

## **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, July 24, 2023  
7:00 pm  
City Hall Council Chambers  
104 Bridge Street S, Orting, WA  
Zoom - Virtual

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### **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.

<https://us06web.zoom.us/j/84219526801?pwd=cEhVUUUrbVJ4Ym9TbE9oOW9JMWlNUT09>

Telephone: 1-253-215-8782 – Meeting ID: 842 1952 6801 and the passcode 718446.

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

Motion: To approve minutes from April 24, 2023 meeting.

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

Secretary update on June 20, 2023 Oral Board, Certified List and preliminary registry.

### **4. ENTRY LEVEL QUESTION CLARIFICATION**

Question E of Entry Level Oral Board question pool was confusing to most candidates in recent oral board interviews. Oral Board panel officers recommended this question be re-worded or removed from list.

### **5. LATERAL ENTRY**

The time it is taking to process lateral entry applicants has been problematic in hiring qualified lateral entry candidates. Review Civil Service Rules to streamline processes as possible.

### **6. PROMOTIONAL PROCESS**

Police Chief has requested Civil Service Secretary to begin opening a Promotional Process for Sergeant (formerly Lieutenant) followed by Commander positions.

### **7. NEW BUSINESS**

### **8. ADJOURNMENT**

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## **ORTING CIVIL SERVICE COMMISSION**

Meeting Minutes  
104 Bridge Street S, Orting, WA  
Zoom - Virtual  
Monday, April 24, 2023  
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. Commissioner Robert Agfalvi led the Pledge of Allegiance.

### **2. ROLL CALL**

Present: Chair Jeff Craig, Vice Chair Brittney Hamilton, Commissioner Robert Agfalvi, Commissioner Charles Brass, Secretary Shawna Punzalan

Absent: Commissioner Stephanie Kuxhausen

***Motion: Vice-Chair Hamilton made a motion to excuse Commissioner Kuxhausen. Seconded by Commissioner Agfalvi.***

**Motion passed (4-0)**

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

Motion: To approve minutes from February 27, 2023 meeting

***Motion: Vice-Chair Hamilton made a motion to approve minutes from February 27, 2023 meeting. Seconded by Commissioner Agfalvi.***

**Motion passed (4-0)**

### **4. HIRING UPDATE**

Secretary Punzalan updated Commission on hiring status of Orting Police Department. As of April 24, 2023, a conditional offer of employment was made for one entry level candidate who passed Oral Board interviews in January of 2023. A lateral entry candidate passed his oral board interview on April 14, 2023 and the Certified List was provided to Chief Gabreluk for review. Candidate moved along hiring process to background review. No unconditional offers had yet been made.

### **5. ORAL BOARD**

Secretary Punzalan updated Commission on Oral Boards held April 14, 2023. Six of the seven scheduled applicants arrived for their interview time, one applicant had a transportation issue and contacted Secretary Punzalan to be moved to next Oral Board date. Of the six interviewed one Lateral Entry and two Entry Level applicants passed with greater than 70 average score. The Lateral Entry was moved to a Lateral Entry Certified List. Entry Level candidates have been added to the Preliminary List. The Preliminary List will be used to replace the current Entry Level Certified List as candidates hired or deemed no longer eligible.

Next Oral Boards are to be held in June.

**6. NEW BUSINESS**

Secretary Punzalan made a request to forego the May 2023 Commission Meeting.

**Motion: Commissioner Agfalvi made a motion to postpone next Commission meeting to June. Seconded by Commissioner Brass.**

**Motion passed (4-0)**

**7. ADJOURNMENT**

The meeting adjourned at 7:14 pm.

**Motion: Vice-Chair Hamilton made a motion to adjourn. Seconded by Commissioner Agfalvi.**

**Motion passed (4-0)**

**Next Meeting: June 26, 2023 AT 7:00 PM**

Approved:

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Chair Jeff Craig

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Secretary Shawna Punzalan

# ORAL BOARD - June

	OB Sched	Conf Snt	Avg Score	Pass	Results letter sent
**23EL1	1:30 PM	X	62	no	x
**23EL2	12:00 PM	X	80	yes	x
**23EL3	10:00 AM	X	20.5	no	x
**23EL4	8:30 AM	X	72	yes	x
**23EL5	9:30 AM	X	55.75	no	x
**23EL6	10:30 AM	X	60.75	no	x
**23EL7	1:00 PM	X	77.25	yes	x
**23EL8	11:30 AM	X	54.75	no	x
**23SE1	Withdrew				
**23SE2	11:00 AM	X	66.5	no	x
**23LAT1	9:00 AM	X	withdrew		

Officer Lesha Cockle	Lakewood
Officer Brian VanSickle	Bonney Lake
Officer Geoff Boone	Orting
Cpl Chris Mickelsen	Fed Way

Entry Level Oral Board rotating questions : D, E , G I