

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
October 23, 2025

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:
Susan Leonelli
Robin Beukers
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 September 25, 2025 were APPROVED by unanimous consent.

STAFF REPORT

- a) Stephanie Johnson, Human Resources Director, gave updates on the current labor contracts.

REGULAR BUSINESS

- a) **Approve Results of October 2025 Police Officer Interviews (A)**
- i. Jennifer Zinck, Human Resources Analyst, shared the interview results of October with the Commission. The scores were approved by unanimous consent which will update the continuous eligibility lists.
- b) **Approve Results of October 2025 Corrections Officer Interviews (A)**
- ii. Jennifer Zinck, Human Resources Analyst, shared the interview results of October with the Commission. The scores were approved by unanimous consent which will update the continuous eligibility lists.
- c) **Provisional Appointments (A)**
- i. Currently, there is a provisional appointment for the ranks of Corporal and Corrections Sergeant due to staffing needs. Provisional appointments approved by unanimous consent.
- d) **Staffing Update (I)**
- i. Paula Schwan, Chief of Police, provided an overview of the current staffing levels of the Police Department
- e) **Civil Service Rule Review Revision (D)**
- i. Jennifer Zinck, Human Resources Analyst, advised that Rule Revision project is underway and will provide a red-lined version of the Civil Service Rules for the commission to review during the next meeting.

OTHER BUSINESS / ANNOUNCEMENTS

ADJOURNMENT – The meeting was adjourned at 6:03 p.m. The next regular meeting is scheduled for November 20, 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