



Agenda  
Personnel Committee Meeting  
Friday, September 26, 2025  
Richland City Hall ~ Parkway Conference Room  
625 Swift Boulevard

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**Regular Meeting - 11:30 a.m.**

**Call to Order/Attendance:**

**Public Comments:**

**Approval of Minutes:** (Approved by Motion)

1. Approval of the September 5, 2025 Personnel Committee Meeting Minutes

**Old Business:**

**New Business:**

2. Certification List for Entry Level Police Officer  
- Carla Friberg
3. Certification List for Exceptional Entry Level Police Officer  
- Carla Friberg

**Comments and Reports:**

4. Personnel Committee Members
5. HR Staff Liaison

**Adjournment**

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.

**The next Personnel Committee Meeting will be scheduled as needed.**



## Meeting Minutes

Personnel Committee Meeting  
Friday, September 5, 2025  
Richland City Hall – 625 Swift Boulevard  
The Parkway Conference Room

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

Ms. Cruse called the meeting to order at **11:40 a.m.**

#### Welcome and Roll Call:

Ms. Cruse welcomed those in attendance.

#### Attendance:

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

Also present were Human Resources Generalist Cruse and Human Resources Specialist Davis.

#### Approval of Minutes:

Anh-Thu Mai-Windle moved and Emma Chambers seconded to approve the August 21, 2025 meeting minutes as presented. The motion carried 2-0.

#### Communications:

None.

#### Old Business:

None.

#### New Business:

1. Certification List for Lateral Firefighter

Ms. Cruse informed the committee that the Oral Board Process held on September 4, 2025, for Lateral Firefighter consisted of 2 candidates, and 1 candidate was certified to the list.

Anh-Thu Mai-Windle moved and Emma Chambers seconded the motion to approve the Lateral Firefighter certification list as presented. The motion carried 2-0.

**Comments and Reports:**

- 2. Personnel Committee Members  
None.
  
- 3. HR Staff Liaison  
Human Resources Specialist Davis informed the committee of the upcoming Volunteer Appreciation event on September 30, 2025, requesting all committee members reply to the RSVP email.

**Adjournment:**

Ms. Cruse adjourned the meeting at 11:43 a.m.

APPROVED:

ATTESTED:

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Anh-Thu Mai-Windle, Chair

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Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



## PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 9/26/2025

Agenda Category: New Business

Prepared By:

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**Subject**

Certification List for Entry Level Police Officer

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**Department**

Human Resources

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**Recommended Motion**

Move to approve the certification list for entry level Police Officer from the oral board process held on September 24, 2025.

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**Summary**

The certification list for entry level Police Officer from the oral board process held on September 24, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

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**Attachments**

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## PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 9/26/2025

Agenda Category: New Business

Prepared By:

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**Subject**

Certification List for Exceptional Entry Level Police Officer

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**Department**

Human Resources

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**Recommended Motion**

Move to approve the certification list for exceptional entry level Police Officer from the oral board process held on September 24, 2025.

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**Summary**

The certification list for exceptional entry level Police Officer from the oral board process held on September 24, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

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**Attachments**

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