be conducted on an annual basis with timely feedback provided. Confidentiality is provided to the Self-Evaluation (#2), the evaluations (#3) and the evaluation (#4-6).

Steps:

1. The PE Chrm will meet with the Executive Director to review the process.
2. The Executive Director will complete the PE Process with a Self-Evaluation.
3. The Chairman and Exec. Members with 6 months experience will complete evaluations.
4. The PE Chrm will tabulate results and prepare an Executive Committee summary.
5. The Exec. Committee summary will be approved by the Exec. Committee in Executive Session.
6. The Chrm & PE Chrm will meet with the Executive Director to review the evaluation.
7. The Commission, PPUATS and media will receive the TCRPC Exec Director PE Summary.

TCRPC Executive Director Performance Evaluation SMART Goals

Executive Director PE - FY2019 SMART Goals (July 1, 2018 - June 30, 2019)

I. FISCAL MANAGEMENT: The Executive Director will:

1. Prepare and manage the annual budget by managing expenditures consistent with available revenue, to be completed monthly on an on-going basis. [Proactively manage our fiscal performance; actively seek funding opportunities consistent with our mission.]
2. Manage the authorized expenditure process, ensuring records are maintained to avoid inappropriate or duplicate invoice payment and ensuring Ways & Means Committee and Commission's approval prior to payment, to be completed on an on-going basis. [Create a TRCPC ROI Project Dashboard for improved fiscal tracking.]
3. Manage the timely, effective communication with all fiscal partners, including auditors and accountants, to ensure accurate, stable and timely processes, to be completed on an on-going basis. [Leverage fiscal resources of state, regional, and local partners.]

II. PROJECT MANAGEMENT: The Executive Director will:

1. Manage all Commission projects within time and on budget to be completed monthly on an on-going basis. Project Documentation includes project name; estimated and actual completion date, estimated and actual cost and will be documented and visible. [Filter all projects through our mission; develop and promote leading planning practices (green infrastructure, watershed, air quality & streets); develop & maintain Project Metric Dashboards to measure and communicate project progress.]
2. Maintain project focus on community needs in a timely, responsible manner to be completed on an on-going basis. [Build the TRCPC Brand as a reliable, respected professional organization; continue the lead coordinating role for the restoration & preservation of the IL River; provide our Regional Facilitator role as a model of intergovernmental cooperation; actively provide planning opportunities to small communities; communicate our accomplishments.]
3. Maintain project focus on customer needs in a timely, responsible manner to be completed on an on-going basis. [Meet customer expectations by providing value from their perspective; develop a project feedback mechanism to obtain the voice of the customer (VOC).]

III. EMPLOYEE MANAGEMENT: The Executive Director will:

1. Hire employees as appropriate, within budget and Commission authorization guidelines. [Hire & retain quality employees.]
2. Train, mentor, coach and supervise employees for maximum benefit to the employee and the Commission while maintaining a safe, professional working environment for all employees.
3. Provide accurate, timely, documented feedback to all employees, including positive support or progressive disciplinary action as required. Evaluate employees to encourage improved job performance and opportunities for improvement, to be completed annually. [Recognize employees for excellence; provide employee accountability; maintain the highest ethical standards for all employees.]

IV. ADMINISTRATIVE PROCESS MANAGEMENT: The Executive Director will:

1. Consistently manage all Commission processes per the Executive Director's contract, Commission policies, documents & Executive Committee approved resolutions. [Improve cooperation with PPUATS; Co-lead the Transportation Infrastructure Local Roads Funding Initiative with PPUATS.]
2. Manage in a professional timely manner with open, inclusive, integrity and a commitment to achieve success for the Commission. [Improve cooperation and communication with counties, municipalities & the State of IL (IDOT, IDNR, DCEO, IEPA); develop & communicate a regional legislative agenda with federal & state legislators; focus on technology and innovation in governmental services.]

V. **DEVELOPMENTAL MANAGEMENT:** The Executive Director will:

1. Participate in the Performance Evaluation process, including SMART Goals and Job-Related Characteristics (JRCs) in a timely manner to be completed annually.
2. Seek growth and development opportunities and mitigate any Performance Evaluation opportunity for improvement (budget, training, assessment, certification, other) to be completed on an on-going basis. If needed, complete an Improvement Plan (I-Plan) to be completed within 60 days from the receipt of the PE. [Continue Leadership, Management, Planning or other training opportunities; continue collaboration with area leaders and benchmark opportunities for improvement.]
3. Develop and deliver a training session for any new Commissioner within 60 days after such election or appointment.