

COMMISSIONERS

Jeff Craig - Chair
Robert Agfalvi
Jason Arbogast
Charles Brass
Stephanie Kuxhausen
Shawna Punzalan - Secretary



City of Orting Civil Service Commission MEETING AGENDA

Monday, January 22, 2024
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/84376729653?pwd=znJaSHKE1iwF3p8Oo02pzqaihba3Dp.1>

Telephone: 1-253-215-8782 – Meeting ID: 843 7672 9653 and the passcode 447684.

2. APPROVAL OF MINUTES

Motion: To approve minutes from November 2, 2023 meeting.

3. NEW COMMISSIONER

Mr. Jason Arbogast was appointed Civil Service Commissioner by Mayor Josh Penner. Term effective January 1, 2024 thru December 31, 2029.

Mr. Charles Brass was re-appointed as Civil Service Commissioner by Mayor Josh Penner. Term effective January 1, 2024 thru December 31, 2029.

1. ELECT CHAIR AND VICE-CHAIR

Civil Service Rules 2.2: CHAIR & VICE CHAIR. At the first regular meeting in January of each year, the Commission shall elect one of its members to serve as Chair and another member to serve as Vice-Chair. The Chair and Vice-Chair shall serve for a term of one (1) year, unless replaced by a majority vote of all commissioners. Should a Chair or Vice-Chair resign or be removed from the position before the expiration of his/her term, the Commission, upon appointment of a new member, will elect a new Chair and/or Vice-Chair.

2. HIRING UPDATE

Secretary update of current hiring needs, oral board results and candidate status.

3. OPMA AND PUBLIC RECORDS TRAINING

Annual Open Public Meeting Act and Public Records Training available at City Council Meeting on Wednesday, February 14, 2024.

4. NEW BUSINESS

5. 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
Thursday, November 2, 2023
7:00 pm

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

Vice Chair Brittney Hamilton called the meeting to order at 6:01 pm. Commissioner Agfalvi led the pledge of allegiance.

2. ROLL CALL

Present: Vice Chair Brittney Hamilton, Commissioner Robert Agfalvi, Secretary Shawna Punzalan. Commissioner Charles Brass via Zoom.

Absent: Chair Jeff Craig, Commissioner Stephanie Kuxhausen.

Motion: Commissioner Robert Agfalvi made a motion to excuse Chair Craig and Commissioner Kuxhausen. Seconded by Commissioner Brass

Motion passed (3-0)

3. APPROVAL OF MINUTES

Motion: To approve minutes from September 25, 2023 meeting

Motion: Commissioner Brass made a motion to approve minutes from September 25, 2023 meeting.

Motion passed (3-0)

4. PROMOTIONAL PROCESS AMMENDMENT

Chief Gabreluk is requesting an amendment to the Civil Service Promotional Process.

Chief Gabreluk presented a letter to the Civil Service Commission describing the emergent situation of the current promotional process. If the current candidates are disqualified due to not passing the promotional exam there will be no candidates remaining in the promotional process. There are currently no other officers employed by the City of Orting Police Department eligible to apply for the First Line Supervisor position. Chief's letter outlined a request to amended the rules for promotional process. Chief requested the Commission waive the written exam due to no passing of candidates tested. The letter presented included language for current and future promotional exam guidelines.

Secretary Punzalan provided additional information regarding the scoring guidelines from CPS HR with 'natural break' threshold. All candidates who took the promotional exam scored under the required 70 points on October 23, 2023, however, they all scored within 8 points of each other.

Commissioner Brass asked Chief Gabreluk to review how red flags are identified and what systems are in place to catch concerns before candidates move forward in the promotional process if an exam portion is exempted due to no candidates passing. Chief advised there are additional exams in the promotional process as well as interview with the Chief and extensive background investigations that review candidates work and personal history.

Motion: Commissioner Agfalvi made motion to recognize an emergency situation currently exists in the first line supervisor promotional process. Seconded by Commissioner Brass.

Motion Passed (3-0)

Motion: Commissioner Agfalvi made a motion to amend Civil Service Rule 8B by adding:

“8B.1.5 – If all applicants participating in a promotional examination fail to meet the minimum passing score of a single testing phase (written or oral), that phase of the promotional examination will be considered anomalous, and all applicants will be exempt from the minimum scoring requirements established for that phase of the examination.”

Motion Passed (3-0)

Action Item: Secretary to amend Civil Service Commission rules as passed.

5. COMMISSIONER(S) TERM END

Commission term ends December 31, 2023 for Vice Chair Hamilton and Commissioner Brass. Secretary Punzalan provided City of Orting Board applications to Commissioners.

6. NEXT MEETING

Regular scheduled meetings for November and December fall on or near an observed holiday. Commission will plan next meeting to be held in January of 2024. Secretary Punzalan will schedule a Special Meeting should need arise before the January date.

7. GUARDIAN ALLIANCE

Chief Gabreluk shared a new background service that will be used to assist, track and monitor the background process of candidates on the Certified List(s). This service, Guardian Alliance, is a cloud-based software solution that alleviates some of the administrative burden of the investigation process. This service also is useful to cross references personal history statements with other agencies as well as keeping candidates informed of what step in the process they are in.

8. BLEA GRADUATION

Brandon Mitchells, Entry Level candidate hired from the January 2023 Oral Board, will graduate from WA CJTC Basic Law Enforcement Academy on November 14, 2023 at 11:00 am in Burien.

9. ADJOURNMENT

Meeting adjourned at 6:37 pm.

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

Motion Passed (3-0)

Next Meeting: January 22, 2024 AT 7:00 PM

Approved:

Chair Jeff Craig

Secretary Shawna Punzalan