



Agenda
Personnel Committee Meeting
Wednesday, July 9, 2025
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Regular Meeting - 11:45 a.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the June 23, 2025 Personnel Committee Meeting Minutes

Old Business:

New Business:

2. Certification List for Police Sergeant
 - Carla Friberg

Comments and Reports:

3. Personnel Committee Members
4. HR Staff Liaison

Adjournment

The next Personnel Committee Meeting will be held 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

Monday, June 23, 2025

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting - 11:30 a.m.

Ms. Cruse called the meeting to order at 11:30 a.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 Emma Chambers seconded to approve the June 19, 2025 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Fire Battalion Chief.

Ms. Cruse informed the committee that the Promotional Process held on May 21, 2025, for Fire Battalion Chief consisted of 4 candidates, and 4 candidates were certified to the list.

Anh-Thu Mai-Windle moved and Danny Lowe seconded the motion to approve the Fire Battalion Chief 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 11:37 a.m.

APPROVED:

ATTESTED:

Anh-Thu Mai-Windle, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/9/2025

Agenda Category: New Business

Prepared By:

Subject

Certification List for Police Sergeant

Department

Human Resources

Recommended Motion

Move to approve the certification list for Police Sergeant from the promotional process held on June 25, 2025.

Summary

The certification list for Police Sergeant from the promotional process held on June 25, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments
