



Agenda
Personnel Committee Meeting
Thursday, June 20, 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 May 30, 2024, Personnel Committee Meeting Minutes

Communications:

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

Old Business:

New Business:

3. Certification List for Entry Level Police Officer
 - Carla Friberg, Human Resources Specialist
4. Certification List for Exceptional 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: 6/20/2024

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the May 30, 2024, Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on May 30, 2024.

Summary:

Draft meeting minutes from the May 30, 2024, Personnel Committee Meeting are presented for review and approval.

Attachments:

1. DRAFT - 2024.05.30 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, May 30, 2024

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

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

Call to Order/Attendance:

Ms. Paulsen called the meeting to order at **11:01 am**. Committee Members Anh-Thu Mai-Windle and Danny Lowe were present. Barbara Newell was absent.

Also present were Human Resources Director Lacey Paulsen (Staff Liaison), Human Resources Specialist Carla Friberg, Human Resources Specialist Abby Cruse and Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison).

Approval of Minutes:

Danny Lowe moved and Anh-Thu Mai-Windle seconded to approve the May 16, 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 May 29, 2024, for Entry Level Police Officer consisted of 2 candidates, and 1 candidate was certified to the list.

Danny Lowe 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.

2. Certification List for Fire Lieutenant

Ms. Paulsen informed the committee that the Promotional Process held on April 23-25, 2024, for Fire Lieutenant consisted of 15 candidates, and 8 candidates were certified to the list.

Danny Lowe moved and Anh-Thu Mai-Windle seconded the motion to approve the Fire Lieutenant certification list as presented. The motion carried 2-0.

3. Certification List for Fire Captain

Ms. Paulsen informed the committee that the Promotional Process held on April 23-25, 2024, for Fire Captain consisted of 18 candidates, and 11 candidates were certified to the list.

Anh-Thu Mai-Windle moved and Danny Lowe seconded the motion to approve the Fire Captain certification list as presented. The motion carried 2-0.

Comments and Reports:

4. Personnel Committee Members
None.

5. HR Staff Liaison
Ms. Paulsen reviewed the fire promotional process for the committee.

Adjournment:

Ms. Paulsen adjourned the meeting at **11:12 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: 6/20/2024

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 June 19, 2024.

Summary:

The certification list for entry level Police Officer from the oral board process held on June 19, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/20/2024

Agenda Category: New Business

Prepared By: Carla Friberg, Human Resources Specialist

Subject:

Certification List for Exceptional Entry Level Police Officer

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for exceptional entry level Police Officer from the oral board process held on June 19, 2024.

Summary:

The certification list for exceptional entry level Police Officer from the oral board process held on June 19, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:
