

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, July 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 Stephanie Kuxhausen, Secretary Shawna Punzalan

Absent: Commissioner Charles Brass

Motion: Commissioner Agfalvi made a motion to excuse Commissioner Brass. Seconded by Commissioner Kuxhausen.

Motion passed (4-0)

3. APPROVAL OF MINUTES

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

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

Motion passed (4-0)

4. ORAL BOARD UPDATE

Secretary Punzalan updated the board regarding June 20, 2023 Oral Board results.

An Oral Board was held June 20, 2023 including eight (8) entry level applicants, 2 BLEA applicants (1 withdrew) and 1 Lateral applicant (withdrew morning of).

Three Entry Level candidates passed the oral board with a score of 70 or more.

Chief Gabreluk was given a Certified List on May 5, 2023. He has conducted Chief Interview with four of the five candidates on that list. Three of those candidates have returned their background packets to begin the background investigation process.

Five candidates remain eligible on the Certified List and the three candidates who passed the Oral Board examination on June 20th have been added to the Preliminary Registry to roll to Certified List as candidates withdraw or disqualify.

5. ENTRY LEVEL QUESTION CLARIFICATION

Secretary Punzalan advised the board that question E of Entry Level Oral Board question pool was confusing to most candidates in recent oral board interviews. She requested the board consider striking the question or revising for clarification.

Discussion followed.

Motion: Commissioner Robert made a motion to accept the amendment of Question E of the Entry Level Oral Board Question Pool. Seconded by Commissioner Kuxhausen.

Motion passed (4-0)

6. LATERAL ENTRY

Secretary Punzalan brought concerns to the board from Orting Officers that the time it is taking to process lateral entry applicants has been problematic in hiring qualified lateral entry candidates and requested consideration for streamlining the process.

Discussion followed.

Motion: Commissioner Kuxhausen made a motion to add "except in the case of Lateral Candidates if it has been longer than thirty (30) days since the previous oral board" to section 8A.62. Seconded by Commissioner Agfalvi

Motion passed (4-0)

7. PROMOTIONAL PROCESS

Police Chief Devon Gabreluk has requested Civil Service Secretary to begin opening a Promotional Process for Sergeant (formerly Lieutenant) followed by Commander positions. Commander position may be filled use Washington Association of Sheriffs & Police Chiefs (WASPC) similarly to the process used to fill the Chief role. Secretary Punzalan will confirm this expectation.

Discussion followed regarding lowering the number of days required to allow between position posting and exam date which is currently set at sixty (60). Commissioner Kuxhausen made an offer to assist in researching local area agencies promotional process, timelines and testing options and will report findings at the next Commission meeting.

8. NEW BUSINESS

Commissioner Kuxhausen brought up discrepancy in Civil Service Rules and general understanding of the expectation for commissioners to attend Oral Boards. Civil Services rules, as stated in section 8A.6.1, "Civil Service Commissioners are encouraged to attend Oral Board Examinations as observers." There is risk to an appeal process with an Oral Board exam and any attending commissioner would be required to recuse themselves of that process.

Motion: Vice-Chair Hamilton made a motion to modify 8A.6.2 to read, "Civil Service Commissioners are not encouraged to attend Oral Board Examinations." Seconded by Commissioner Kuxhausen

Motion passed (4-0)

Action: Secretary Punzalan will invite Police Chief Gabreluk to attend the next Civil Service Commission meeting for a Q&A period.

9. ADJOURNMENT

Meeting adjourned at 8:21 pm.

Motion: Motion to adjourn made by Commissioner Agfalvi. Seconded by Commissioner Kuxhausen.

Motion passed (4-0)

Next Meeting: August 28, 2023 AT 7:00 PM

Approved:



Chair Jeff Craig



Secretary Shawna Punzalan