

MEETING MINUTES
Village of Palmyra
Personnel Meeting
Monday February 5, 2024
100 W. Taft St.
Village Hall Board room
10:00 a.m.

The meeting was called to order by Chairperson Kinjerski at 10:02 am. Roll call: Kinjerski, Gorsegner, Petruska-present. Also present- Kathy Weiss

Business

1. Discussion/possible action employee review process and review questions/forms. 3 samples of employee evaluation forms were available along with the Village's current evaluation forms. Weiss said that she has heard complaints from employees that the current forms are too generic, and she wonders if each department should have questions suited just for their department. Committee member Gorsegner says he thinks the forms should be same for all employees. Currently the employees are also to do a self-evaluation and evaluate their supervisor. Petruska likes this and wants this procedure to remain in place. They suggested that a review be done either at the start of the year or in Dec. for the upcoming year to discuss goals with employees. Then another review in August to see if goals were met and how the year has gone. The supervisor could use this to base wage increases off of, which they would ultimately submit to the budget committee at budget time.

The Committee decided that John Kinjerski will take these 3 samples to Scott Pavlock and ask for his input, Angela Petruska will do the same with Scott Halbrucker and Stephanie Butler. The Clerk/Treasurer will look them over and give her input.

Another meeting is scheduled for Monday Feb. 12th at 10 am to discuss this further.

Gorsegner/Petruska motion to adjourn at 10:50 am. All ayes-motion carried.

Respectfully submitted,

Laurie Mueller,
Village Clerk/Treasurer

Minutes approved without corrections on Feb. 19, 2024