

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
January 25, 2024

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:
Amy Crabtree
Susan Leonelli
Robin Beukers

Administration/Staff:
Paula Schwan, Police Chief
Travis Neese, Police Commander
Stephanie Johnson, Human Resources
Director

CALL TO ORDER

The meeting was called to order at 5:00 p.m.

PUBLIC COMMENTS

- a. None

APPROVAL OF MINUTES

- b. Minutes of December 21, 2023 as amended to include rule reference in item b.
Revisiting the Results of the September-October, 2023 Police Commander Assessment
i. The minutes were APPROVED as amended by unanimous consent.

STAFF REPORT

REGULAR BUSINESS

a) Results of the January 23, 2024 Police Officer Interviews (A)

- i. Stephanie Johnson, Human Resources Director, introduced the scores of the January 23, 2024, Police Officer Interviews. The scores were APPROVED as presented by unanimous consent. This certification updates the eligibility lists for Police Officer.

b) Examination Requirements for Police Corporal and Sergeant per Civil Service Rule 19.03 and 19.04 (A)

- i. Stephanie Johnson, Human Resources Director and Paula Schwan, Police Chief recommended to the Commission to allow candidates to test for Police Corporal that have any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability to perform the job to mirror the rule changes made to Police Commander in 2023.
- ii. This recommendation is intended for the February 2024 testing only until a rule overhaul is complete, intended in the Commissions 2024 workplan.
- iii. Director Johnson and Chief Schwan further recommend extending the application window an additional week for candidates that may not have previously applied to consider doing so.
The commission APPROVED this recommendation on a non-precedent setting basis by unanimous consent.

c) January Staffing Update (I)

Chief Schwan provided an overview of the current staffing levels of the Police Department

OTHER BUSINESS / ANNOUNCEMENTS

Commander Neese was present at the meeting and provided an introduction to the Commission. Commander Allred currently at the Academy will attend a future meeting.

Following the meeting, interviews will take place for Civil Service Commissioner to fill the seat Amy Crabtree is vacating. Commissioner Leonelli, Chief Schwan and Director Johnson will be interviewing four candidates.

ADJOURNMENT – The meeting was adjourned at 5:56 p.m.

INQUIRIES

Please contact Stephanie Johnson at (425) 837-3043 or StephanieJ@issaquahwa.gov.

Note: Times listed for meeting topics are approximate and items are subject to change.

(A) Action, (D) Discussion, (I) Information