

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
November 20, 2025

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:
Susan Leonelli
Robin Beukers
Raquel Sadler (remote)

Administration/Staff:
Stephanie Johnson, Human Resources
Director
Jennifer Zinck, Human Resources Analyst
Travis Neece, Commander

CALL TO ORDER

The special meeting was called to order at 5:02 p.m.

PUBLIC COMMENTS

- a) None

APPROVAL OF MINUTES

- a) Minutes of October 23, 2025 were APPROVED by unanimous consent.

STAFF REPORT

- a) Stephanie Johnson, Human Resources Director, gave updates on the current labor contracts. She advised the mid-bi budget adjustment passed at the last council meeting. We also have a new mayor (Mayor Mullet) and new council member (Kevin Nichols).

REGULAR BUSINESS

- a) **Approve Results Police Officer Interviews (A)**
- i. Jennifer Zinck, Human Resources Analyst, shared the recent interview results that occurred in October and November with the Commission. The scores were approved by unanimous consent which will update the continuous eligibility lists.
- b) **Corrections Sergeant Examination Order (A)**
- ii. Jennifer Zinck, Human Resources Analyst, advised that we have ordered a promotional exam from Public Safety Testing. Per rule 8.01 civil service rules, when ordering examinations, parts and weights shall be reviewed by the commission. Parts and weights were approved by unanimous consent as follows:
 1. Sergeant Work Performance Rating 40%, Written 20%, Assessment Center 40%
 2. All parts of exam to be passed with a minimum of 70%
 - iii.
- c) **Civil Service Commission 2026 Meeting Schedule (D)**
- i. Jennifer Zinck, Human Resources Analyst, shared the 2026 commissioner meeting schedule. The schedule includes skipping August and December meetings and moving the November meeting up one week to account for Thanksgiving.

d) Civil Service Rule Review Revision (D)

- i. Jennifer Zinck, Human Resources Analyst, advised that Rule Revision project is still underway and will provide a hard copy of the red-lined version of the Civil Service Rules for the commission for review by the end of next week. At our next regular meeting in January, we will discuss the proposed changes.

e) Staffing Update (I)

- i. Travis Neese, Commander, provided an overview of the current staffing levels of the Police Department

OTHER BUSINESS / ANNOUNCEMENTS

ADJOURNMENT – The meeting was adjourned at 6:03 p.m. The next regular meeting is scheduled for January 22, 2026 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