

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
January 23, 2025

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:

Henry Farber
Susan Leonelli
Robin Beukers (Excused Absence)

Administration/Staff:

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

CALL TO ORDER

The meeting was called to order at 5:00 p.m.

PUBLIC COMMENTS

- a) None

APPROVAL OF MINUTES

- a) Minutes of November 26, 2024 were APPROVED by unanimous consent.

STAFF REPORT

- a) Stephanie Johnson, Human Resources Director discussed the 2025 City Workplan and the 2025 strategic plan that have been adopted. She also discussed one of the new priorities, a facility plan for 2025. The City is forming a task force and has invited commissioners to sit on that committee if interested.

REGULAR BUSINESS

- a) **Examination Order – Police Sergeant and Police Corporal (I)**
- i. Stephanie Johnson, Human Resources Director advised that we are looking to hold two promotional exams for the ranks of Sergeant and Corporal. She explained the process for those examination orders. Chief Schwan discussed the parts and weights used during the last promotional exams.
- b) **Civil Service Rule Review (D)**
- i. Jennifer Zinck, Human Resources Analyst, advised that she is still working on creating a spreadsheet for all commissioners and the department to use to compile the edits/comments on the rule revision project. Commissioner Leonelli advised that she uses a Mac computer and would like to see if there is a way to utilize this shared spreadsheet. Jennifer advised that she will reach out to our IT department to see what her options are.
- c) **2025 Workplan (A)**
- i. The 2025 Workplan was approved by unanimous consent.
- d) **January Staffing Update (I)**

- i. Chief Schwan provided an overview of the current staffing levels of the Police Department.

OTHER BUSINESS / ANNOUNCEMENTS

- a) Jennifer Zinck, Human Resources Analyst advised of process to thank Police Department for their Service during the Bomb Cyclone. It will be added to the next agenda.
- b) Commissioner Farber attended the Corrections Sergeant Assessment Center and provided feedback on his experience.

ADJOURNMENT – The meeting was adjourned at 6:35 p.m. The next regular meeting is scheduled for February 27, 2025 at 5:00 PM.

INQUIRIES

Please contact Jennifer Zinck, Human Resources Analyst 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