

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  
Friday, April 8, 2022  
Join the Zoom meeting [here](#)  
Public Telephone Access: (206) 337-9723 or (253) 215-8782  
Meeting ID No. 363 276 1823

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**Committee Members:** Lorence, Mai-Windle and Newell

**Staff Liaisons:** Lacey Paulsen

**Staff Liaison's Assistant:** Katie Crusselle

### **Regular Meeting - 11:00 a.m. via Zoom**

**Call to Order/Attendance:**

**Approval of Minutes:** (Approved by Motion)

1. Approval of the March 22, 2022 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 Police Officer  
- Katie Crusselle, Human Resources Generalist
4. Certification List for Lateral 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 509-942-7389.



## PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 4/8/2022

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

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**Subject:**

Approval of the March 22, 2022 Personnel Committee Meeting Minutes

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**Department:**

Human Resources

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**Recommended Motion:**

Approve the minutes of the Personnel Committee Meeting held on March 22, 2022

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**Summary:**

Draft meeting minutes from the March 22, 2022 Personnel Committee Meeting are presented for review and approval.

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**Attachments:**

1. Draft- 2022.03.22 Personnel Committee Meeting Minutes



## **Meeting Minutes**

Personnel Committee Meeting

Tuesday, March 22, 2022

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 – 11:00 a.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 Director Lacey Paulsen (Staff Liaison), Human Resources Generalist Katie Crusselle (Assistant Staff Liaison), and Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison).

#### **Approval of Minutes:**

Mr. Lorence moved and Ms. Newell seconded to approve the March 18, 2022 meeting minutes as presented. The motion carried 3-0.

#### **Communications:**

None.

#### **Old Business:**

##### **1. Police Officer (Entry, Exceptional Entry, Lateral) Testing Process**

Ms. Crusselle presented the amended changes to the testing process, scoring and components, for the Police Officer recruitment process, which were first presented at the March 18, 2022, Personnel Committee meeting.

Mr. Lorence moved and Ms. Newell seconded the motion to approve the amended changes to the Police Officer testing process as presented. The motion carried 3-0.

#### **New Business:**

None.

#### **Comments and Reports:**

##### **1. Personnel Committee Members**

None.

2. HR Staff Liaison

Ms. Crusselle noted that the new process that was approved by the committee for the Police officer process would begin in May. A process is already scheduled for April using the former testing and scoring process.

**Adjournment:**

Ms. Paulsen adjourned the meeting at 11:10 a.m.

APPROVED:

ATTESTED:

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Stephen Lorence, Chair

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Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:

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## PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 4/8/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

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Subject:  
Certification List for Entry Level Police Officer

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Department:  
Human Resources

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Recommended Motion:  
Move to approve the certification list for entry level Police Officer from the oral board process held on April 7, 2022.

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Summary:  
The certification list for entry level Police Officer from the oral board process held on April 7, 2022 is presented for review and approval. The Chair will execute upon Committee approval.

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Attachments:



## PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 4/8/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

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**Subject:**

Certification List for Lateral Police Officer

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**Department:**

Human Resources

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**Recommended Motion:**

Move to approve the certification list for lateral Police Officer from the oral board process held on April 7, 2022.

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**Summary:**

The certification list for lateral Police Officer from the oral board process held on April 7, 2022, is presented for review and approval. The Chair will execute upon Committee approval.

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**Attachments:**