

**CITY OF ISSAQUAH  
Civil Service Commission**

5:00 PM  
January 22, 2026

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  
Casey Allred, Commander

**CALL TO ORDER**

The regular meeting was called to order at 5:01 p.m.

**PUBLIC COMMENTS**

- a) None

**APPROVAL OF MINUTES**

- a) Minutes of November 20, 2025 as amended to include small administrative corrections in spelling and numbering.
  - i. The minutes were APPROVED as amended by unanimous consent.

**STAFF REPORT**

- a) Stephanie Johnson, Human Resources Director, gave updates on the recent council retreat and shared the mayors 2026 priorities. Advised of the new mayor (Mayor Mullet) and new council member (Paul Adair).

**REGULAR BUSINESS**

- a) **Approve Results Police Officer Interviews (A)**
  - i. Jennifer Zinck, Human Resources Analyst, shared the recent interview results that occurred in December 2025 and January 2026 with the Commission. The scores were approved by unanimous consent which will update the continuous eligibility lists.
- b) **Provisional Appointments (A)**
  - i. Currently, there are provisional appointments for the ranks of Corporal and Corrections Sergeant due to staffing needs. Provisional appointments approved by unanimous consent.
- c) **Overview of Correction's Hiring Process (I)**
  - i. Casey Allred, Commander, shared the Corrections Officer hiring process.
- d) **Civil Service Rule Review Revision (D)**
  - i. Jennifer Zinck, Human Resources Analyst, discussed proposed changes and received feedback from the commissioners for rules 1 – 2.32. Review will continue during the next meeting.
- e) **Staffing Update (I)**

- i. Jennifer Zinck, Human Resources Analyst, provided an overview of the current staffing levels of the Police Department

**OTHER BUSINESS / ANNOUNCEMENTS**

**ADJOURNMENT** – The meeting was adjourned at 6:10 p.m. The next regular meeting is scheduled for February 26, 2026 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*