



Agenda
Personnel Committee Meeting
Wednesday, April 3, 2024
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

Committee Members: Lowe, Mai-Windle and Newell

Staff Liaison: Human Resources Director Paulsen

Staff Liaison Assistant: Administrative Assistant II Davis

Regular Meeting - 11:45 a.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the March 6, 2024 Personnel Committee Meeting Minutes

Communications:

2. Comments from Visitors (Please Limit Comments to 5 Minutes)

Old Business:

New Business:

3. Selection of Committee Chair
 - Katie Crusselle, Human Resources Generalist
4. Certification List for Entry Level 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: 4/3/2024

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the March 6, 2024 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on March 6, 2024.

Summary:

Draft meeting minutes from the March 6, 2024 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. DRAFT - 2024.03.06 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Wednesday, March 6, 2024

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 11:00 a.m.

Call to Order/Attendance:

Ms. Friberg called the meeting to order at **11:05 am**. Committee Members Barbara Newell and Anh-Thu Mai-Windle were present. Steve Lorence was absent.

Also present were Human Resources Specialist Carla Friberg and Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison).

Approval of Minutes:

Anh-Thu Mai-Windle moved and Barbara Newell seconded to approve the February 22, 2024 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. Friberg informed the committee that the Oral Board Process held on March 5, 2024, for Entry Level Police Officer consisted of 4 candidates, and 2 candidates were certified to the list.

Barbara Newell moved and Anh-Thu Mai-Windle 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. Friberg and Ms. Davis provided an update on the committee selection status for the vacant position on the committee.

3. HR Staff Liaison
None.

Adjournment:

Ms. Friberg adjourned the meeting at **11:11 a.m.**

APPROVED:

ATTESTED:

TBD, 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: 4/3/2024

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:
Selection of Committee Chair

Department:
Human Resources

Recommended Motion:

Summary:
The Committee will entertain nominations and elect a committee chair by majority vote.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 4/3/2024

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 April 2, 2024.

Summary:

The certification list for entry level Police Officer from the oral board process held on April 2, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: