



Agenda
Personnel Committee Meeting
Thursday, October 23, 2025
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Regular Meeting - 1:30 p.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the September 26, 2025 Personnel Committee Meeting Minutes

Old Business:

New Business:

2. Selection of Committee Chair
- Lacey Paulsen
3. Certification List for Entry Level Police Officer
- Carla Friberg

Comments and Reports:

4. Personnel Committee Members
5. 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

Friday, September 26, 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	Present (Remote via Zoom)
Committee Member Lowe	Absent
Committee Member Chambers	Present (Remote via Zoom)

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

Approval of Minutes:

Anh-Thu Mai-Windle moved and Emma Chambers seconded to approve the September 5, 2025 meeting minutes as presented. The motion carried 2-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on September 24, 2025, for Entry Level Police Officer consisted of 9 candidates, and 8 candidates were certified to the list.

Anh-Thu Mai-Windle moved and Emma Chambers seconded the motion to approve the Entry Level Police Officer certification list as presented. The motion carried 2-0.

2. Certification List for Exceptional Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on September 24, 2025, for Exceptional Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

Anh-Thu Mai-Windle 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:

3. Personnel Committee Members
None.

4. HR Staff Liaison
Human Resources Generalist Friberg notified the committee that one application was received to replace Committee Member Mai-Windle. The applicant was interviewed on 09/24/2025 and will be appointed at the 10/21/2025 City Council meeting. Committee Member Mai-Windle agreed to continue serving on the committee until that time.

Adjournment:

Ms. Friberg adjourned the meeting at 11:41 a.m.

APPROVED:

ATTESTED:

Anh-Thu Mai-Windle, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 10/23/2025

Agenda Category: New Business

Prepared By:

Subject

Selection of Committee Chair

Department

Human Resources

Recommended Motion

None.

Summary

The Committee will entertain nominations and elect a committee chair by majority vote.

Attachments



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 10/23/2025

Agenda Category: New Business

Prepared By:

Subject

Certification List for Entry Level Police Officer

Department

Human Resources

Recommended Motion

Move to approve the certification list for entry level Police Officer from the oral board process held on October 22, 2025.

Summary

The certification list for entry level Police Officer from the oral board process held on October 22, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments