

## **Personnel Committee**

**MONDAY, August 20, 2018  
4:00 p.m.**

**Mike Hinrichsen, CHAIRMAN  
(Mike Phelan, and Sue Sundell)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Motion to approve June 19, 2017 minutes.
4. Discussion of hrFit results for salary compensation
5. Recommendation to Commission regarding updates to the FY 2019 Wage and Salary Schedules
  - a. Full-time Salaried Staff
  - b. Part-time Hourly Staff scheduled to work under 1,000 hours per fiscal year
6. Recommendation to Commission regarding FY 2019 Staff Salary Adjustments
7. Other
8. Adjournment

## Personnel Committee

MONDAY, June 19, 2017

4:30 p.m.

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

### MINUTES

1. Call to Order  
Chairman Phelan called the meeting to order at 4:30pm
2. Roll Call  
Present: Phelan, Glazier, and Sundell. Staff: Miller
3. Motion to approve February 6, 2017 minutes.  
Sundell moved to approve the February 6, 2017 minutes and Glazier seconded. Motion carried.
4. Recommendation to Commission regarding updates to the FY 2018 Wage and Salary Schedules
  - a. Full-time Salaried Staff  
Miller explained the recommendation to Commission regarding the 2.5% increase for Full-time salaried staff. There has been 2.5% added to the FY18 budget in the amount of \$9,276.00 for the increase of wages. Sundell moved to approve the recommendation to Commission the 2.5% increase in salaries and Glazier seconded. Motion carried.
  - b. Part-time Hourly Staff scheduled to work under 1,000 hours per fiscal year  
Miller explained that Jenny Sloan, our accountant is the only part time person. Sundell moved to approve the recommendation to Commission regarding a part time hourly staff person and Glazier seconded. Motion carried.
5. Recommendation to Commission regarding FY 2018 Staff Salary Adjustments
  - Miller explained the pool of money we have for raises which consists of \$9,276.00. if we want to keep our employees we need to give them an incentive.
  - Phelan asked if we are on point if salary comparable and Miller said yes, we are sitting in the middle.Sundell moved to recommend to Commission the FY18 Staff Salary Adjustments and Glazier seconded. Motion carried.
6. Other
7. Adjournment  
Sundell moved to adjourn at 5:45 pm and Glazier seconded. Motion carried.

Submitted by,

Eric Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich

# 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](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

# Staff Memo

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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.



**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

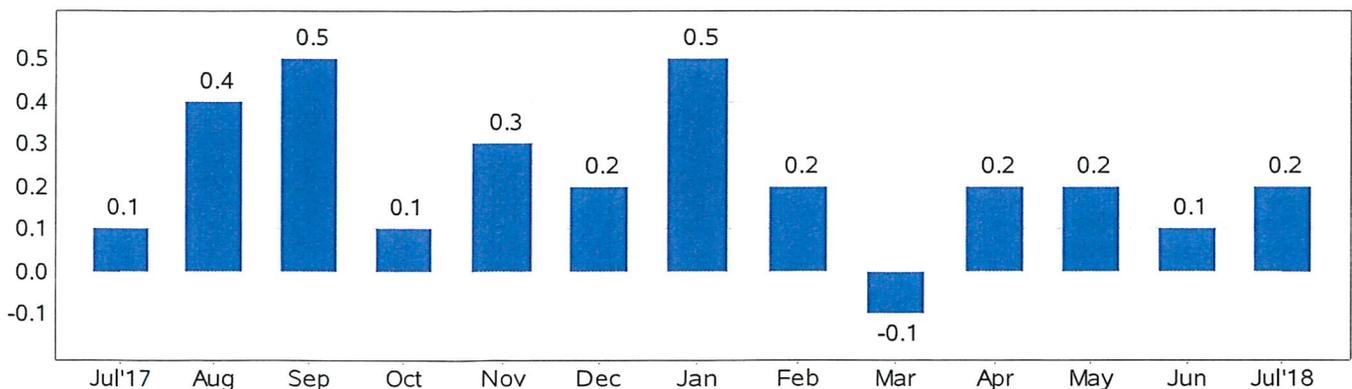


Chart 2. 12-month percent change in CPI for All Urban Consumers (CPI-U), not seasonally adjusted, July 2017 - July 2018

Percent change

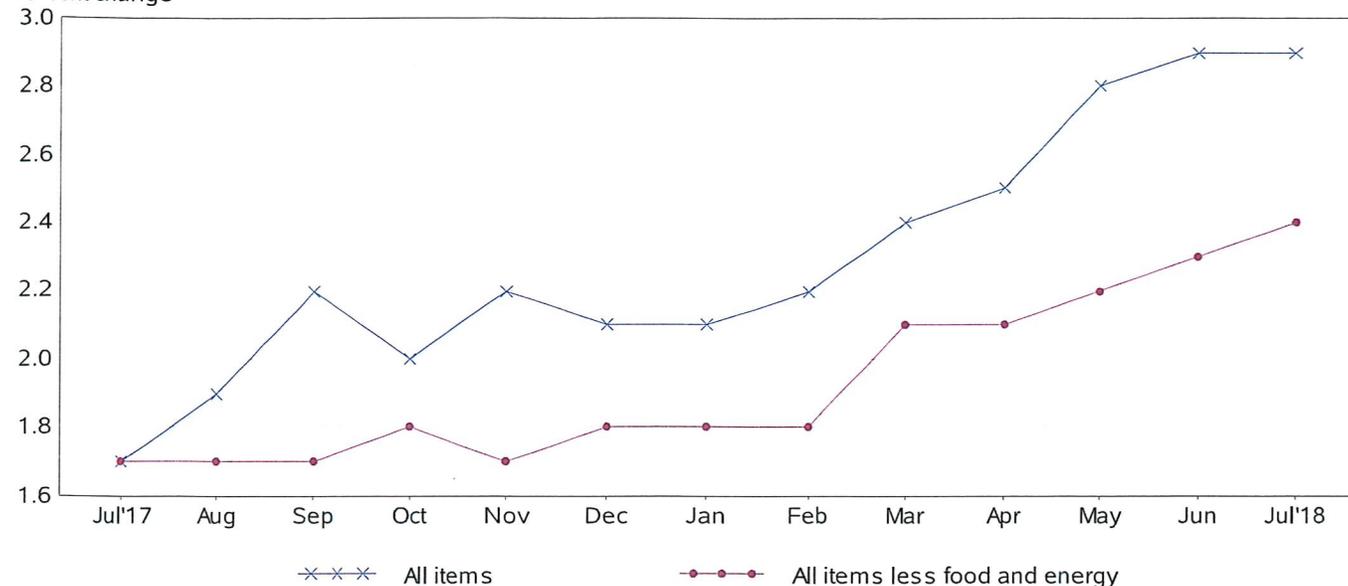


Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	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 items .....	.5	.2	-.1	.2	.2	.1	.2	2.9
Food .....	.2	.0	.1	.3	.0	.2	.1	1.4
Food at home .....	.1	-.2	.1	.3	-.2	.2	.2	.4
Food away from home <sup>1</sup> .....	.4	.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 energy .....	.3	.2	.2	.1	.2	.2	.2	2.4
Commodities less food and energy commodities .....	.4	.1	-.1	-.1	-.1	.0	.1	.0
New vehicles .....	-.1	-.5	.0	-.5	.3	.4	.3	.2
Used cars and trucks .....	.4	-.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 services .....	.3	.2	.3	.2	.3	.2	.3	3.1
Shelter .....	.2	.2	.4	.3	.3	.1	.3	3.5
Transportation services .....	.8	1.0	.2	-.4	.0	.2	.5	4.0
Medical care services .....	.6	.0	.5	.2	-.1	.5	.1	2.3

<sup>1</sup> Not seasonally adjusted.

# 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.