

Note: City of Richland Resolution No. 100-20 temporarily designates virtual locations for all municipal meetings. The Personnel Committee will meet remotely for this meeting. Members of the public may attend this meeting remotely by calling the phone number provided.



Agenda
Personnel Committee Meeting
Thursday, July 22, 2021
Join the Zoom meeting [here](#)
Public Telephone Access: (206) 337-9723 or (253) 215-8782
Meeting ID No. 363 276 1823

Committee Members: Lorence, Mai-Windle and Newell

Staff Liaisons: Lacey Paulsen

Staff Liaison's Assistant: Katie Crusselle

Regular Meeting - 11:00 a.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

Approval of the June 10, 2021 Personnel Committee meeting minutes

Communications:

2. Comments from Visitors (Please Limit Comments to 5 Minutes)

Old Business:

New Business:

3. Certification list for Lateral Police Officer
 - Katie Crusselle, Human Resources Generalist
4. Certification list for Entry Level Police Officer
 - Katie Crusselle, Human Resources Generalist

Comments and Reports:

5. Personnel Committee Members
6. HR Staff Liaison

Adjournment

The next Personnel Committee Meeting will be scheduled as needed.

Richland City Hall is ADA accessible. 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 942-7389.



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/22/2021

Agenda Category: Approval of Minutes

Prepared By: Lacey Paulsen, Human Resources Manager

Subject:

Approval of the June 10, 2021 Personnel Committee meeting minutes

Department:

Administrative Services

Recommended Motion:

Approve the minutes of the Personnel Committee meeting held on June 10, 2021.

Summary:

Draft meeting minutes from the June 10, 2021 meeting are presented for review and approval.

Attachments:

1. 2021.06.10 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Tuesday, August 10, 2021

Zoom- Public Telephone Access: (206) 337-9723 or (253) 215-8782

Meeting ID No. 363 276 1823

Personnel Committee Regular Meeting – 1:00 p.m. via Zoom

Call to Order/Attendance:

Committee Members Stephen Lorence, Barbara Newell, and Anh-Thu Mai-Windle were present.

Also present were Human Resources Manager Lacey Paulsen (Staff Liaison) and Human Resources Generalist Katie Crusselle (Assistant Staff Liaison).

Approval of Minutes:

Mr. Lorence moved and Ms. Newell seconded to approve the May 27, 2021 meeting minutes as presented. The motion carried 2-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Battalion Chief Promotional Process

Ms. Crusselle informed the committee that the promotional process held for Fire Battalion Chief consisted of four candidates, and four candidates were certified to the list.

Mr. Lorence moved and Ms. Newell seconded the motion to approve the Fire Battalion Chief Certification List as presented. The motion carried 2-0.

2. Propose changes to Firefighter EMT recruitment process

Fire Lieutenant Noah Bowen addressed a few changes they would like to make to the oral board processes for entry-level firefighter and experienced paramedic firefighter. The proposed change would add an additional, shorter interview as step one in the process.

The additional oral board interview would be ten minutes in length, and would have a pass / fail element. Candidates that pass the first interview would continue on to a second interview, which would be a scored interview to certify candidates to the list. The second interview

would be worth 100% of their score, and those that score 70% or higher, would be certified to the list.

Comments and Reports:

- 3. Personnel Committee Members
None.
- 4. HR Staff Liaison
None.

Adjournment:

Ms. Paulsen adjourned the meeting at 1:20 p.m.

APPROVED:

ATTESTED:

Stephen Lorence, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:

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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/22/2021

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification list for Lateral Police Officer

Department:

Administrative Services

Recommended Motion:

Move to approve the certification list for Lateral Police Officer from the oral board process held on July 21, 2021.

Summary:

The certification list for the Lateral Police Officer from the oral board process held on July 21, 2021, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/22/2021

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification list for Entry Level Police Officer

Department:

Administrative Services

Recommended Motion:

Move to approve the certification list for Entry Level Police Officer from the oral board process held on July 21, 2021.

Summary:

The certification list for the Entry Level Police Officer from the oral board process held on July 21, 2021 is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: