

CITY OF ISSAQUAH
Civil Service Commission

5:00 PM
 October 4, 2023

Steelhead Room, 235 1st
 Ave. SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:

Amy Crabtree
 Susan Leonelli – Excused Absence
 Robin Beukers

Administration/Staff:

Christopher Shock, HR Analyst
 Stephanie Johnson, HR Director
 Paula Schwan, Police Chief

CALL TO ORDER

BEUKERS called the meeting to order at 5:10 p.m.

PUBLIC COMMENTS

APPROVAL OF MINUTES

- a) Minutes of August 24, 2023

SHOCK introduced the minutes of the August 24, 2023, meeting. CRABTREE motioned. BEUKERS seconded the motion. There being no proposed edits, the minutes were approved by unanimous consent.

STAFF REPORT

BEUKERS commented on duration of agenda items. Discussion about parameters, and that the timeframes on the duration are to keep the meeting on track and are only an estimate.

REGULAR BUSINESS

- a. **Results of the Police Commander Assessment (A)**

Presented by:
 Christopher Shock, Human Resources Analyst

JOHNSON presented assessment procedures and steps for the Commander assessments. SHOCK introduced the results of the assessment to the commission for their review, and action.

BEUKERS motioned. CRABTREE seconded the motion. The action was approved by unanimous consent.

- b. **Appointment of Secretary/Chief Examiner per RCW 41.12.040 and Civil Service Rule 3.04 – SECRETARY/CHIEF EXAMINER (A)**

Presented by:

Stephanie Johnson, Human Resources Director

JOHNSON presented the process followed for soliciting applicants for the position of Secretary/Chief Examiner, and provided the information that just one City employee, Christopher Shock, had applied for consideration for appointment to Secretary/Chief Examiner. CRABTREE motioned to appoint SHOCK. BEUKERS seconded the motion. The action to appoint was approved by unanimous consent.

c. **August and September 2023 Staffing Report (I)**

Presented by:

Paula Schwan, Police Chief

d. **2023-2024 Budget (I)**

Presented by:

Stephanie Johnson, Human Resources Director

OTHER BUSINESS / ANNOUNCEMENTS

ADJOURNMENT

The meeting adjourned at 5:48 p.m.

The next meeting is currently scheduled for October 26, 2023.