



Agenda
Personnel Committee Meeting
Thursday, August 15, 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 Stricklin

Regular Meeting - 11:00 a.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the July 25, 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 Firefighter
 - Abby Cruse, Human Resources Generalist
4. Certification List for Paramedic Firefighter
 - Abby Cruse, Human Resources Generalist
5. Certification List for Lateral Firefighter
 - Abby Cruse, Human Resources Generalist

Comments and Reports:

6. Personnel Committee Members
7. 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: 8/15/2024

Agenda Category: Approval of Minutes

Prepared By: Jillian Stricklin, Administrative Assistant II

Subject:

Approval of the July 25, 2024 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on July 25, 2024.

Summary:

Draft meeting minutes from the July 25, 2024 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. DRAFT - 2024.07.25 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, July 25, 2024

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

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

Call to Order/Attendance:

Ms. Friberg called the meeting to order at **11:46 a.m.**. Committee Members Anh-Thu Mai-Windle, Barbara Newell, and Danny Lowe were present.

Also present were Human Resources Generalist Carla Friberg and Human Resources Administrative Assistant II Jillian Stricklin (Assistant Staff Liaison).

Approval of Minutes:

Danny Lowe moved and Anh-Thu Mai-Windle seconded to approve the June 20, 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 July 24, 2024, for Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

Anh-Thu Mai-Windle moved and Danny Lowe 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. Friberg adjourned the meeting at **11:49 a.m.**

APPROVED:

ATTESTED:

Anh-Thu Mai-Windle, 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: 8/15/2024

Agenda Category: New Business

Prepared By: Abby Cruse, Human Resources Generalist

Subject:
Certification List for Entry Level Firefighter

Department:
Human Resources

Recommended Motion:
Move to approve the certification list for entry level Firefighter from the oral board process held on August 13 & 14, 2024.

Summary:
The certification list for entry level Firefighter from the oral board process held on August 13 & 14, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 8/15/2024

Agenda Category: New Business

Prepared By: Abby Cruse, Human Resources Generalist

Subject:

Certification List for Paramedic Firefighter

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for Paramedic Firefighter from the oral board process held on August 13, 2024.

Summary:

The certification list for Paramedic Firefighter from the oral board process held on August 13, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 8/15/2024

Agenda Category: New Business

Prepared By: Abby Cruse, Human Resources Generalist

Subject:

Certification List for Lateral Firefighter

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for Lateral Firefighter from the oral board process held on August 13, 2024.

Summary:

The certification list for Lateral Firefighter from the oral board process held on August 13, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: