

**CITY OF ISSAQUAH  
Civil Service Commission**

5:00 PM  
July 22, 2025

Steelhead Room, 235 1st Ave.  
SE, Issaquah

**MINUTES**

**COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT**

*Commissioners:*  
Susan Leonelli  
Robin Beukers

*Administration/Staff:*  
Jennifer Zinck, Human Resources Analyst

**CALL TO ORDER**

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

**PUBLIC COMMENTS**

- a) None

**APPROVAL OF MINUTES**

- a) Minutes of June 26, 2025 as amended to include an addition to item *a)* under Other Business/Announcements regarding the commissioner recruitment process. Also notated to revisit the Commissioner chair election within a couple months.
- i. The minutes were APPROVED as amended by unanimous consent.

**STAFF REPORT**

**REGULAR BUSINESS**

- a) **Approve Results of July 1, 9, & 17, 2025 Police Officer Interviews (A)**
- i. Jennifer Zinck, Human Resources Analyst, shared the interview results of July 1, 9, & 17 with the Commission. The scores were approved by unanimous consent which will update the continuous eligibility lists.
- b) **Staffing Update (I)**
- i. Jennifer Zinck, Human Resources Analyst, provided an overview of the current staffing levels of the Police Department

**OTHER BUSINESS / ANNOUNCEMENTS**

- a) Jennifer Zinck, Human Resources Analyst, shared a new Communications Specialist position has been approved by council.

**ADJOURNMENT** – The meeting was adjourned at 5:27 p.m. The next regular meeting is scheduled for September 25, 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*