

**GENEVA TOWNSHIP
400 WHEELER DRIVE
GENEVA, IL 60134**

**EXECUTIVE SESSION
THURSDAY JUNE 17, 2010**

TOPIC: PERSONNEL

7:50 P.M.

**Roll Call: Present-Supervisor Jaeger, Trustees-Sharp, Brazill, Connolly,
and Clerk Olson**

**Re: Yearly review for Senior Center Director Gayle Kennedy and
Administrative Assistant Sheri MacMurray**

Supervisor Jaeger stated that he and Trustee Brazill had met with Gayle today and last week to review her work during this past year along with a yearly review.

He announced that a yearly review occurs to determine salary increases for Sheri MacMurray and Gayle Kennedy.

He noted that for Gayle there were some good things to be said for her work as senior center director and some things need improvement. He said that her rapport has been excellent, but the newsletter needs improvement.

Trustee Brazill thought Gayle was acting more as a hostess than a director. She and Supervisor Jaeger had been meeting with Gayle to review parts of her job description and working with her to improve in many areas.

Supervisor Jaeger was concerned with comments made by Gayle to clients, blaming the township board for policies presented by the board. He thought Gayle should have more volunteers to help in the center.

Trustee Connolly suggested that not giving an employee a raise, would not cause any employee to fall behind based on inflation data.

The purpose of the meeting was to discuss the yearly review for Gayle Kennedy, consider a salary for the next year and set a salary for Sheri MacMurray after her annual review. Salaries would be for the next year. Trustee Connolly thought it would be wise to freeze Gayle's salary for the next year and give a 2% raise to Sheri.

Both employees have excellent benefits.

The consensus of the trustees was to consider this topic at the Public Hearing to be held for the proposed 2010-2011 budget.

**No decisions were made in Executive Session.
Executive Session ended at 8:30 p.m.**

Respectfully submitted,

**Barbara E. Olson
Township Clerk**