



Agenda
Personnel Committee Meeting
Wednesday, November 1, 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 - 2:30 p.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the October 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 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: 11/1/2023

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the October 12, 2023 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

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

Summary:

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

Attachments:

1. Draft - 2023.10.12 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, October 12, 2023

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 9:30 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 Specialist Abby Cruse.

Approval of Minutes:

Mr. Lorence moved and Ms. Newell seconded to approve the October 4, 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 October 10 and October 11, 2023, for Entry Level Firefighter consisted of 11 candidates, and 5 candidates were certified to the list.

Ms. Mai-Windle moved and Ms. Newell 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 October 10 and October 11, 2023, for Lateral Firefighter consisted of 2 candidates, and 1 candidate was certified to the list.

Ms. Newell moved and Mr. Lorence seconded the motion to approve the Lateral Firefighter certification list as presented. The motion carried 3-0.

Comments and Reports:

3. Personnel Committee Members

Ms. Mai-Windle inquired if any new candidate applications were received to replace Mr. Lorence as a committee member. Ms. Crusselle informed that committee that no additional applications have been received. The open position will continue to be posted until a qualified candidate is selected.

4. HR Staff Liaison

None.

Adjournment:

Ms. Crusselle 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: 11/1/2023

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 31, 2023.

Summary:

The certification list for entry level Police Officer from the oral board process held on October 31, 2023, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: