



Agenda
Personnel Committee Meeting
Wednesday, January 10, 2024
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 December 13, 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
 - Carla Friberg, Human Resources Specialist
4. Certification List for Lateral Police Officer
 - Carla Friberg, Human Resources Specialist

Comments and Reports:

5. Personnel Committee Members
6. 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: 1/10/2024

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the December 13, 2023 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on December 13, 2023.

Summary:

Draft meeting minutes from the December 13, 2023 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. DRAFT - 2023.12.13 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Wednesday, December 13, 2023

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting - 1:00 p.m.

Call to Order/Attendance:

Ms. Crusselle called the meeting to order at **1:01 pm**. Committee Members Barbara Newell, Anh-Thu Mai-Windle, and Stephen Lorence were present.

Also present were Human Resources Generalist Katie Crusselle, Human Resources Specialist Carla Friberg, 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 November 28, 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 December 12, 2023, for Entry Level Police Officer consisted of 3 candidates, and 3 candidates were certified to the list.

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

2. Certification List for Exceptional Entry Level Police Officer

Ms. Crusselle informed the committee that the Oral Board Process held on December 12, 2023, for Exceptional Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

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

Comments and Reports:

- 3. Personnel Committee Members
None.
- 4. HR Staff Liaison
None.

Adjournment:

Ms. Crusselle adjourned the meeting at **1:04pm**.

APPROVED:

ATTESTED:

Stephen Lorence, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:

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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/10/2024

Agenda Category: New Business

Prepared By: Carla Friberg, Human Resources Specialist

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 January 9, 2024.

Summary:

The certification list for entry level Police Officer from the oral board process held on January 9, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 1/10/2024

Agenda Category: New Business

Prepared By: Carla Friberg, Human Resources Specialist

Subject:

Certification List for Lateral Police Officer

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for lateral Police Officer from the oral board process held on January 9, 2024.

Summary:

The certification list for lateral Police Officer from the oral board process held on January 9, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: