

## **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, October 23, 2023  
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.

<https://us06web.zoom.us/j/89299939222?pwd=kFhTWMUBR0Z3PlebMRE0APZ3Zf85UNp.1>

Telephone: 1-253-215-8782 – Meeting ID: 892 9993 9222 and the pass code 666570.

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

Motion: To approve minutes from September 25, 2023 meeting.

### **3. COMMISSIONER(S) TERM END**

Commission term ends December 31, 2023 for Vice Chair Hamilton and Commissioner Brass.

### **4. CIVIL SERVICE CONFERENCE**

Public Safety Testing is hosting a virtual conference for Civil Service Commissioners October 24-26, 2023.

### **5. QUESTION & ANSWERS WITH CHIEF**

Chief Gabreluk is attending the October meeting to answer questions regarding the Civil Service Process for hiring and recruiting.

### **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, September 25, 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 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. Commissioner Stephanie Kuxhausen via zoom

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

Motion: To approve minutes from July 24, 2023 meeting

July 24, 2023 minutes were amended to correct adjournment time to 8:21 pm.

***Motion: Vice-Chair Hamilton made a motion to approve minutes as amended from July 24, 2023 meeting. Seconded by Commissioner Kuxhausen.***

**Motion passed (4-0)**

Motion: To approve minutes from August 28, 2023 meeting.

***Motion: Commissioner Agfalvi made a motion to approve minutes as amended from August 28, 2023 meeting. Seconded by Vice-Chair Hamilton.***

**Motion passed (4-0)**

### **4. CIVIL SERVICE RULES AMENDMENT**

Secretary Punzalan has completed the corrections and changes to Civil Service Rules as reviewed at August 2023 meeting.

Motion: To approve Civil Service Rules as amended August 28, 2023

***Motion: Vice-Chair Hamilton made a motion to approve rules as amended on August 28, 2023. Seconded by Commissioner Brass***

**Motion Passed (4-0)**

### **5. CIVIL SERVICE CONFERENCE**

Public Safety Testing is hosting a virtual conference and business meeting October 25-26, 2023. 9:00 am to 12:00 pm each day. Flyer provided for additional information.

Secretary will supply link for registration once received from PST.

### **6. POLIC CHIEF Q&A**

Chief Gabreluk is unable to attend September meeting.

Action: Secretary will invite Chief Gabreluk to attend October 23, 2023 meeting for Question & Answer period.

**7. OPEN POSITION**

New open position due to employee termination

Discussion followed with no actionable items.

**8. ADJOURNMENT**

Meeting adjourned at 7:21

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

**Motion passed (4-0)**

**Next Meeting: October 23, 2023 AT 7:00 PM**

Approved:

---

Chair Jeff Craig

---

Secretary Shawna Punzalan



# Commission Application

City of Orting - Office of the City Clerk  
PO Box 489-110 Train St., Orting, WA 98360  
Phone: (360) 893-2219 - Fax: (360) 893-6809  
www.cityoforting.org

FOR CITY CLERK USE ONLY:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Best time to contact you: \_\_\_\_\_ Email Address: \_\_\_\_\_

How long at Residence: \_\_\_\_\_

Commission desired: 1.) \_\_\_\_\_

2.) \_\_\_\_\_

Reason you are interested in serving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Previous community activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applicable education, occupational, and specialized experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Commissions make recommendations regarding monetary expenditures and/or benefits to certain areas of the Community.

1.) Can you foresee possible conflicts of interest with any of your current employment or civic positions: \_\_\_\_\_

\_\_\_\_\_

2.) When making these recommendations do you feel you could be impartial and base your decision on the overall need and benefit of the Community: \_\_\_\_\_

\_\_\_\_\_

Are there any days or evenings you are unavailable to meet? : \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Please return completed form and any additional information to:  
City of Orting – Attn: City Clerk, 110 Train St. SE, PO Box 489, Orting, WA 98360  
For more information, please call (360)893-2219

## 42nd Annual Civil Service Conference

### Event

10.24.23-10.26.23 | 9:00 a.m. to noon PDT (each day)

Virtual Event

Please join us for the 42nd Annual Civil Service Conference, hosted in partnership with [Public Safety Testing](#) and taking place on October 24-26, 2023, from 9:00 a.m. to noon each day.

Public Safety Testing's Annual Business Meeting will occur during Day Three of the conference on Thursday, October 26.

Planned topics include:

- Basic Training for New Commissioners & Essentials Refresher for Commissioners and Staff
- Register Management in a Contentious Environment
- New Model Civil Service Rules for Washington State Local Governments
- Updates at the Washington CJTC
- Public Safety Testing's Annual Business Meeting

The conference is complimentary for our guests and hosted via Zoom.

**About the Conference.** For more than four decades, the Civil Service Conference has provided civil service commissioners, secretaries and examiners, other local human resources officials, and legal counsel with practical information on best practices and emerging issues.

### Contact

P. Stephen DiJulio

Matthew Kelly

Alyssa A. Melter

### Related Services

Labor & Employment  
Litigation

Labor, Employment &  
Immigration

Public Finance & Municipal  
Government

Public Records & Open  
Government