

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
June 27, 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
Stephanie Johnson, Human Resources
Director
Jennifer Zinck, Human Resources Analyst

CALL TO ORDER

The meeting was called to order at 5:01 p.m.

PUBLIC COMMENTS

- a) None

APPROVAL OF MINUTES

- a) Minutes of May 16, 2024 as amended to include minor changes in item d. 2024 Work Plan and adding comments to item c. Other Business/Announcements.
 - i. The minutes were APPROVED as amended by unanimous consent.

STAFF REPORT

- a) Reviewed Mayor's 2024 Work Plan.
- b) Reviewed 2025-2026 Budget Priorities as they relate to the Police Department

REGULAR BUSINESS

- a) **Results of the May 21, 2024 Police Officer Interviews (A)**
 - i. Jennifer Zinck, Human Resources Analyst, introduced the scores of the May 21, Police Officer Interviews. The scores were APPROVED as presented by unanimous consent. This certification updates the eligibility list for Police Officer.
- b) **2024 Work Plan-Advantages/Disadvantages of adding Commissioners (I)**
 - i. City Attorney Rachel Turpin presented a report on the advantages/disadvantages of adding commissioners to the current Civil Service Commission. Commissioner Farber would like to revisit this topic after the September/October meeting where we will discuss increasing public awareness.
- c) **Open Government Training (I)**
 - i. City Clerk Tisha Geiser presented training on Open Public Meetings Act. Commissioners are now up to date with required refresher training.
- d) **Amendment to Rule 4.08, Quorum, regarding Virtual Attendance (D).**
 - i. City Clerk Tisha Geiser presented virtual attendance options and proposed language revisions to section 4.08 Civil Service Rules. Action to be taken during next civil service meeting per Rule 3.06.

- e) **2025-2026 Civil Service Budget (I)**
 - i. Human Resources Director Stephanie Johnson reviewed the Civil Service Budget including expenditures to date.
- f) **June Staffing Update (I)**
 - i. Police Chief Schwan provided an overview of the current staffing levels of the Police Department.

OTHER BUSINESS / ANNOUNCEMENTS

- a) Human Resources Analyst Jennifer Zinck provided a letter from City Council thanking each commissioner for their service to the Civil Service Commission.

ADJOURNMENT – The meeting was adjourned at 6:37 p.m. The next meeting is scheduled for July 25, 2024 at 5:00 PM.

INQUIRIES

Please contact Jennifer Zinck at (425) 837-3038 o.

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

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