

**CITY OF ISSAQUAH
Civil Service Commission**

5:00 PM
March 19, 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
Casey Allred, Commander

CALL TO ORDER

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

PUBLIC COMMENTS

- a) None

APPROVAL OF MINUTES

- a) Minutes of February 26, 2026 as amended to include adjustments in Staff Report section B and Regular Business section C.
- i. The minutes were APPROVED as amended by unanimous consent.

STAFF REPORT

- a) Jennifer Zinck, HR Analyst, advised City Council elected Tola Marts as City Council President and Kelly Jiang as Deputy City Council President and they will serve in those positions through 2026.
- b) Stephanie Johnson, Human Resources Director, gave an update of the Police Chief recruitment process. A community survey and a department survey have been developed. We have hired a recruitment company, Public Sector Search & Consulting, for this process and are targeting April 1 for outside advertising to be published. She also encouraged the commissioners to participate in the community survey.

REGULAR BUSINESS

- a) **Approve Results of Corrections Sergeant Promotional Exam (A)**
- i. Jennifer Zinck, Human Resources Analyst, shared the Supervisor, Skills and Abilities (SSA) exam results for the Corrections Sergeant Promotional Exam process. The scores were approved by unanimous consent.
- b) **Approve Results Police Officer Interviews (A)**
- i. Jennifer Zinck, Human Resources Analyst, shared the recent interview results that occurred in March with the Commission. The scores were approved by unanimous consent which will update the continuous eligibility lists.
- c) **2026 Work Plan (D)**
- i. The 2026 Workplan was approved by unanimous consent.
- d) **Civil Service Rule Review Revision (I)**

- i. Jennifer Zinck, Human Resources Analyst, advised that a cover sheet highlighting the important topics that need review in the rule revisions will be developed and presented at the next meeting.
- e) **IPD Staffing Report (I)**
- i. Casey Allred, Commander, provided an overview of the current staffing levels of the Police Department

OTHER BUSINESS / ANNOUNCEMENTS

ADJOURNMENT – The meeting was adjourned at 5:33 p.m. The next regular meeting is scheduled for April 23, 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