



Agenda
Personnel Committee Meeting
Friday, November 21, 2025
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Regular Meeting - 11:30 a.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the October 23, 2025 Personnel Committee Meeting Minutes

Old Business:

New Business:

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

Comments and Reports:

3. Personnel Committee Members
4. 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

Thursday, October 23, 2025

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting - 1:30 p.m.

Ms. Paulsen called the meeting to order at 1:29 p.m.

Welcome and Roll Call:

Ms. Paulsen welcomed those in attendance and introduced our newest member, Patrick Fair.

Attendance:

Committee Member Patrick Fair	Present (Remote via Zoom)
Committee Member Lowe	Present (Remote via Zoom)
Committee Member Chambers	Present (Remote via Zoom)

Also present were Human Resources Director Paulsen (Staff Liaison), 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 September 26, 2025 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Selection of Committee Chair

Ms. Paulsen opened the floor for nominations for Committee Chair.

- Emma Chambers nominated Dan Lowe.

No other nominations were made. The following votes were cast:

- For Dan Lowe: Chambers and Fair.

Dan Lowe won the position of Committee Chair by a majority vote of 2-0.

2. Certification List for Entry Level Police Officer

Ms. Friberg informed the committee that the Oral Board Process held on October 22, 2025, for Entry Level Police Officer consisted of 8 candidates, and 2 candidates were certified to the list.

Danny Lowe moved and Emma Chambers seconded the motion to approve the Entry Level Police Officer certification list as presented. The motion carried 3-0.

Comments and Reports:

3. Personnel Committee Members

Questions presented by Dan Lowe and Patrick Fair regarding the general certification process were answered by Ms. Paulsen and Ms. Friberg. Ms. Paulsen provided additional information to Dan Lowe about his signatory duties as the Chair.

4. HR Staff Liaison

None.

Adjournment:

Ms. Paulsen adjourned the meeting at 1:36 p.m.

APPROVED:

ATTESTED:

Dan Lowe, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 11/21/2025

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 November 19, 2025.

Summary

The certification list for entry level Police Officer from the oral board process held on November 19, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments
