



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:

Dan Lowe

Dan Lowe, Chair

ATTESTED:

Krysten Make

Lacey Paulsen, Staff Liaison

DATE APPROVED: 11/21/2025

DATE PUBLISHED: 11/25/2025