



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:

Dan Lowe

Dan Lowe, Chair

ATTESTED:

Lacey Paulsen

Lacey Paulsen, Staff Liaison

DATE APPROVED: October 23, 2025

DATE PUBLISHED: October 24, 2025