

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
February 26, 2026

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commissioners:
Susan Leonelli (remote)
Robin Beukers
Raquel Sadler

Administration/Staff:
Stephanie Johnson, Human Resources
Director
Jennifer Zinck, Human Resources Analyst
Travis Neese, 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 January 22, 2026 were APPROVED as amended by unanimous consent.

STAFF REPORT

- a) Jennifer Zinck, HR Analyst, advised Chief Schwan has announced her retirement date of June 1 and we are in the process of selecting an executive search firm to assist with the recruitment process. After getting a contract in place, the first order of business will be to conduct a department and community survey.
- b) Stephanie Johnson, Human Resources Director, advised the State of Address occurred this morning in Issaquah and Chief Schwan presented IPD updates during the address.

REGULAR BUSINESS

- a) **Approve Results Police Officer Interviews (A)**
- i. Jennifer Zinck, Human Resources Analyst, shared the recent interview results that occurred in January and February with the Commission. The scores were approved by unanimous consent which will update the continuous eligibility lists.
- b) **Approve Results of Corrections Sergeant Written Exam (A)**
- i. Jennifer Zinck, Human Resources Analyst, shared the written exam results for the Corrections Sergeant Promotional Exam process. The scores were approved by unanimous consent.
- c) **Patrol Corporal/Sergeant Examination Order (A)**
- i. Per rule 8.01 civil service rules, when ordering examinations, parts and weights shall be reviewed by the commission. Jennifer Zinck, HR Analyst, and Travis Neese, Commander, discussed the suggested parts and weights of the upcoming Corporal / Sergeant promotional exam. Parts and weights were approved by unanimous consent as follows:

1. Corporal Work Performance Rating 35%, Written 20%, Assessment Center 45%
2. Sergeant Work Performance Rating 40%, Written 20%, Assessment Center 40%
3. All parts of exam to be passed with a minimum of 70%

d) **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.

e) **2026 Work Plan (D)**

- i. Jennifer Zinck, HR Analyst, shared the draft of the 2026 workplan.

f) **Civil Service Rule Review Revision (D)**

- i. Jennifer Zinck, Human Resources Analyst, discussed the timeline of the project and proposed adding special meetings or spreading it out over a longer timeline during 2026 for completion. After discussion to include current workloads and efficiency of the review, a cover sheet to address the larger parts of the Rule Revision changes and recommendations will be developed and brought to the commission for review and discussion. This will occur within the next few meetings.

OTHER BUSINESS / ANNOUNCEMENTS

ADJOURNMENT – The meeting was adjourned at 6:01 p.m. The next special meeting is scheduled for March 19, 2026 at 5:00 PM. The next regular meeting scheduled for March 26, 2026 will be cancelled.

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