

**CITY OF ISSAQUAH  
Civil Service Commission**

5:00 PM  
May 22, 2025

Steelhead Room, 235 1st Ave.  
SE, Issaquah

**MINUTES**

**COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT**

*Commissioners:*

Henry Farber (Via Teams)  
Susan Leonelli  
Robin Beukers

*Administration/Staff:*

Travis Neese, Police Commander (Via Teams)  
Joe Michels, Police Corporal  
Paula Schwan, Police Chief  
Stephanie Johnson, Human Resources Director  
Jennifer Zinck, Human Resources Analyst

**CALL TO ORDER**

The meeting was called to order at 5:03 p.m.

**PUBLIC COMMENTS**

- a) None

**APPROVAL OF MINUTES**

- a) Minutes of March 27, 2025 as amended to include a revision to item a on Approval of Minutes – Statement of Thank You amended to include a statement of “Thank You to the IPD during the bomb cyclone incident.”
- i. The minutes were APPROVED as amended by unanimous consent.

**STAFF REPORT**

- a) Stephanie Johnson, Human Resources Director advised that a new Collective Bargaining Agreement for Teamsters 763 (Dispatchers), has a tentative agreement with a vote to ratify this week.

**REGULAR BUSINESS**

- a) **Approve Results of May 2, May 20, 2025 Police Officer Interviews (A)**
- i. Jennifer Zinck, Human Resources Analyst, shared the interview results of May 2 and May 20, 2025 with the Commission. The scores were approved by unanimous consent which will update the continuous eligibility lists.
- b) **Approve Results of May 5, May 13, 2025 Promotional Exam (A)**
- i. Jennifer Zinck, Human Resources Analyst, shared the promotional exam results of May 5 and May 13, 2025 with the Commission. The scores were approved by unanimous consent which will update the eligibility list.
- c) **March Staffing Update (I)**
- i. Travis Neese, Commander, provided an overview of the current staffing levels of the Police Department
- a) **Civil Service Meeting Timeline/Rule Review (D)**
- i. Jennifer Zinck, Human Resources Analyst, proposed a tentative schedule to continue meetings regarding the Civil Service Rule Review project. She also

advised of an option to delay the Rule Review due to the new recruitment of a commissioner, department rule review pending and an increased workload in Human Resources. A copy of the current compiled results will be shared with the commissioners for review and Commissioners will come to the June meeting with feedback regarding moving forward with this project.

**OTHER BUSINESS / ANNOUNCEMENTS**

- a) **IPD Bargaining anticipated to start in September (I)**
  - i. Police Department Collective Bargaining process will start in fall
- b) **Thank you to Commissioner Henry Farber (I)**
  - i. Commissioner Farber is stepping down from his role as a Civil Service Commissioner.

**ADJOURNMENT** – The meeting was adjourned at 6:07 p.m. The next regular meeting is scheduled for June 26, 2025 at 5:00 PM.

**INQUIRIES**

Please contact Jennifer Zinck, Human Resources Analyst at (425) 837-3038 or [jenniferz@issaquahwa.gov](mailto:jenniferz@issaquahwa.gov)

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

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