

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
May 16, 2024

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:
Henry Farber
Susan Leonelli
Robin Beukers

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

CALL TO ORDER

The meeting was called to order at 5:04 p.m.

PUBLIC COMMENTS

- a) None

APPROVAL OF MINUTES

- a) Minutes of March 28, 2024 were APPROVED by unanimous consent.

STAFF REPORT

- a) None

REGULAR BUSINESS

- a) **Election for Chairperson**
- i. Susan Leonelli was appointed to Chairperson by unanimous consent.
- b) **Results of the May 10, 2024 Police Officer Interviews (A)**
- i. Stephanie Johnson, Human Resources Director, introduced the scores of the May 10, Police Officer Interviews. The scores were APPROVED as presented by unanimous consent. This certification updates the eligibility list for Police Officer.
- c) **Seattle Police Guild Labor Agreement/Recruitment Process (D)**
- i. Seattle's new Labor agreement was discussed. The commission was particularly interested to understand the Chief and Human Resources Director's perspective on the affects it may have on labor relations or recruitment in Issaquah.
- d) **2024 Work Plan (D)**
- i. Explore ways to increase public awareness and participation – would like to discuss ideas in the September/October timeframe. Commissioners agreed to come prepared with ideas to present.
 - ii. Explore the advantages and disadvantages of adding commissioners - Commissioners would like to discuss adding commissioners in the next meeting. HR Director Johnson advised she will consult with the City Attorney to see if this is an option for our commission.

- iii. Civil Service Rule Overhaul (create a red-line version of changes) - Rule revisions work will require special meetings in order to accomplish. HR Director asked commissioners to provide some additional dates that would work to schedule those meetings. Looking to present a red-line version of the rules at the July meeting.
 - iv. Ensure all police positions as defined by RCW 41.12 are represented in Civil Service – update language in work plan to **include** all police positions are covered in Civil Service.
 - v. Clerk Gieser will be invited to present Open Public Meetings Act Training to the commission during the June meeting.
- e) **April/May Staffing Update (I)**
- i. HR Director Johnson provided an overview of the current staffing levels of the Police Department.

OTHER BUSINESS / ANNOUNCEMENTS

- a) Commissioner Farber announced his commitment to a new term as a Civil Service Commissioner.
- b) Commissioner Leonelli asked for a report with data over the last 3-5 years of oral board scores so the commission can review trends on continuous Police Officer scores. Human Resources will work to compile a report to provide to the commissioners with data within the next couple meetings.

ADJOURNMENT – The meeting was adjourned at 6:39 p.m. The next meeting is scheduled for June 27, 2024 at 5:00 PM.

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