

## **COMMISSIONERS**

Jeff Craig - Chair  
Brittney Hamilton - Vice Chair  
Robert Agfalvi  
Charles Brass  
Stephanie Kuxhausen  
Shawna Punzalan - Secretary



## **City of Orting Civil Service Commission MEETING AGENDA**

Monday, September 26, 2022  
7:00 pm  
City Hall Council Chambers  
104 Bridge Street S, Orting, WA  
Zoom - Virtual

---

### **1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

This meeting is being held in person and through the platform Zoom. A link for virtual participation can be found on the agenda or on the City's website.

Join Zoom Meeting:

<https://us06web.zoom.us/j/82233933237?pwd=bU80TWRGM2ZUTjdJdk9wT3UvRTBVQT09>

Telephone: 1-253-215-8782 – Meeting ID: 822 3393 3237 and the passcode 894710.

### **2. APPROVAL OF MINUTES**

Motion: To approve minutes from August 22, 2022 meeting.

### **3. ORAL BOARD UPDATE**

Oral Board is scheduled for October 5, 2022.

### **4. ENTRY LEVEL ORAL BOARD QUESTIONS**

Discuss proposed changes to remove scenario questions (#5, #7, #9 and #10) and replace with questions A, B, C & D.

### **5. OPEN PUBLIC MEETINGS ACT TRAINING**

Watch OPMA training video from Washington State Attorney General website to comply with government requirements.

[atg.wa.gov/open-government-training](http://atg.wa.gov/open-government-training)

Lesson 2 Public Records Act Basics – RCW 42.56

Lesson 3 Open Public Meetings Act – RCW 42.30

### **6. NEW BUSINESS**

### **7. ADJOURNMENT**

## **COMMISSIONERS**

Jeff Craig - Chair  
Brittney Hamilton - Vice Chair  
Robert Agfalvi  
Charles Brass  
Stephanie Kuxhausen  
Shawna Punzalan - Secretary



## **ORTING CIVIL SERVICE COMMISSION**

Meeting Minutes  
104 Bridge Street S, Orting, WA  
Zoom - Virtual  
Monday, August 22, 2022  
7:00 pm

### **1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:00 pm by Chair Jeff Craig who also led the Pledge of Allegiance.

### **2. ROLL CALL**

Present: Chair Craig, Commissioner Agfalvi, Secretary Punzalan.

Virtual: Commissioner Kuxhausen.

Absent: Vice-Chair Hamilton, Commissioner Brass.

***Motion:*** Commissioner Agfalvi made a motion to excuse absentees Vice Chair Hamilton and Commissioner Brass from Monday, August 22, 2022 meeting. Seconded by Commissioner Kuxhausen.

***Motion passed (3-0)***

### **3. APPROVAL OF MINUTES**

Approval of minutes from July 25, 2022 meeting.

***Motion:*** Commissioner Agfalvi made a motion to approve minutes from July 25, 2022 meeting. Seconded by Commissioner Kuxhausen.

***Motion passed (3-0)***

### **4. TERMINATE CURRENT CERTIFIED LIST**

Secretary Shawna Punzalan briefed the commission that Interim Chief Devon Gabreluk deemed all current certified list candidates as ineligible-to-hire following Chief's Interviews in May and subsequent background searches.

***Motion:*** Commissioner Agfalvi made a motion to terminate current certified list. Seconded by Commission Kuxhausen

***Motion passed (3-0)***

### **5. ORAL BOARD QUESTIONS**

Chair Jeff Craig opened discussion to reiterate Commission confidentiality of oral board questions. Chair Craig suggested all ten questions should be re-examined and new list of questions created as the current question list had been sent in electronic format to commissioners and not all copies can be confirmed as secured and confidential. Commission discussion followed.

Commissioners present discussed replacing all scenario questions (#5, #7, #9 and #10) and if the timing of question changes would impact the need to have a question list prepared for Entry Level Oral Boards expected to be held in September. Commission discussion followed.

***Motion:*** Commissioner Agfalvi made a motion to retain current Entry Level Oral Board question list as-is for Oral Boards expected to be held in September and proceed with changes at a future Civil Service Commission meeting later in the year. Seconded by Commissioner Kuxhausen.

*Motion passed (3-0)*

**6. ORAL BOARD COMPOSITION**

Chair Jeff Craig opened discussion regarding Oral Board composition and voiced his concern about having Orting citizens or business owners sit as examiners at the Oral Board interviews. Chair Craig advised that it is a statewide precedent that Oral Board examiners are only Law Enforcement Officers or Administrative staff and had concerns about Orting changing the composition. Commission discussion followed.

No decisions were made regarding oral board examiner composition at this time.

**7. COMMISSIONER ATTENDANCE AT ORAL BOARD INTERVIEWS**

Chair Jeff Craig reviewed the Civil Service Commission rules which currently state "*Civil Service Commissioners are encouraged to attend Oral Board Examinations as observers.*" Chair Craig advised against commissioners attending Oral Boards due to the judicial nature of the commission. If there is a challenge involving the Oral Board Interview process that a commissioner(s) was at they would be required to excuse themselves from the process of reviewing validity of the Oral Board Interviews. Commission discussion followed. No decisions or changes were made at this time to amend the Civil Service rules.

**8. ADJOURNMENT**

Chair Jeff Craig adjourned the meeting at 7:46 pm.

**Next Meeting: September 26, 2022 AT 7:00 PM**

Approved:

---

Chair Jeff Craig

---

Secretary Shawna Punzalan