



Agenda
Personnel Committee Meeting
Thursday, April 17, 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: Administrative Assistant II Stricklin

Regular Meeting - 11:30 a.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the March 20, 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

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: 4/17/2025

Agenda Category: Approval of Minutes

Prepared By: Jillian Stricklin, Administrative Assistant II

Subject:

Approval of the March 20, 2025 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on March 20, 2025.

Summary:

Draft meeting minutes from the March 20, 2025 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. DRAFT - 2025.03.20 Personnel Committee Regular Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, March 20, 2025

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

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

Call to Order/Attendance:

Ms. Paulsen called the meeting to order at **11:45 a.m.**. Committee Members Barbara Loucks, Anh-Thu Mai-Windle, and Danny Lowe were present.

Also present were Human Resources Director Lacey Paulsen (Staff Liaison), Human Resources Generalist Carla Friberg, and Human Resources Specialist Julie Davis.

Approval of Minutes:

Danny Lowe moved and Anh-Thu Mai-Windle seconded to approve the February 27, 2025 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 February 26, 2025, for Entry Level Police Officer consisted of 5 candidates, and 5 candidates were certified to the list.

Danny Lowe moved and Barbara Loucks 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 February 26, 2025, for Exceptional Entry Level Police Officer consisted of 1 candidates, and 1 candidates were certified to the list.

Danny Lowe 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.

Comments and Reports:

3. Personnel Committee Members

Committee Member Anh-Thu Mai-Windle inquired about the process if a committee member has a personal connection with one of the candidates on the certification list. Ms. Paulsen advised the committee that if they felt there was a conflict of interest that the committee member may notify the committee that they have a conflict of interest and abstain from voting in such a case.

4. HR Staff Liaison

Ms. Paulsen informed the committee that one Personnel Committee applicant has withdrawn. The second applicant is scheduled for an interview on Friday, March 28, 2025, and Ms. Paulsen will provide an update to the committee thereafter.

Adjournment:

Ms. Paulsen 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: 4/17/2025

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 April 16, 2025.

Summary:

The certification list for entry level Police Officer from the oral board process held on April 16, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: