



Agenda
Personnel Committee Meeting
Thursday, September 21, 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 - 1:00 p.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the September 12, 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

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: 9/21/2023

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the September 12, 2023 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on September 12, 2023.

Summary:

Draft meeting minutes from the September 12, 2023 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2023.09.12 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Tuesday, September 12, 2023

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 3:00 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, Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison), and community member Jordan Phillips.

Approval of Minutes:

Ms. Mai-Windle moved and Mr. Lorence seconded to approve the August 24, 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 September 12, 2023, for Entry Level Police Officer consisted of 2 candidates, and 1 candidate was certified to the list.

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

Comments and Reports:

2. Personnel Committee Members
None.

3. HR Staff Liaison

Ms. Mai-Windle inquired about the process for filling the committee vacancy due to Mr. Lorence's expiring term. Ms. Crusselle reviewed the process with the committee and the committee will be informed when applications are ready to review.

Adjournment:

Ms. Crusselle adjourned the meeting at **3:06 p.m.**

APPROVED:

ATTESTED:

Stephen Lorence, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:

Richland City Hall is ADA accessible. 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 942-7389.



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 9/21/2023

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 September 19, 2023.

Summary:
The certification list for entry level Firefighter from the oral board process held on September 19, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: