



Agenda
Personnel Committee Meeting
Thursday, December 15, 2022
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

Committee Members: Lorence, Mai-Windle and Newell

Staff Liaison: Lacey Paulsen

Staff Liaison Assistant: Julie Davis

Regular Meeting – 2:30 p.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the December 7, 2022 Personnel Committee Meeting Minutes

Communications:

2. Comments from Visitors (Please Limit Comments to 5 Minutes)

Old Business:

New Business:

3. Certification List for Lateral Police Officer
- Katie Crusselle, Human Resources Generalist

Comments and Reports:

4. Personnel Committee Members
5. HR Staff Liaison

Adjournment

The next Personnel Committee Meeting will be scheduled as needed.

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 12/15/2022

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the December 7, 2022 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on December 7, 2022.

Summary:

Draft meeting minutes from the December 7, 2022 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2022.12.07 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting
Wednesday, December 7, 2022
Richland City Hall – 625 Swift Boulevard
The Parkway Conference Room

Personnel Committee Regular Meeting – 1:00 p.m.

Call to Order/Attendance:

Committee Members Barbara Newell and Stephen Lorence were present.

Also present were Human Resources Director Lacey Paulsen (Staff Liaison), Human Resources Generalist Katie Crusselle, Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison), and RPD Commander Jon Schwarder.

Approval of Minutes:

Mr. Lorence moved and Ms. Newell seconded to approve the November 30, 2022 meeting minutes as presented. The motion carried 2-0.

Communications:

None.

Old Business:

1. Police Sergeant Promotional Testing Process

Commander Schwarder and Ms. Crusselle presented amended changes to the testing process for the Police Sergeant Promotional process, which was first presented at the November 30, 2022, Personnel Committee Meeting. Commander Schwarder reviewed the testing process samples with the committee and answered any questions.

Mr. Lorence moved and Ms. Newell seconded the motion to approve the amended changes to the Police Sergeant promotional testing process as presented. The motion carried 2-0.

New Business:

2. Certification List for Lateral Police Officer

Ms. Crusselle informed the committee that the Oral Board Process held on December 7, 2022, for Lateral Police Officer consisted of 1 candidate, and 1 candidate was certified to the list. It was noted that the Police Lateral/Exceptional Entry Level testing process approved at the November 30, 2022, meeting was implemented for this process.

Ms. Newell moved and Mr. Lorence seconded the motion to approve the Lateral Police Officer certification list as presented. The motion carried 2-0.

Comments and Reports:

3. Personnel Committee Members
None.

4. HR Staff Liaison
Ms. Paulsen commented that hiring incentives for Entry Level and Lateral Police Officers were presented by Chief Clary at the City Council Meeting on December 6, 2022 and authorized by City Council.

Adjournment:

Ms. Paulsen adjourned the meeting at 1:13 p.m.

APPROVED:

ATTESTED:

Stephen Lorence, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:

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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 12/15/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Lateral Police Officer

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for lateral Police Officer from the oral board process held on December 15, 2022.

Summary:

The certification list for lateral Police Officer from the oral board process held on December 15, 2022, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: