



Agenda
Personnel Committee Meeting
Thursday, September 26, 2024
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

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

Staff Liaison: Human Resources Director Paulsen

Staff Liaison Assistant: Administrative Assistant II Stricklin

Regular Meeting - 12:15 p.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the August 29, 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 Generalist

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: 9/26/2024

Agenda Category: Approval of Minutes

Prepared By: Jillian Stricklin, Administrative Assistant II

Subject:

Approval of the August 29, 2024 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on August 29, 2024.

Summary:

Draft meeting minutes from the August 29, 2024 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. 2024.08.29 Personnel Committee Regular Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, August 29, 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 **11:31 a.m.**. Committee Members Anh-Thu Mai-Windle, Barbara Newell, and Danny Lowe were present.

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

Approval of Minutes:

Anh-Thu Mai-Windle moved and Barbara Newell seconded to approve the August 15, 2024 meeting minutes as presented. Danny Lowe abstained. 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 August 28, 2024, for Entry Level Police Officer consisted of 5 candidates, and 5 candidates were 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 3-0.

2. Certification List for Exceptional Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on August 28, 2024, for Exceptional Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

Barbara Newell moved and Anh-Thu Mai-Windle seconded the motion to approve the Exceptional Entry Level Police Officer certification list as presented. The motion carried 3-0.

3. Certification List for Lateral Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on August 28, 2024, for Lateral Police Officer consisted of 1 candidate, and 0 candidates were certified to the list. No motion needed.

Comments and Reports:

4. Personnel Committee Members
None.

5. HR Staff Liaison
Ms. Paulsen notified the committee that Barbara Newell has served two terms and must take a one-year break after her position is filled. Barbara Newell agreed to stay on the committee until a replacement is found.

Adjournment:

Ms. Paulsen adjourned the meeting at **11:37 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: 9/26/2024

Agenda Category: New Business

Prepared By: Carla Friberg, Human Resources Generalist

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 September 25, 2024.

Summary:

The certification list for entry level Police Officer from the oral board process held on September 25, 2024, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: