

## **COMMISSIONERS**

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



## **City of Orting Civil Service Commission MEETING AGENDA**

Monday, March 25, 2024  
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/89208281714?pwd=g0DBqaGZuaak67MsRfLgIhmfrxp9mf.1>

Telephone: 1-253-215-8782 – Meeting ID: **892 0828 1714** and the passcode **250808**.

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

Motion: To approve minutes from February 26, 2024 meeting.

### **3. HIRING UPDATE**

Review the current status of eligible candidates and open positions within Orting Police Department.

### **4. SETTING FUTURE MEETING DATES**

Secretary Punzalan is requesting deviated scheduling for April and/or May meetings.

### **5. NEW BUSINESS**

### **6. ADJOURNMENT**

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## **ORTING CIVIL SERVICE COMMISSION**

Meeting Minutes  
104 Bridge Street S, Orting, WA  
Zoom - Virtual  
Monday, February 26, 2024  
7:00 pm

### **1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE**

Chair Jeff Craig called the meeting to order at 7:00 pm. Vice-Chair Agfalvi led the Pledge of Allegiance.

### **2. ROLL CALL**

Present: Commissioner Jeff Craig, Commissioner Robert Agfalvi, Commissioner Jason Arbogast, Commissioner Charles Brass, Commissioner Stephanie Kuxhausen, Secretary Shawna Punzalan.

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

Motion: To approve minutes from January 22, 2024 meeting

***Motion: Commissioner Agfalvi made a motion to approve minutes from January 22, 2024 meeting. Seconded by Commissioner Kuxhausen.***

**Passed (4-0)**

### **4. OPMA AND PRA TRAINING**

All Commissioners participated in Open Public Meetings Act and Public Records Act training by the Officer of the Attorney General via WCIA Learning portal:

[https://wcia.localgovu.com/courses/records-training/mdl\\_SxWXIByWdivTaRHo/](https://wcia.localgovu.com/courses/records-training/mdl_SxWXIByWdivTaRHo/)

Course Certificates were provided to each commissioner. Copies are included for review.

### **5. HIRING UPDATE**

Secretary Punzalan updated the Commission on current hiring status of Orting Police Department.

- Officer Brandon Mitchell had completed Field Training and has been able to patrol as an independent officer and fill shifts on the PD schedule.
- One candidate from September 2023 oral boards has been offered Conditional Offer of Employment. Candidate had met with Mayor Josh Penner last week and was waiting his appointment for medical exam clearance which was expected within the coming week.
- One candidate from the Certified List was hired by Washington State Patrol and one withdrew from consideration.
- Four candidates have been rolled to Certified List from preliminary registry.
- Oral Boards will be held again in late March or mid-April.

**6. ADJOURNMENT**

Meeting adjourned 7:59 pm.

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

**Motion Passed (4-0)**

**Next Meeting: March 25, 2024 AT 7:00 PM**

Approved:

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Chair Jeff Craig

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Secretary Shawna Punzalan



# CERTIFICATE OF COMPLETION

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OF CITY OF ORTING  
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OF CITY OF ORTING  
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# CERTIFICATE OF COMPLETION

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OF CITY OF ORTING  
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# CERTIFICATE OF COMPLETION

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STEPHANIE KUXHAUSEN

OF CITY OF ORTING  
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# CERTIFICATE OF COMPLETION

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## SHAWNA PUNZALAN

OF CITY OF ORTING  
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