

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
November 26, 2024

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:
Henry Farber
Susan Leonelli
Robin Beukers

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

CALL TO ORDER

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

PUBLIC COMMENTS

- a) None

APPROVAL OF MINUTES

- a) Minutes of October 24, 2024 as amended to include minor changes in item b. Other Business to add optional points to be discussed in the department, adding to rule revision draft and informing commissioners on decision.
 - i. The minutes were APPROVED as amended by unanimous consent.

STAFF REPORT

- a) Human Resources Director Stephanie Johnson discussed storm response and EOC updates. She also discussed year end council updates to include the 2025-2026 budget to be adopted by City Council, tentative agreements with 5 labor groups in Police and upcoming holidays and closures.

REGULAR BUSINESS

- a) **Results of the October 29, 2024 and November 4, 2024 Police Officer Interviews (A)**
 - i. Jennifer Zinck, Human Resources Analyst, introduced the scores of the October 29 and November 4, 2024 Police Officer Interviews. The scores were APPROVED as presented by unanimous consent. This certification updates the eligibility list for Police Officer.
- b) **Civil Service Rule Review (D)**
 - i. Jennifer Zinck, Human Resources Analyst, reached out to the City Clerk in regard to utilizing a shared spreadsheet in order to compile edits/comments on the rule revision project. The recommendation from the City Clerk's office is that we do not use a shared spreadsheet as it could indicate collaborating on documents outside of meetings, which does not align with the spirit of the Open Public Meetings Act. Each commissioner and the department will need to send their suggested edits/comments separately. Jennifer Zinck will work to develop a spreadsheet to be used and she will compile all results.
- c) **Review 2025 Workplan (D)**

- i. A draft of the 2025 workplan was presented, outlining topics and timelines for 2025.
- b) **2025 Civil Service Meeting Schedule (D)**
 - i. Jennifer Zinck, Human Resources Analyst, presented a draft schedule for all Civil Service Meetings to occur in 2025. Requested feedback on potential conflicts from commissioners on dates presented.
- d) **October Staffing Update (I)**
 - i. Stephanie Johnson, Human Resources Director, provided an overview of the current staffing levels of the Police Department.

OTHER BUSINESS / ANNOUNCEMENTS

- a) Henry inquired if there was a way to have a resolution to thank the Police Department for their response during the recent storm activity. Jennifer will inquire as to the process.
- b) Human Resources Director thanked the commissioners for their service in 2024.

ADJOURNMENT – The meeting was adjourned at 5:48 p.m. The next regular meeting is scheduled for January 23, 2025 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