



Agenda
Personnel Committee Meeting
Thursday, May 2, 2024
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

Committee Members: Chair Mai-Windle and Members Lowe and Newell

Staff Liaison: Human Resources Director Paulsen

Staff Liaison Assistant: Administrative Assistant II Davis

Regular Meeting - 11:30 a.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the April 17, 2024 Personnel Committee Meeting Minutes

Communications:

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

Old Business:

New Business:

3. Certification List for Police Sergeant
 - Carla Friberg, Human Resources Specialist

Comments and Reports:

4. Personnel Committee Members
5. 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: 5/2/2024

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the April 17, 2024 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on April 17, 2024.

Summary:

Draft meeting minutes from the April 17, 2024 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. DRAFT - 2024.04.17 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Wednesday, April 17, 2024

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 11:30 a.m.

Call to Order/Attendance:

Ms. Paulsen called the meeting to order at **11:32 am**. Committee Members Barbara Newell, Anh-Thu Mai-Windle, and Danny Lowe were present.

Also present were Human Resources Director Lacey Paulsen (Staff Liaison), 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 Danny Lowe seconded to approve the April 3, 2024 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. Friberg informed the committee that the Oral Board Process held on April 16, 2024, for Entry Level Police Officer consisted of 6 candidates, and 4 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 3-0.

Comments and Reports:

2. Personnel Committee Members
None.

3. HR Staff Liaison
None.

Adjournment:

Ms. Paulsen adjourned the meeting at **11:35 a.m.**

APPROVED:

ATTESTED:

Anh-Thu Mai-Windle, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:

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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 5/2/2024

Agenda Category: New Business

Prepared By: Carla Friberg, Human Resources Specialist

Subject:

Certification List for Police Sergeant

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for Police Sergeant from the promotional process held on April 18, 2024.

Summary:

The certification list for Police Sergeant from the promotional process held on April 18, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: