



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:



Stephen Lorence, Chair

ATTESTED:



Lacey Paulsen, Staff Liaison

DATE APPROVED: August 23, 2022

DATE PUBLISHED: August 25, 2022

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