



Agenda
Personnel Committee Meeting
Wednesday, August 17, 2022
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

Committee Members: Lorence, Mai-Windle and Newell

Staff Liaison: Lacey Paulsen

Staff Liaison Assistant: Julie Davis

Regular Meeting - 9:30 a.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the August 4, 2022 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
5. Expiration of Certification List for Entry Level Firefighter – City Employees
 - Katie Crusselle, Human Resources Generalist
6. Application for Personnel Committee Vacancy
 - Lacey Paulsen, Human Resources Director

Comments and Reports:

7. Personnel Committee Members
8. HR Staff Liaison

Adjournment

The next Personnel Committee Meeting will be scheduled as needed.

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) 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: 8/17/2022

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the August 4, 2022 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on August 4, 2022.

Summary:

Draft meeting minutes from the August 4, 2022 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2022.08.04 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting
Thursday, August 4, 2022
Richland City Hall – 625 Swift Boulevard
The Parkway Conference Room

Personnel Committee Regular Meeting – 3:30 p.m.

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), and Human Resources Generalist Katie Crusselle

Approval of Minutes:

Mr. Lorence moved and Ms. Mai-Windle seconded to approve the June 29, 2022 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Paramedic Firefighter

Ms. Crusselle informed the committee that the Oral Board Process held on July 26, 2022, for Paramedic Firefighter consisted of 2 candidates, and 2 candidates were certified to the list.

Ms. Mai-Windle moved and Ms. Newell seconded the motion to approve the Paramedic Firefighter certification list as presented. The motion carried 3-0.

2. Certification List for Entry Level Firefighter

Ms. Crusselle informed the committee that the Oral Board Process held on July 26, 2022, for Entry Level Firefighter consisted of 6 candidates, and 2 candidates were certified to the list.

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

Comments and Reports:

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

Adjournment:

Ms. Paulsen adjourned the meeting at 3:35 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: 8/17/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Lateral Police Officer

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for lateral Police Officer from the oral board process held on August 16, 2022.

Summary:

The certification list for lateral Police Officer from the oral board process held on August 16, 2022, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 8/17/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:
Certification List for Entry Level Police Officer

Department:
Human Resources

Recommended Motion:
Move to approve the certification list for entry level Police Officer from the oral board process held on August 16, 2022.

Summary:
The certification list for entry level Police Officer from the oral board process held on August 16, 2022, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 8/17/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Expiration of Certification List for Entry Level Firefighter – City Employees

Department:

Human Resources

Recommended Motion:

Move to approve the expiration of certification list for entry level Firefighter – City Employees.

Summary:

The expiration of certification list for entry level Firefighter – City Employees is presented for review and approval. The Chair will expire certification list upon Committee approval.

Attachments:



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 8/17/2022

Agenda Category: New Business

Prepared By: Lacey Paulsen, Human Resources Director

Subject:

Application for Personnel Committee Vacancy

Department:

Human Resources

Recommended Motion:

Move to approve the application for renewal of Anh-Thu Mai-Windle as Personnel Committee Member.

Summary:

One application received for vacancy from Anh-Thu Mai-Windle, current Personnel Committee Member. Application is presented for committee review. Committee Chair to execute recommendation to City Clerk to fill vacancy upon Committee approval.

Attachments: