



Agenda
Personnel Committee Meeting
Friday, May 23, 2025
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

Committee Members: Chair Mai-Windle and Members Chambers 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 April 17, 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 Fire Lieutenant
 - Abby Cruse, 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: 5/23/2025

Agenda Category: Approval of Minutes

Prepared By: Jillian Stricklin, Administrative Assistant II

Subject:

Approval of the April 17, 2025 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on April 17, 2025.

Summary:

Draft meeting minutes from the April 17, 2025 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. DRAFT - 2025.04.17 Personnel Committee Regular Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, April 17, 2025

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 **11:30 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 Administrative Assistant II Jillian Stricklin (Assistant Staff Liaison).

Approval of Minutes:

Danny Lowe moved and Barbara Loucks seconded to approve the March 20, 2024 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

Ms. Friberg reminded the committee they would be approving two certification lists today due to the new PST written exam, effective March 1, 2025.

New Business:

1. LST Certification List for Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on April 16, 2024, for Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

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

2. GSI Certification List for Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on April 16, 2024, for Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

Danny Lowe moved and Anh-Thu Mai-Windle seconded the motion to approve the Entry Level Police Officer GSI certification list for as presented. The motion carried 3-0.

Comments and Reports:

3. Personnel Committee Members
None.

4. HR Staff Liaison
Ms. Paulsen informed the committee that a new Committee Member, Emma Chambers, had been appointed to replace Committee Member Barbara Loucks. Ms. Paulsen thanked Barbara for her two terms of service.

Adjournment:

Ms. Paulsen adjourned the meeting at **11:39 a.m..**

APPROVED:

ATTESTED:

Anh-Thu Mai-Windle, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 5/23/2025

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 May 21, 2025.

Summary:

The certification list for entry level Police Officer from the oral board process held on May 21, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 5/23/2025

Agenda Category: New Business

Prepared By: Abby Cruse, Human Resources Generalist

Subject:

Certification List for Fire Lieutenant

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for Fire Lieutenant from the promotional process held on April 22, 2025.

Summary:

The certification list for Fire Lieutenant from the promotional process held on April 22, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: