

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
Wednesday, July 28, 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 - 1:00 p.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

Approval of the July 22, 2021 Personnel Committee meeting minutes

Communications:

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

Old Business:

New Business:

3. Certification List for Entry Level Firefighter
 - Katie Crusselle, Human Resources Generalist
4. Certification list for Entry Level Firefighter (current City employees)
 - 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: 7/28/2021

Agenda Category: Approval of Minutes

Prepared By: Lacey Paulsen, Human Resources Manager

Subject:

Approval of the July 22, 2021 Personnel Committee meeting minutes

Department:

Administrative Services

Recommended Motion:

Approve the minutes of the Personnel Committee meeting held on July 22, 2021.

Summary:

Draft meeting minutes from the July 22, 2021 meeting are presented for review and approval.

Attachments:

1. 2021.07.22 Personnel Committee Meeting Minutes- DRAFT



Meeting Minutes

Personnel Committee Meeting

Thursday, July 22, 2021

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

Meeting ID No. 363 276 1823

Personnel Committee Regular Meeting – 11:00 a.m. via Zoom

Call to Order/Attendance:

Committee Members Stephen Lorence, Barbara Newell, and Anh-Thu Mai-Windle were present. Due to technical issues with Zoom, Ms. Mai-Windle arrived in the meeting after the new business section of the meeting was complete.

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 June 10, 2021 meeting minutes as presented. The motion carried 2-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Lateral Police Officer

Ms. Crusselle informed the committee that the process held for Lateral Police Officer consisted of one candidate, and one candidate was certified to the list.

Mr. Lorence moved and Ms. Newell seconded the motion to approve the merged Lateral Police Officer Certification List as presented. The motion carried 2-0.

2. Certification List for Entry Level Police Officer

Ms. Crusselle informed the committee that the process held for Entry Level Police Officer consisted of seven candidates, and three candidates were certified to the list.

Mr. Lorence moved and Ms. Newell seconded the motion to approve the merged 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

Ms. Paulsen provided an update on the new interview process for the entry level Firefighter positions. She informed the committee that the new interview format appears to be working well, as the Fire staff just held their first speed interview session earlier in the week, and really appreciated the new format.

Adjournment:

Ms. Paulsen adjourned the meeting at 11:09 a.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: 7/28/2021

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Entry Level Firefighter

Department:

Administrative Services

Recommended Motion:

Move to approve the certification list for Entry Level Firefighter from the oral board process held on July 27, 2021.

Summary:

The certification list for the Entry Level Firefighter from the oral board process held on Tuesday, July 27, 2021, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 7/28/2021

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification list for Entry Level Firefighter (current City employees)

Department:

Administrative Services

Recommended Motion:

Move to approve the certification list for Entry Level Firefighter (current City employees) from the oral board process held on July 27, 2021.

Summary:

The certification list for Entry Level Firefighter (current City employees) from the oral board process held on July 27, 2021, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: