



Meeting Minutes

Personnel Committee Meeting

Thursday, June 19, 2025

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

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

Ms. Friberg called the meeting to order at 11:30 a.m.

Welcome and Roll Call:

Ms. Friberg welcomed those in attendance.

Attendance:

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

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

Approval of Minutes:

Danny Lowe moved and Emma Chambers seconded to approve the June 12, 2025 meeting minutes as presented. The motion carried 2-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Exceptional Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on June 18, 2025, for Exceptional Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

Danny Lowe moved and Emma Chambers seconded the motion to approve the Exceptional Entry Level Police Officer certification list as presented. The motion carried 2-0.

Comments and Reports:

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

Adjournment:

Ms. Friberg adjourned the meeting at 11:20 a.m.

APPROVED:

Anh-Thu Mai-Windle

Anh-Thu Mai-Windle, Chair

ATTESTED:

Lacey Paulsen

Lacey Paulsen, Staff Liaison

DATE APPROVED: June 23, 2025

DATE PUBLISHED: June 23, 2025

Certificate Of Completion

Envelope Id: 7F527863-C136-468B-BD54-56726A1E96C3			Status: Completed
Subject: Please Sign: June 19, 2025 Personnel Committee Meeting Minutes & June 23, 2025 Certification List			
Source Envelope:			
Document Pages: 3	Signatures: 3	Envelope Originator:	
Certificate Pages: 5	Initials: 0	HR Team	
AutoNav: Enabled		625 Swift Boulevard	
Envelopeld Stamping: Enabled		Richland, WA 99352	
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		HRTeam@ci.richland.wa.us	
		IP Address: 64.184.153.146	

Record Tracking

Status: Original	Holder: HR Team	Location: DocuSign
6/23/2025 7:49:47 AM	HRTeam@ci.richland.wa.us	

Signer Events	Signature	Timestamp
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Anh-Thu Mai-Windle atmwindle@gmail.com Security Level: Email, Account Authentication (None)	<i>Anh-Thu Mai-Windle</i>	Sent: 6/23/2025 11:48:27 AM Viewed: 6/23/2025 12:42:44 PM Signed: 6/23/2025 12:43:04 PM
	Signature Adoption: Pre-selected Style Using IP Address: 2600:100e:b010:3e9d:f045:7314:42b8:4440 Signed using mobile	

Electronic Record and Signature Disclosure:
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ID: 9a10acd6-cf12-46cc-a263-30caaf8c69b4

Lacey Paulsen		Sent: 6/23/2025 12:43:06 PM
lpaulsen@ci.richland.wa.us		Viewed: 6/23/2025 1:21:24 PM
HR Director		Signed: 6/23/2025 1:22:09 PM
City of Richland		
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image	
	Using IP Address: 65.140.146.155	

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Abby Cruse acruse@ci.richland.wa.us Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/23/2025 1:22:10 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Carbon Copy Events	Status	Timestamp
Randy Aust raust@ci.richland.wa.us Deputy Fire Chief City of Richland Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/23/2025 1:22:11 PM
Thomas E Huntington thuntington@ci.richland.wa.us Fire and Emergency Services Director City of Richland Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 6/23/2025 1:22:11 PM
Jillian Stricklin jstricklin@ci.richland.wa.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 6/12/2025 7:11:15 AM ID: 5f60db9a-317d-40a5-9516-d8b8bb15d2eb	COPIED	Sent: 6/23/2025 1:22:12 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/23/2025 11:48:27 AM
Certified Delivered	Security Checked	6/23/2025 1:21:24 PM
Signing Complete	Security Checked	6/23/2025 1:22:09 PM
Completed	Security Checked	6/23/2025 1:22:12 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		