MEETING MINUTES
Village of Palmyra
Personnel Meeting
Monday February 12, 2024
100 W. Taft St.
Village Hall Board room
10:00 a.m.

The meeting was called to order by Chairperson Kinjerski at 10:00 am. Roll call: Kinjerski, Gorsegner, Petruska-present.

Business

1. Chairman Kinjerski said that he spoke with Chief Scott Pavolock and Scott said that he needs to use department specific review forms for the Police and also specific ones for the Fire Dept. that Derrick will use. The committee agreed that is fine, no need for the Village Board to make any formal "approval" of these forms if they know Scott/Derrick are doing the reviews. Committee member Petruska said that Scott Halbrucker didn't care which form we used for reviews as long as the Village Board took the review process seriously and that if an employee has a concern about a dept., head that the Village Board address it and listen to the employee's concerns. Laurie Mueller likes the Town of Geneva's review forms and the Village of Palmyra's current self-review and review of department heads could remain Mueller said. Petruska has not heard from the Rec Director and the Library Board handles this on their own behalf. The Committee would like to see these reviews done as soon as the Village Board reviews/approves at Monday's COW meeting. They would like dept. heads to get the reviews done as early in each year as possible and then maybe in Aug. they could come back to see where their employees are at regarding goals they may or may not have set and base a possible wage increase for the next year off this. The Village Board will need to review the dept. heads as soon as possible as well. Gorsegner/Petruska motion to recommend the Town of Geneva form for employee reviews and keep using the self review form currently in place along with the form for employees to review the dept. heads. All ayes-motion carried.

Gorsegner/Kinjerski motion to adjourn at 10:28 am. All ayes-motion carried.

Respectfully submitted,

Laurie Mueller,
Village Clerk/Treasurer

Minutes approved without corrections on Feb. 19, 2024