



CIVIL SERVICE COMMISSION

BETH TOKIOKA, CHAIR
VONNELL RAMOS, VICE CHAIR

V. PAMAI CANO, MEMBER
JENNIFER CARTER, MEMBER
FELY FAULKNER, MEMBER

REGULAR MONTHLY TELECONFERENCE MEETING NOTICE AND AGENDA

Tuesday, August 3, 2021
3:00 p.m. or shortly thereafter

Microsoft Teams Audio: + 1 469-848-0234, Conference ID: 208 961 931#

This meeting will be held via Microsoft Teams teleconference only. Members of the public are invited to join the open session meeting by calling the phone number above and when prompted enter the conference ID information. You may testify during the teleconference or submit written testimony in advance of the meeting via e-mail or mail. To avoid excessive noise/feedback, please mute your phone and unmute to testify.

Oath of Office for mayoral appointee Commissioner V. Pamai Cano serving a partial term ending 12/31/21 was completed on 7/19/21.

CALL TO ORDER (Open to the Public)

ROLL CALL

PUBLIC COMMENTS AND TESTIMONY

Individuals may orally testify on any agenda item at this time.

APPROVAL OF MEETING MINUTES

a) Open Session Minutes of July 6, 2021

HUMAN RESOURCES DIRECTOR'S REPORT

CSC 2021-20

June/July 2021 period, August 3, 2021 Meeting

- a) Department of Human Resources Functional Statement
 - a. Organizational Charts
 - b. The Charter of the County of Kaua'i (2018 Codified Version)
- b) Overview of the Functions of the Department of Human Resources
- c) Collective Bargaining
- d) HRMS Project
- e) HR Trainings
- f) Update on Review and Revisions to Internal Policies and/or Procedures
- g) Litigation/Lawsuits/Settlements
- h) 100% Centralized Payroll System Integration with new HRMS System
- i) Monthly Report from HR Divisions/Sections
 - a. Administrative Services and Benefits
 - b. Employee Development and Health Services
 - c. HR Manager, Classification and Pay and Labor Relations

- d. Recruitment and Exam
- e. Payroll
- f. EEO/ADA

BUSINESS

- CSC 2021-21** Director of Human Resources Goals and Objectives for evaluation period February 16, 2021 to February 15, 2022 (on-going)
- a) Review updated report
 - b) Discussion and possible decision-making on other related matters

EXECUTIVE SESSION:

Pursuant to Hawai'i Revised Statutes §§92-4, 92-5(a)(2) and (4), 92-9(a)(1-4) and (b), and 76-47(e) the purpose of this Executive Session is to receive and approve Executive Session minutes; to consider the hire, evaluation, dismissal or discipline of an employee or officer of the County where consideration of matters affecting privacy will be involved; to consult with the Commission's legal counsel on questions and issues pertaining to the Commission's and County's powers, duties, privileges, immunities, and/or liabilities as they may relate to this item; and to deliberate and take such action as appropriate.

ENTER INTO EXECUTIVE SESSION (Closed to the Public)

Disconnect from Open Session and enter into Microsoft Teams Teleconference in Executive Session

CALL TO ORDER IN EXECUTIVE SESSION (Closed to the Public)

ROLL CALL

ES BUSINESS

- ES-017** Executive Session Minutes of July 6, 2021
- ES-018 – RFA 2021-02** Request for an Appeal filed March 18, 2021, by an individual regarding grievance on an adverse employment action due to alleged favoritism, discrimination and irregularities in the hiring procedures and practices on the part of a supervisor.
- a) Possible discussion and decision-making on scheduling a special meeting to review
 - b) Possible discussion and decision-making on updated and related matters.
- ES-019 – RFA 2021-03** Request for an Appeal filed July 6, 2021, by an individual regarding several disciplinary actions taken that alleges to be misinterpreted, misapplied or violated a personnel law, rule or written policy.
- a) Commission to review appeal form and accompanying documents and discuss next course of action.

- b) Commission to disclose any conflict of interest.
- c) Discussion and possible decision-making on other related matters.

RETURN TO OPEN SESSION

Disconnect from Executive Session and enter into Microsoft Teams Teleconference in Open Session.

CALL TO ORDER IN OPEN SESSION (Open to the Public)

ROLL CALL

RATIFY ACTIONS

Ratify the actions taken by the Civil Service Commission in executive session ES-017, ES-018 and ES-019.

ANNOUNCEMENTS:

Next Scheduled Meeting: Tuesday, September 7, 2021 – 2:00 p.m. Boards and Commissions Conference Room

ADJOURNMENT

NOTICE OF EXECUTIVE SESSION

Pursuant to Hawai'i Revised Statutes, ("H.R.S.") §92-7(a), the Commission may, when deemed necessary, hold an Executive Session on any agenda item without written public notice if the Executive Session was not anticipated in advance. Any such Executive Session shall be held pursuant to H.R.S. §92-4 and shall be limited to those items described in H.R.S. §92-5(a). Discussions held in Executive Session are closed to the public.

cc: Deputy County Attorney Mark Ishmael
cc: Human Resources Director Annette Anderson

PUBLIC COMMENTS and TESTIMONY

SPEAKER REGISTRATION

Prior to the day of the meeting: Persons wishing to testify are requested to register their name, phone number and agenda item via email to: smuragin@kauai.gov or call 808-241-4919.

On the day of the meeting: Persons who have NOT registered to testify by the time the meeting begins will be given the opportunity to speak on an item following oral testimony from registered speakers. Each speaker is limited to a three-minute presentation on each item.

WRITTEN TESTIMONY

Prior to the day of the meeting: Testimonies may be emailed: smuragin@kauai.gov or mailed: Civil Service Commission, Office of Boards and Commissions, Pi'ikoi Building, 4444 Rice Street, Suite 300 Lihue, HI 96766. Please include your name and if applicable, your position/title and organization you are representing along with the agenda item that you are providing comments on.

While every effort will be made to copy, organize and collate all testimony received, materials received improperly identified may be distributed to the members after the meeting is concluded.

SPECIAL ASSISTANCE

If you need an auxiliary aid/service, other accommodation due to a disability, or an interpreter for non-English speaking persons, please contact the Office of Boards and Commissions at (808) 241-4917 or asegreti@kauai.gov as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.