



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:



Stephen Lorence, Chair

ATTESTED:



Lacey Paulsen, Staff Liaison

DATE APPROVED: March 6, 2024

DATE PUBLISHED: March 6, 2024

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