



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:

Anh-Thu Mai-Windle

Anh-Thu Mai-Windle, Chair

ATTESTED:

Lacey Paulsen

Lacey Paulsen, Staff Liaison

DATE APPROVED: March 20, 2025

DATE PUBLISHED: March 20, 2025