



Agenda
Personnel Committee Meeting
Thursday, March 20, 2025
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

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

Staff Liaison: Human Resources Director Paulsen

Staff Liaison Assistant: Human Resources Specialist Davis

Regular Meeting - 11:45 a.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the February 27, 2025 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
4. Certification List for Exceptional Entry Level Police Officer
 - Carla Friberg, Human Resources Generalist

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: 3/20/2025

Agenda Category: Approval of Minutes

Prepared By: Jillian Stricklin, Administrative Assistant II

Subject:

Approval of the February 27, 2025 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on February 27, 2025.

Summary:

Draft meeting minutes from the February 27, 2025 Personnel Committee Meeting are presented for review and approval.

Attachments:

I. DRAFT - 2025.02.27 Personnel Committee Regular Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, February 27, 2025

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 Barbara Loucks, Anh-Thu Mai-Windle, 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 January 30, 2025 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Exceptional Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on February 26, 2025, for Exceptional 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 Exceptional 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

Ms. Friberg informed the committee about the introduction of the new PST written exam, effective March 1, 2025. The committee will be responsible for verifying two certification lists for a period of time to account for candidates who took the previous exam versus those who took the new exam.

Adjournment:

Ms. Friberg adjourned the meeting at **11:51 a.m..**

APPROVED:

ATTESTED:

Anh-Thu Mai-Windle, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/20/2025

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 March 19, 2025.

Summary:

The certification list for entry level Police Officer from the oral board process held on March 19, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 3/20/2025

Agenda Category: New Business

Prepared By: Carla Friberg, Human Resources Generalist

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 March 19, 2025.

Summary:

The certification list for exceptional entry level Police Officer from the oral board process held on March 19, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: