



Agenda
Personnel Committee Meeting
Thursday, June 12, 2025
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Regular Meeting - 12:00 p.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the May 23, 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 Firefighter
 - Abby Cruse, 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.



Meeting Minutes

Personnel Committee Meeting

Friday, May 23, 2025

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting - 11:30 AM

Ms. Paulsen called the meeting to order at 11:30 AM.

Welcome and Roll Call:

Ms. Paulsen welcomed those in attendance.

Attendance:

Committee Member Mai-Windle

Present (Remote via Zoom)

Committee Member Lowe

Present (Remote via Zoom)

Committee Member Watson

Absent

Also present were Human Resources Generalist Friberg, Human Resources Generalist Cruse, and Human Resources Administrative Assistant II Stricklin (Assistant Staff Liaison).

Approval of Minutes:

Anh-Thu Mai-Windle moved and Danny Lowe seconded to approve the April 17, 2025 meeting minutes as presented. The motion carried 2-0.

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 May 21, 2025, for Entry Level Police Officer consisted of 2 candidates, and 2 candidates were certified to the list.

Danny Lowe moved and Anh-Thu Mai-Windle seconded the motion to approve the Entry Level Police Officer certification list as presented. The motion carried 2-0.

2. Certification List for Fire Lieutenant

Ms. Cruse informed the committee that the Promotional Process held on April 22, 2025, for Fire Lieutenant consisted of 8 candidates, and 6 candidates were certified to the list.

Danny Lowe moved and Anh-Thu Mai-Windle seconded the motion to approve the Fire Lieutenant certification list as presented. The motion carried 2-0.

Comments and Reports:

- 3. Personnel Committee Members
None.
- 4. HR Staff Liaison
None.

Adjournment:

Ms. Paulsen adjourned the meeting at 11:35 AM.

APPROVED:

ATTESTED:

Anh-Thu Mai-Windle, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/12/2025

Agenda Category: New Business

Prepared
By:

Subject:
Certification List for Entry Level Firefighter

Department:
Human Resources

Recommended Motion:
Move to approve the certification list for Entry Level Firefighter from the oral board process held on June 10-11, 2025.

Summary:
The certification list for Entry Level Firefighter for the oral board process held on June 10-11, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: