

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
September 25, 2025

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:

Susan Leonelli
Robin Beukers (via Teams)
Raquel Sadler

Administration/Staff:

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

CALL TO ORDER

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

PUBLIC COMMENTS

- a) None

APPROVAL OF MINUTES

- a) Minutes of July 22, 2025 were APPROVED by unanimous consent.

STAFF REPORT

- a) Jennifer Zinck, Human Resources Analyst, welcomed new commissioner Raquel Sadler.

REGULAR BUSINESS

- a) **Approve Results of July 25, & August 29, 2025 Police Officer Interviews (A)**
- i. Jennifer Zinck, Human Resources Analyst, shared the interview results of July & August with the Commission. The scores were approved by unanimous consent which will update the continuous eligibility lists.
- b) **Election of Chair (A)**
- i. Robin Beukers was appointed to Chairperson by unanimous consent.
- c) **Civil Service Rule Review Revision (D)**
- i. Jennifer Zinck, Human Resources Analyst, advised that Rule Revision project is back on schedule and will review rules 1-4 at the next meeting.
- d) **Staffing Update (I)**
- i. Paula Schwan, Chief of Police, provided an overview of the current staffing levels of the Police Department

OTHER BUSINESS / ANNOUNCEMENTS

- a) Civil Service Conference is coming up on October 21 & 22, 2025.

ADJOURNMENT – The meeting was adjourned at 5:56 p.m. The next regular meeting is scheduled for October 23, 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