

MEETING MINUTES
Village of Palmyra
PERSONNEL COMMITTEE MEETING
Thursday June 5th, 2025
Village Hall
100 W. Taft Street
5:30 P.M.

The meeting was called to Order at 5:38 pm by Chairperson Tucker.

Roll call: Deichl, Tucker-present, Wallace-absent. Also present, Scott Pavlock

New Business

1. Discussion/possible action on the employee review forms and process: Police Chief and Public Safety Director, Scott Pavlock spoke regarding the process of reviewing his employees as well as himself. He stated that the Public Safety Department does have procedures for both the Fire Rescue Division Performance Evaluations as well as the Police Department Performance Evaluations. The procedures also had existing Employee Evaluation Forms attached. Forms were presented and reviewed by the Personnel Committee. Chief Pavlock stated that these forms align with the expectations for Fire/Police. He also stated that the Police evaluation forms have been accredited and already reviewed by the legal team to make sure they are compliant. He explained the process previously for his team involved going over the evaluation form and sitting down to review quarterly with them. Scott Pavlock would evaluate the Fire Chief in this process. The Personnel Committee would evaluate Scott. Chief Pavlock asked that The Personnel Committee come up with an Evaluation form for his role as Police Chief/Public Safety Director. He explained that the committee could contact other local Police Departments to see examples of what they use for their Chief's reviews. One concern Chief Pavlock shared was that evaluations need to be filed correctly after they are completed. Chairperson Tucker agreed. Chief Pavlock recommended The Personnel Committee consider using what is already in place for the Fire/Police Eval Forms versus starting new since the Police forms have been accredited. Jennifer Tucker and Scott Diechl agreed. Jennifer stated she would work on contacting local departments and getting ideas for a Police Chief review. Once complete, she will send those to Laurie to get sent to the Committee for review. June 12th is the due date for the department heads to have their teams duties for performance reviews submitted to Laurie and Jennifer. Personnel Committee will review and set up another meeting to finish the process. Jennifer stated she will also work on reviewing the department heads job descriptions and look at revising their review forms to be more job specific to each department head. This will all need to be reviewed at

next Personnel Committee meeting to finalize the process. Jennifer stated that the Personnel Committee needs to come up with a plan for how to handle 2025's reviews since it's already June and the January goal meetings did not take place like they were supposed to. This can all be finalized at the next Personnel Committee meeting where the date will be determined after June 12th.

Tucker/Diechl motion to adjourn at 6:50 pm. All ayes-motion carried.

Respectfully submitted,

Jennifer Tucker,
Trustee/Personnel Committee Chair

Minutes approved without corrections June 16, 2025