



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 Paulsen informed the committee that one Personnel Committee applicant has withdrawn.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:

Anh-Thu Mai-Windle

Anh-Thu Mai-Windle, Chair

ATTESTED:

Lacey Paulsen

Lacey Paulsen, Staff Liaison

DATE APPROVED: April 17, 2025

DATE PUBLISHED: April 21, 2025