



**Meeting Minutes**

Personnel Committee Meeting  
Friday, September 5, 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 **11:40 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:

*Anh-Thu Mai-Windle*

---

Anh-Thu Mai-Windle, Chair

ATTESTED:

*Lacey Paulsen*

---

Lacey Paulsen, Staff Liaison

DATE APPROVED: September 26, 2025

DATE PUBLISHED: September 26, 2025