

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
September 26, 2024

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:
Henry Farber (virtual)
Susan Leonelli
Robin Beukers

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

CALL TO ORDER

The meeting was called to order at 5:02 p.m.

PUBLIC COMMENTS

- a) None

APPROVAL OF MINUTES

- a) Minutes of July 25, 2024 were APPROVED by unanimous consent.

STAFF REPORT

- b) Commissioner Leonelli attended the City Strategic Plan Revision meeting and presented an overview of topics discussed.

REGULAR BUSINESS

- a) **Results of the September 11 & 24, 2024 Police Officer Interviews (A)**
 - i. Jennifer Zinck, Human Resources Analyst, introduced the scores of the September 11 and September 19, 2024 Police Officer Interviews. The scores were APPROVED as presented by unanimous consent. This certification updates the eligibility list for Police Officer.
- b) **Corrections Sergeant Assessment Center (I)**
 - i. In anticipation of a new classification included in the 2025-2026 biennial budget proposal, an assessment center exam has been ordered for the position of Corrections Sergeant. Exam is scheduled to occur on December 17-19, 2024.
- c) **Civil Service Rule Review (D)**
 - i. Jennifer Zinck, Human Resources Analyst, reviewed timeline of civil service rule review. Will present red-line version of rules in October meeting.
- d) **July Staffing Update (I)**
 - i. Police Commander Neese provided an overview of the current staffing levels of the Police Department.

OTHER BUSINESS / ANNOUNCEMENTS

- a) The current Commander eligibility list will expire on October 3, 2024. The Commission inquired about the administration's desire to extend per rule 10.04. Given the Chief's absence, this item will be agendaized at the October meeting.
- b) Discussed November and December Civil Service Meetings. The November Civil Service Meeting will be a special meeting scheduled for November 21st, 2024 at 5:30pm. At this time, we will not schedule a December meeting due to holiday schedules. All agreed unless something comes up that needs commissioner action.

ADJOURNMENT – The meeting was adjourned at 6:31 p.m. The next meeting is scheduled for October 24, 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