

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
November 18, 2021

Virtual Meeting

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Alternate Meeting Format: On March 6, 2020 the Mayor declared a civil emergency due to the outbreak of novel coronavirus (COVID-19). On March 24, 2020 the Governor issued Proclamation 20-28 relating to the COVID-19 emergency and open public meetings. The proclamation has been extended. Due to these factors, the meeting was held using a remote meeting platform.

Commissioners:

Robert Bakh
David Bush - Arrived at 5:14 PM
Dave DeVore

Administration/Staff:

Stephanie Johnson, HR Director

CALL TO ORDER

The meeting was called to order at 5:02 PM.

PUBLIC COMMENTS

APPROVAL OF MINUTES

- a) Minutes of October 28, 2021

The minutes were APPROVED as presented by unanimous consent.

STAFF REPORT - Council approved the Mayor's proposed 2022 budget this week which included 3 sworn Officer FTE additions. City Hall reopened to the public limited hours.

REGULAR BUSINESS

- a) **Certify the Results of the Nov. 4, 2021 Police Officer Interviews, (A)**

Presented by:

Stephanie Johnson, Chief Examiner

Ms. Johnson introduced the scores of the November 4, 2021 Police Officer interviews. Chairman Devore made the motion to approve the scores, which was then seconded by Chairman Bakh. The scores were approved as presented by unanimous consent. This certification updates the eligibility lists for Police Officer which will be forwarded to Chairman Devore for email signature.

- b) **Approve Provisional Appointment of Bill Sorenson, (A)**

Presented by:

Paula Schwan, Interim Police Chief and Stephanie Johnson, Chief Examiner and Human Resources Director

Chief Schwan has appointed Corporal Sorenson into a provisional Sergeant appointment effective December 1, 2022. In accordance with Civil Service Rule 13.01, Commissioner Bush made a motion to approve the provisional appointment, which was seconded by Commissioner Bakh.

c) **November 2021 Staffing Update, (I)**

Presented by:

Stephanie Johnson, Chief Examiner and Human Resources Director

OTHER BUSINESS / ANNOUNCEMENTS

Discussion ensued regarding parts/weights for the upcoming Corporal and Sergeant promotional examination ordered by Ms. Johnson. Commission members expressed their support for a 40% weighting for the work performance rating and 60% for the assessment center. Additional discussion will take place as an agenda item in December.

The promotional examination announcement will occur Friday November 19, 2021 and receipt of applications will close Sunday, December 19, 2021.

The commission will cancel it's regularly scheduled December meeting and hold a special meeting Tuesday, December 21, 2021 at 5:00PM.

ADJOURNMENT

The meeting was adjourned at 5:37 PM.