



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:

Anh-Thu Mai-Windle

Anh-Thu Mai-Windle, Chair

ATTESTED:

Lacey Paulsen

Lacey Paulsen, Staff Liaison

DATE APPROVED: July 9, 2025

DATE PUBLISHED: July 15, 2025