



Meeting Minutes

Personnel Committee Meeting

Thursday, July 27, 2023

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 10:00 a.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. Mai-Windle moved and Mr. Lorence seconded to approve the June 26, 2023 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Entry Level Firefighter

Ms. Crusselle informed the committee that the Oral Board Process held on July 25, 2023, for Entry Level Firefighter consisted of 7 candidates, and 3 candidates were certified to the list.

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

2. Certification List for Lateral Firefighter

Ms. Crusselle informed the committee that the Oral Board Process held on July 25, 2023, for Lateral Firefighter consisted of 1 candidates, and 0 candidates were certified to the list. No motion needed.

3. Certification List for Entry Level Police Officer

Ms. Crusselle informed the committee that the Oral Board Process held on July 25, 2023, for Entry Level Police Officer consisted of 2 candidates, and 2 candidates were certified to the list.

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

Comments and Reports:

4. Personnel Committee Members

None.

5. HR Staff Liaison

With Mr. Lorence's position expiring soon, Ms. Crusselle confirmed with the City Clerk that Mr. Lorence is approved to continue on as Committee Chair if no qualified applicants are received, or until the Chair position is filled. Mr. Lorence stated that he is willing to continue on as Chair if needed.

Adjournment:

Ms. Crusselle adjourned the meeting at **10:09 a.m.**

APPROVED:



Stephen Lorence, Chair

ATTESTED:



Lacey Paulsen, Staff Liaison

DATE APPROVED: August 16, 2023

DATE PUBLISHED: August 21, 2023

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