

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
July 25, 2024

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:
Henry Farber
Susan Leonelli
Robin Beukers (virtual)

Administration/Staff:
Paula Schwan, Police Chief
Travis Neese, Commander
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 June 27, 2024 were APPROVED as amended by unanimous consent.

STAFF REPORT

- a) Chief Schwan presented the annual summary to City Council at last meeting.

REGULAR BUSINESS

- a) **Amendment to Rule 4.08, Quorum, regarding Virtual Attendance (A).**
- i. Human Resources Analyst Jennifer Zinck presented proposed language change to Rule 4.08. Commissioner Farber proposed one change to proposed language in Section A. Changes to amend rule 4.08 Quorum were approved by unanimous consent.
- b) **Historical Scores Report (I)**
- i. Human Resources Analyst Jennifer Zinck presented police interview score data from 2022 – current on a dashboard. Showed trends of entry level and lateral scores over the years, quarters, and months. This dashboard will be shared with the commissioners and updated with new interview scores throughout the year.
- c) **July Staffing Update (I)**
- i. Police Chief Schwan provided an overview of the current staffing levels of the Police Department.

OTHER BUSINESS / ANNOUNCEMENTS

- a) Civil Service Rule Review to be presented at the September Civil Service meeting. A red-lined version of proposed changes will be distributed.

- b) Discussed August Civil Service Meeting, with vacation schedules and no interviews from police to present scores, suggestion is to cancel meeting. All agreed unless something comes up that needs commissioner action.

ADJOURNMENT – The meeting was adjourned at 5:53 p.m. The next meeting is scheduled for September 26, 2024 at 5:00 PM.

INQUIRIES

Please contact Jennifer Zinck at (425) 837-3038 or jenniferz@issaquahwa.gov

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

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