



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:



Stephen Lorence, Chair

ATTESTED:



Lacey Paulsen, Staff Liaison

DATE APPROVED: April 6, 2023

DATE PUBLISHED: April 10, 2023

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