



Agenda
Personnel Committee Meeting
Wednesday, March 6, 2024
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

Committee Members: Lorence, Mai-Windle and Newell

Staff Liaison: Human Resources Director Paulsen

Staff Liaison Assistant: Administrative Assistant II Davis

Regular Meeting - 11:00 a.m.

Call to Order/Attendance:

Public Comments: Please limit public comments to 2 minutes per speaker.

Approval of Minutes: (Approved by Motion)

1. Approval of the February 22, 2024 Personnel Committee Meeting Minutes

Old Business:

New Business:

2. Certification List for Entry Level Police Officer
 - Carla Friberg, Human Resources Specialist

Comments and Reports:

3. Personnel Committee Members
4. 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: 3/6/2024

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the February 22, 2024 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on February 22, 2024.

Summary:

Draft meeting minutes from the February 22, 2024 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. DRAFT - 2024.02.22 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, February 22, 2024

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 1:30 p.m.

Call to Order/Attendance:

Ms. Paulsen called the meeting to order at **1:30 pm**. Committee Members Barbara Newell, Anh-Thu Mai-Windle, and Stephen Lorence were present.

Also present were Human Resources Director Lacey Paulsen (Staff Liaison), Human Resources Specialist Carla Friberg, Battalion Chief Kevin Landon, and Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison).

Public Comments:

None.

Approval of Minutes:

Ms. Newell moved and Ms. Mai-Windle seconded to approve the February 7, 2024 meeting minutes as presented. The motion carried 3-0.

Old Business:

None.

New Business:

1. Certification List for Exceptional Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on February 21, 2024, for Exceptional Entry Level Police Officer consisted of 2 candidates, and 2 candidates were certified to the list.

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

2. Proposed Company Officer Promotional Process Update

Battalion Chief Kevin Landon presented proposed changes to the Company Officer promotional process. BC Landon reviewed the proposed changes and answered questions from the committee members.

Ms. Mai-Windle moved and Mr. Lorence seconded the motion to approve the proposed changes to the Company Officer promotional process as presented. The motion carried 3-0.

Comments and Reports:

3. Personnel Committee Members
None.

4. HR Staff Liaison
Ms. Paulsen updated the committee on the status of recruitment for the vacant position on the Personnel Committee.

Adjournment:

Ms. Paulsen adjourned the meeting at **1:47 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: 3/6/2024

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 March 5, 2024.

Summary:

The certification list for entry level Police Officer from the oral board process held on March 5, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: