



Agenda
Personnel Committee Meeting
Thursday, April 6, 2023
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 - 11:00 a.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the March 15, 2023 Personnel Committee Meeting Minutes

Communications:

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

Old Business:

New Business:

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

Comments and Reports:

5. Personnel Committee Members
6. 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: 4/6/2023

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the March 15, 2023 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on March 15, 2023.

Summary:

Draft meeting minutes from the March 15, 2023 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2023.03.15 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Wednesday, March 15, 2023

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 2:00 p.m.

Call to Order/Attendance:

Committee Members Barbara Newell, Anh-Thu Mai-Windle, and Stephen Lorence were present.

Also present were Human Resources Generalist Katie Crusselle, and Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison).

Approval of Minutes:

Ms. Newell moved and Mr. Lorence seconded to approve the February 15, 2023 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Entry Level Police Officer

Ms. Crusselle informed the committee that the Oral Board Process held on March 14, 2023, for Entry Level Police Officer consisted of 4 candidates, and 3 candidates were certified to the list.

Mr. Lorence moved and Ms. Mai-Windle seconded the motion to approve the Entry Level Police Officer certification list as presented. The motion carried 3-0.

2. Correction to Certification List for Entry Level Police Officer

Ms. Crusselle presented the corrected certification list for Entry Level Police Officer, approved at the February 15, 2023, Personnel Committee Meeting, from the Oral Board process held on February 14, 2023.

Mr. Lorence moved and Ms. Mai-Windle seconded the motion to approve the corrected Entry Level Police Officer certification list as presented. The motion carried 3-0.

Comments and Reports:

3. Personnel Committee Members
Ms. Crusselle answered questions pertaining to how candidates are chosen from approved certification lists.
4. HR Staff Liaison
Ms. Crusselle informed the committee of the next Battalion Chief Promotional Process in May 2023, along with a Personnel Committee Meeting scheduled for June 26, 2023.

Adjournment:

Ms. Crusselle adjourned the meeting at 2:08 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: 4/6/2023

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Entry Level Police Officer

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for entry level Police Officer from the oral board process held on April 5, 2023.

Summary:

The certification list for entry level Police Officer from the oral board process held on April 5, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 4/6/2023

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 April 5, 2023.

Summary:

The certification list for Lateral Police Officer from the oral board process held on April 5, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: