



Agenda
Personnel Committee Meeting
Tuesday, August 23, 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 - 3:30 p.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the August 17, 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 Firefighter
- Katie Crusselle, Human Resources Generalist

Comments and Reports:

4. Personnel Committee Members
5. HR Staff Liaison

Adjournment

The next Personnel Committee 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: 8/23/2022

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the August 17, 2022 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on August 17, 2022.

Summary:

Draft meeting minutes from the August 17, 2022 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2022.08.17 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting

Wednesday, August 17, 2022

Richland City Hall – 625 Swift Boulevard

The Parkway Conference Room

Personnel Committee Regular Meeting – 9:30 a.m.

Call to Order/Attendance:

Committee Members Barbara Newell, Anh-Thu Mai-Windle, and Stephen Lorence were present.

Also present were Human Resources Generalist Katie Crusselle, and Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison).

Approval of Minutes:

Ms. Mai-Windle moved and Mr. Lorence seconded to approve the August 4, 2022 meeting minutes as presented. The motion carried 3-0.

Communications:

None.

Old Business:

None.

New Business:

1. Certification List for Lateral Police Officer

Ms. Crusselle informed the committee that the Oral Board Process held on August 16, 2022, for Lateral Police Officer consisted of 1 candidate, and 0 candidates were certified to the list. No action was taken since no candidates were certified to the list.

2. Certification List for Entry Level Police Officer

Ms. Crusselle informed the committee that the Oral Board Process held on August 16, 2022, for Entry Level Police Officer consisted of 1 candidate, and 1 candidate was certified to the list.

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

3. Expiration of Certification List for Entry Level Firefighter – City Employees

Ms. Crusselle informed the committee that the certification list for Entry Level Firefighter – City Employees is officially expired with no applicants remaining on the list.

Mr. Lorence moved and Ms. Mai-Windle seconded the motion to approve the expiration of the Entry Level Firefighter – City Employees certification list as presented. The motion carried 3-0.

4. Application for Personnel Committee Vacancy

Ms. Crusselle informed the committee that one application was received from Anh-Thu Mai-Windle, a current Personnel Committee Member, to fill the vacancy on the Personnel Committee.

Ms. Newell moved and Mr. Lorence seconded the motion to recommend the application of Anh-Thu Mai Windle to fill the vacancy on the Personnel Committee. The motion carried 2-0.

Comments and Reports:

5. Personnel Committee Members

Ms. Mai-Windle acquired on the status of recruitment activities during National Night Out on August 2, 2022. Ms. Crusselle informed the committee that Human Resources had a booth, with the primary focus of recruitment. The event was well attended, and many contacts were made. Fire and Police had booths at the event as well.

6. HR Staff Liaison
None.

Adjournment:

Ms. Crusselle adjourned the meeting at 9:42 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: 8/23/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Lateral Firefighter

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for Lateral Firefighter from the oral board process held on August 23, 2022.

Summary:

The certification list for Lateral Firefighter from the oral board process held on August 23, 2022, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: