



Agenda
Personnel Committee Meeting
Wednesday, October 4, 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 - 10:30 a.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the September 21, 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

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: 10/4/2023

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the September 21, 2023 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on September 21, 2023.

Summary:

Draft meeting minutes from the September 21, 2023 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2023.09.21 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, September 21, 2023

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 1:00 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. Mai-Windle moved and Ms. Newell seconded to approve the September 12, 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 September 19, 2023, for Entry Level Firefighter consisted of 10 candidates, and 6 candidates were certified to the list.

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

Comments and Reports:

2. Personnel Committee Members

None.

3. HR Staff Liaison

Ms. Crusselle answered questions from Ms. Mai-Windle regarding background and Chief's interview process for police candidates after they are certified.

Adjournment:

Ms. Crusselle adjourned the meeting at **1:08 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: 10/4/2023

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 October 3, 2023.

Summary:

The certification list for entry level Police Officer from the oral board process held on October 3, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: