

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 28, 2023
7:00 pm

1. CALL MEETING TO ORDER AND 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, Secretary Shawna Punzalan

Absent: Commissioner Charles Brass, Commissioner Stephanie Kuxhausen

Motion: Vice Chair Brittney Hamilton made a motion to excuse Commissioner Brass and Commissioner Kuxhausen. Seconded by Commissioner Agfalvi

Motion passed (3-0)

3. APPROVAL OF MINUTES

Chair Jeff Craig reviewed minutes from July 24, 2023 and advised secretary that they should have read "Motion to approve *corrected* minutes from April 24, 2023 meeting." Corrected minutes will be presented to commission at September meeting for final approval along with August meeting minutes.

Action: Secretary Punzalan will make change to July 24, 2023 minutes as discussed for final approval.

4. PROMOTIONAL PROCESS

Secretary Punzalan gave an update to commission on current promotional process. Chief Gabreluk requested a certified list for First Line Supervisor promotional candidates. The Police staff were notified on August 18, 2023 that a Promotional Process was open and applications were accepted thru August 24, 2023. A written exam, as required by the Civil Service Commission Rules, is scheduled for 60 day from the close of the promotion posting on October 23, 2023.

Commission discussed the length of study time and confirmed the necessity of the full sixty days to reduce risk of appeals. Civil Service rules regarding length of study time are to remain unchanged.

5. RULES AMMENDMENT

Secretary Punzalan has made all rule amendments as documented in the Civil Service Commission electronic files and multiple scrivener's error corrections.

Commission reviewed corrections at:

- a. 1.2B – add "Commission"
- b. 1.3 – possibly missing chapters
 - i. Added chapter number 41.08
- c. 1.4 – corrected formatting and numbering errors
 - i. SEVERABILITY moved from section 1.3 to create section 1.4

- d. 2.1A – correct meeting details
 - i. 7:00 pm at City Hall (removed “in a conference room”)
- e. 4.3 – add Police Commander as exempt from civil service rules.
- f. 5.4.2 – remove “previously called Police Special Entry”
- g. 5.4.3 – clarification edit completed: “Lateral candidates shall have successfully completed the Washington State Criminal Justice Training Commission (CJTC) Basic Academy, have successfully completed the Academy with the Bureau of Indian Affairs or another State’s or Federal Law Enforcement Academy as recognized by the CJTC.”
- h. 6.2.1B - review “Written Test” requirement
 - i. Numbering corrected to 6.2.2 “BLEA CANDIDATES”
 - ii. Removed written test from exam list for BLEA Candidates
- i. 6.2.3 – remove application requirements from examinations list
- j. 6.8.2-4 – amendments per City Attorney documented 4/21/2021
- k. 8B.1.3 – add language to schedule Oral Boards without written exam if appropriate
 - i. Added “or close of application deadline if no written test is required.”
- l. 11.3 – reference review
- m. Appendix D – add First Line Supervisor
- n. Appendix F – review for necessity
- o. Appendix H – added per City Attorney documented 4/21/2021
- p. Appendix Order – can appendixes be re-ordered based on similarities?
 - i. Appendixes reordered as follows:

Prior Appendix:	Now becomes	Appendix
A	→	B
B	→	C
C	→	D
D	→	F
E	→	H
F	→	<i>removed</i>
G	→	G
H	→	A
I	→	E

Motion: Commissioner Agfalvi made a motion to accept corrections and amendments as indicated as discussed. Seconded by Vice-Chair Hamilton.

Motion passed (3-0)

Action: Secretary Punzalan will make all accepted corrections and amendments to Civil Service Commission Rules document and provide at next Commission meeting for approval

6. POLICE CHIEF Q&A

Chief Gabreluk was unable to attend August 2023 meeting. He advised Secretary Punzalan he would try to make himself available for the September meeting.

7. CIVIL SERVICE CONFERENCE

Secretary Punzalan provided flyers to Commission regarding a virtual Civil Service Commission virtual conference hosted by Public Safety Testing that is scheduled for October 24-26, 2023. Conference participation is not mandatory.

8. ADJOURNMENT

Meeting adjourned at 8:04 pm.

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

Motion passed (3-0)

Next Meeting: September 25, 2023 AT 7:00 PM

Approved:



Chair Jeff Craig



Secretary Shawna Punzalan