

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
June 26, 2025

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:
Susan Leonelli
Robin Beukers

Administration/Staff:
Travis Neese, Police Commander (Via
Teams)
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 May 22, 2025 were APPROVED by unanimous consent.

STAFF REPORT

- a) Jennifer Zinck, Human Resources Analyst, shared an update on the open Civil Service commissioner recruitment.

REGULAR BUSINESS

- a) **Election of Chair (A)**
 - i. Susan Leonelli was appointed to Chairperson by unanimous consent.
- b) **Approve Results of May 22, 2025 Police Officer Interviews (A)**
 - i. Jennifer Zinck, Human Resources Analyst, shared the interview results of May 22, 2025 with the Commission. The scores were approved by unanimous consent which will update the continuous eligibility lists.
- c) **Acting Appointment – 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 Project (D)**
 - i. Stephanie Johnson, Human Resources Director, advised that due to increased HR workload, department comments pending, and summer schedules, will push out the rule review project. We will place the Civil Service Rule Review as an agenda item on the September agenda.
- e) **Staffing Update (I)**
 - i. Travis Neese, Commander, provided an overview of the current staffing levels of the Police Department

OTHER BUSINESS / ANNOUNCEMENTS

a) **NA**

ADJOURNMENT – The meeting was adjourned at 5:42 p.m. The next special meeting is scheduled for July 22, 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