



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:

Anh-Thu Mai-Windle

Anh-Thu Mai-Windle, Chair

ATTESTED:

Lacey Paulsen

Lacey Paulsen, Staff Liaison

DATE APPROVED: 05/23/2025

DATE PUBLISHED: 05/23/2025