



Agenda
Personnel Committee Meeting
Thursday, October 12, 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:

Public Comments: Please limit public comments to 2 minutes. The public comment period is not an opportunity for dialogue with councilmembers, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering and deliberation. For this reason, Council will accept comments, but will not directly respond to comments, questions or concerns during public comment. Records intended for Council consideration must be given to the City Clerk for distribution.

Approval of Minutes: (Approved by Motion)

- I. Approval of the October 4, 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 Lateral Firefighter
 - Katie Crusselle, Human Resources Generalist

Comments and Reports:

5. Personnel Committee Members
6. HR Staff Liaison

Adjournment

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: 10/12/2023

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the October 4, 2023 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on October 4, 2023.

Summary:

Draft meeting minutes from the October 4, 2023 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2023.10.04 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Wednesday, October 4, 2023

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 10:30 a.m.

Call to Order/Attendance:

Committee Members Barbara Newell and Stephen Lorence 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:

Mr. Lorence moved and Ms. Newell seconded to approve the September 21, 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 October 3, 2023, for Entry Level Police Officer consisted of 5 candidates, and 3 candidates were certified to the list.

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

Comments and Reports:

2. Personnel Committee Members

Ms. Newell inquired about the status of the applicant search for the committee vacancy. Ms. Paulsen informed the committee that no candidate was selected to move forward from the

current applicants. The open position will continue to be posted until a qualified candidate is selected. Mr. Lorence can continue as Committee Chair until the position is filled.

3. HR Staff Liaison
None.

Adjournment:

Ms. Paulsen adjourned the meeting at **10:34 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: 10/12/2023

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 October 10 and October 11, 2023.

Summary:
The certification list for entry level Firefighter from the oral board process held on October 10 and October 11, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 10/12/2023

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Lateral Firefighter

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for Lateral Firefighter from the oral board process held on October 10 and October 11, 2023.

Summary:

The certification list for Lateral Firefighter from the oral board process held on October 10 and October 11, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:
