



Meeting Minutes

Personnel Committee Meeting

Wednesday, April 3, 2024

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 11:45 a.m.

Call to Order/Attendance:

Ms. Crusselle called the meeting to order at **11:45 am**. Committee Members Barbara Newell, Anh-Thu Mai-Windle, and Danny Lowe 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:

Anh-Thu Mai-Windle moved and Barbara Newell seconded to approve the March 6, 2024 meeting minutes as presented. The motion carried 2-0. Danny Lowe abstained from the approval of minutes.

Communications:

None.

Old Business:

None.

New Business:

1. Selection of Committee Chair

Ms. Crusselle opened the floor for nominations for Committee Chair.

- Barbara Newell nominated Anh-Thu Mai-Windle.
- Anh-Thu Mai-Windle nominated Barbara Newell.
- Barbara Newell declined the nomination.

No other nominations were made. The following votes were cast:

- For Anh-Thu Mai-Windle: Newell, Lowe, Windle.

Anh-Thu Mai-Windle won the position of Committee Chair by a majority vote of 3-0.

2. Certification List for Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on April 2, 2024, for Entry Level Police Officer consisted of 6 candidates, and 5 candidates were certified to the list.

Danny Lowe moved and Barbara Newell seconded the motion to approve the Entry Level Police Officer certification list as presented. The motion carried 3-0.

Comments and Reports:

3. Personnel Committee Members

Questions presented by Danny Lowe regarding the general certification process were answered by Ms. Crusselle. Anh-Thu Mai-Windle provided additional comments regarding questions presented.

4. HR Staff Liaison

None.

Adjournment:

Ms. Crusselle adjourned the meeting at **12:05 p.m.**

APPROVED:

Anh-Thu Mai-Windle

Anh-Thu Mai-Windle, Chair

ATTESTED:

Lacey Paulsen

Lacey Paulsen, Staff Liaison

DATE APPROVED: April 17, 2024

DATE PUBLISHED: April 17, 2024

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