

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
Monday, August 23, 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. via Zoom

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the August 11, 2021 Personnel Committee meeting minutes
 - Lacey Paulsen, Human Resources Manager

Communications:

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

Old Business:

New Business:

3. Certification List for Fire Lieutenant Promotional Process
 - Katie Crusselle, Human Resources Generalist

Comments and Reports:

4. Personnel Committee Members
5. 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.



Meeting Minutes

Personnel Committee Meeting

Wednesday, August 11, 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 Barbara Newell, Ahn-Thu Mai-Windle, and Stephen Lorence were present.

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

Approval of Minutes:

Ms. Newell moved and Mr. Lorence seconded to approve the July 28, 2021 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Entry Level Firefighter

Ms. Crusselle informed the committee that the interview process held for Entry Level Firefighter consisted of five candidates being certified to the merged certification list. This list now has seven candidates.

Ms. Newell moved and Mr. Lorence seconded the motion to approve the Entry Level Firefighter Certification List as presented. The motion carried 3-0.

2. Certification List for Entry Level Firefighter (Current City Employees)

Ms. Crusselle informed the committee that the interview process held for Entry Level Firefighter for Current City Employees consisted of two candidates being certified to the merged certification list. This list now has three candidates.

Mr. Lorence moved and Ms. Mai-Windle seconded the motion to approve the Entry Level Firefighter – Current City Employees Certification List as presented. The motion carried 3-0.

Comments and Reports:

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

To clarify the role of the personnel committee, per the request of Mr. Lorence, Ms. Paulsen read a statement from the City Attorney Heather Kintzley clarifying the role of the personnel committee in the hiring process for Police Officers and Firefighters:

“The Personnel Committee is responsible for ensuring merit-based appointments to employment (in other words, to ensure that favoritism isn’t the basis for getting the job or promotion). To do this, pre-employment public safety testing is administered (which the Personnel Committee oversees), and a certification list is created. But the Personnel Committee is not involved in background processes, which occur only after candidates are within the acceptable “zone” on the certification list to advance to a conditional offer.”

To help the committee further understand the hiring process, Ms. Paulsen went on to list the items, reports, and steps required in the background process for Police Officers and Firefighters. Further, Ms. Paulsen clarified that the Chief of Police or Fire Chief, and the City Manager are considered the hiring authority, and together, ultimately make the hiring decisions for the Departments.

Adjournment:

Ms. Paulsen adjourned the meeting at 1:11 p.m.

APPROVED:

ATTESTED:

Stephen Lorence, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED: