



## **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

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### **Personnel Committee Regular Meeting - 1:00 p.m. via Zoom**

#### **Call to Order/Attendance:**

Committee Members Barbara Newell, Anh-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:



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Stephen Lorence, Chair

ATTESTED:



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Lacey Paulsen, Staff Liaison

DATE APPROVED: August 23, 2021

DATE PUBLISHED: August 24, 2021

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