



Agenda
Personnel Committee Meeting
Thursday, June 19, 2025
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Regular Meeting - 11:15 a.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the June 12, 2025 Personnel Committee Meeting Minutes

Communications:

2. Comments from Visitors (Please Limit Comments to 5 Minutes)

Old Business:

New Business:

3. Certification List for Exceptional Entry Level Police Officer

-

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: 6/19/2025

Agenda Category: Approval of Minutes

Prepared By: Jillian Stricklin, Administrative Assistant II

Subject

Approval of the June 12, 2025 Personnel Committee Meeting Minutes

Department

Human Resources

Recommended Motion

Move to approve the minutes of the Personnel Committee Meeting held on June 12, 2025.

Summary

Draft meeting minutes from the June 12, 2025 Personnel Committee Meeting are presented for review and approval.

Attachments

1. DRAFT - June 12, 2025 Personnel Committee Regular Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Thursday, June 12, 2025

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting - 12:00 p.m.

Ms. Cruse called the meeting to order at 12:12 p.m.

Welcome and Roll Call:

Ms. Cruse welcomed those in attendance.

Attendance:

Committee Member Mai-Windle	Present (Remote via Zoom)
Committee Member Lowe	Present (Remote via Zoom)
Committee Member Watson	Present (Remote via Zoom)

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

Approval of Minutes:

Danny Lowe moved and Anh-Thu Mai-Windle seconded to approve the May 23, 2025 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Entry Level Firefighter

Ms. Cruse informed the committee that the Oral Board Process held on June 10-11, 2025, consisted of 14 candidates, and 7 candidates were certified to the list.

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

Comments and Reports:

2. Personnel Committee Members
None.
3. HR Staff Liaison
None.

Adjournment:

Ms. Cruse adjourned the meeting at 12:21 p.m.

APPROVED:

ATTESTED:

Anh-Thu Mai-Windle, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 6/19/2025

Agenda Category: New Business

Prepared
By:

Subject

Certification List for Exceptional Entry Level Police Officer

Department

Human Resources

Recommended Motion

Move to approve the certification list for exceptional entry-level Police Officer from the oral board process held on June 18, 2025.

Summary

The certification list for exceptional entry level Police Officer from the oral board process held on June 18, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments