

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
February 20, 2025

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:

Henry Farber (Via Phone)
Susan Leonelli
Robin Beukers (Via Teams)

Administration/Staff:

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

CALL TO ORDER

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

PUBLIC COMMENTS

- a) None

APPROVAL OF MINUTES

- a) Minutes of January 23, 2025 as amended to include a revision to item b. Regular Business.
- i. The minutes were APPROVED as amended by unanimous consent.

STAFF REPORT

- a) Jennifer Zinck, Human Resources Analyst advised of new council member, Kelly Jiang, who has replaced former council member Victoria Hunt. The mayor gave her State of Address at the end of January, which included Chief Schwan giving a police department update.

REGULAR BUSINESS

- a) **Police Corporal Eligibility List Extension (A)**
- i. Jennifer Zinck, Human Resources Analyst advised the current eligibility list for the rank of Corporal is expiring on February 20, 2025. Chief Schwan would like to extend it due to an upcoming retirement. Extension of the eligibility list to April 30, 2025 was approved by unanimous consent.
- b) **Examination Order – Police Corporal/Sergeant (A)**
- i. Per rule 8.01 civil service rules, when ordering examinations, parts and weights shall be reviewed by the commission. Chief Schwan discussed her proposals for parts and weights of the upcoming Corporal / Sergeant promotional. Parts and weights were approved by unanimous consent as follows:
 1. Corporal Work Performance Rating 35%, Written 20%, Assessment Center 45%
 2. Sergeant Work Performance Rating 40%, Written 20%, Assessment Center 40%
 3. All parts of exam to be passed with a minimum of 70%

- c) **Provisional Appointments – Corporal and Sergeant (A)**
 - i. Currently, there is a provisional appointment for the ranks of Corporal and Sergeant due to staffing needs. Provisional appointments approved by unanimous consent.
- d) **Civil Service Rule Review (D)**
 - i. Jennifer Zinck, Human Resources Analyst, advised the spreadsheet is ready and documents will be sent to commissioners and department members to start the review process. Will discuss initial review at next meeting and best steps to approach discussions on edits/comments.
- e) **February Staffing Update (I)**
 - i. Chief Schwan provided an overview of the current staffing levels of the Police Department.
- f) **Statement of Thank You (A)**
 - i. Jennifer Zinck presented sample wording of the Statement of Thank You. Revisions suggested and approved as amended by unanimous consent.

OTHER BUSINESS / ANNOUNCEMENTS

a)

ADJOURNMENT – The meeting was adjourned at 6:48 p.m. The next regular meeting is scheduled for March 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