



Agenda
Personnel Committee Meeting
Friday, December 19, 2025
Richland City Hall ~ Parkway Conference Room
625 Swift Boulevard

Regular Meeting - 1:45 p.m.

Call to Order/Attendance:

Public Comments:

Approval of Minutes: (Approved by Motion)

1. Approval of the November 21, 2025 Personnel Committee Meeting Minutes

Old Business:

New Business:

2. Certification List for Entry Level Police Officer
- Carla Friberg, Human Resources Generalist

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

Friday, November 21, 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 11:32 a.m.

Welcome and Roll Call:

Ms. Friberg welcomed those in attendance.

Attendance:

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

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

Approval of Minutes:

Danny Lowe moved and Patrick Fair seconded to approve the October 23, 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 November 19, 2025, for Entry Level Police Officer consisted of 7 candidates, and 3 candidates were certified to the list.

Danny Lowe moved and Patrick Fair seconded the motion to approve the Entry Level Police Officer certification list as presented. The motion carried 2-0.

Comments and Reports:

- 2. Personnel Committee Members
None.

- 3. HR Staff Liaison
None.

Adjournment:

Ms. Friberg adjourned the meeting at 11:36 a.m.

APPROVED:

ATTESTED:

Dan Lowe, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 12/19/2025

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 December 17-18, 2025.

Summary

The certification list for entry level Police Officer from the oral board process held on December 17-18, 2025, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments
