



Agenda
Personnel Committee Meeting
Wednesday, August 23, 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 - 9:30 a.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the August 16, 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 Firefighter
 - Katie Crusselle, Human Resources Generalist
4. Certification List for Paramedic Firefighter
 - 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: 8/23/2023

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the August 16, 2023 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on August 16, 2023.

Summary:

Draft meeting minutes from the August 16, 2023 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2023.08.16 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Wednesday, August 16, 2023

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 9:00 a.m.

Call to Order/Attendance:

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

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

Approval of Minutes:

Ms. Mai-Windle moved and Ms. Newell seconded to approve the July 27, 2023 meeting minutes as presented. The motion carried 2-0.

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 August 15, 2023, for Entry Level Police Officer consisted of 3 candidates, and 3 candidates were certified to the list.

Ms. Newell moved and Ms. Mai-Windle seconded the motion to approve the Entry Level Police Officer certification list as presented. The motion carried 2-0.

2. Certification List for Exceptional Entry Level Police Officer

Ms. Crusselle informed the committee that the Oral Board Process held on August 15, 2023, for Exceptional Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

Ms. Mai-Windle moved and Ms. Newell seconded the motion to approve the Exceptional Entry Level 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 updated the committee on the status of applications received for the committee vacancy due to Mr. Lorence's expiring term at the end of September. Two applications have been received at this time. The recruitment process has been extended one month to attract additional candidates. The committee will be informed when the recruitment process has closed, and applications are ready to review.

Adjournment:

Ms. Paulsen adjourned the meeting at **9:36 a.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: 8/23/2023

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Entry Level Firefighter

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for entry level Firefighter from the oral board process held on August 22, 2023.

Summary:

The certification list for entry level Firefighter from the oral board process held on August 22, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 8/23/2023

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Paramedic Firefighter

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for Paramedic Firefighter from the oral board process held on August 22, 2023.

Summary:

The certification list for Paramedic Firefighter from the oral board process held on August 22, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: