



CIVIL SERVICE COMMISSION

JEFFREY IIDA , CHAIR
BEVERLY GOTELLI, VICE CHAIR

V. PAMAI CANO, COMMISSIONER
FRANCIS KAAWA, COMMISSIONER
VONNELL RAMOS, COMMISSIONER

Meetings of the Civil Service Commission will be conducted as follows until further notice:

- Meetings will be publicly noticed pursuant to HRS Chapter 92.
- Minutes of meetings will be completed pursuant to HRS Chapter 92 and posted to the Civil Service Commission's website upon completion and approval.

Public Comments and Testimony:

- **Written testimony:** The Civil Service Commission shall accept written testimony for any agenda item herein. Written testimony indicating 1) testifiers name, and if applicable, testifiers position/title and organization represented, 2) the agenda item that the testifier provided comment on, and 3) contact information (telephone number and email address), may be submitted to smuragin@kauai.gov or mailed to the Civil Service Commission, c/o Office of Boards and Commission, 4444 Rice Street, Suite 300, Lihue, Hawaii 96766.
 - Written testimony received by the Civil Service Commission at least 24 hours prior to the meeting will be distributed to all Civil Service Commissioners prior to the meeting.
 - Any testimony received after this time and up to the start of the meeting will be summarized by the Clerk of the Commission during the meeting and added to the record thereafter.
 - Any late testimony received will be distributed to the members after the meeting is concluded.
- **Oral testimony** will be taken during the public testimony portion of the meeting via Microsoft Teams remote technology platform.
 - It is recommended that anyone interested in providing oral testimony register at least 24 hours prior to the meeting by emailing smuragin@kauai.gov or call (808) 241-4919. Any request to register shall include 1) testifiers name, and if applicable, testifiers position/title and organization represented, and 2) the agenda item that the testifier provided comment on, and 3) contact information (telephone number and email address).
 - It shall be the responsibility of the testifier to join the meeting through the Microsoft Teams link provided on the posted agenda to provide testimony. In addition, it shall be the responsibility of the testifier to ensure that the Microsoft Teams software is downloaded and operational prior to the meeting.
 - The testifier's audio and video shall be disabled until it is their turn to testify.
 - Pursuant to HRS §92-3 of the Public Agency Meetings and Records statute, the boards shall afford all interested persons an opportunity to submit data, views, or arguments, in writing, on any agenda item. The commission shall also afford all interested persons an opportunity to present oral testimony on any agenda item.
 - Individuals who did not register to testify shall be given an opportunity to speak on an agenda item following the registered speakers.
 - The Chair may limit all oral testimony during a commission meeting to 3 minutes, but such time limit shall not include pertinent responses by the speaker to questions posed by members of the Commission. The Chair may grant an additional 3 minutes to provide further testimony after all interested persons have had an opportunity to provide oral testimony.
 - If there are temporary technical glitches during a testimony, the Commission may have to move on to the next testifier due to time constraints; we appreciate your understanding.

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 ALTERNATIVE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.

REVISION #2

**COUNTY OF KAUA'I CIVIL SERVICE COMMISSION
TELECONFERENCE MEETING NOTICE AND AGENDA**

Tuesday, April 5, 2022
3:00 p.m. or shortly thereafter

Microsoft Teams VIDEO

Click on the URL below or type the URL into your computer or smart phone

<https://bit.ly/36XNKvX>

Microsoft Teams AUDIO

Phone: 1-469-848-0234, Conference ID: 167 012 679#

CALL TO ORDER IN OPEN SESSION

ROLL CALL

APPROVAL OF AGENDA

PUBLIC COMMENTS AND TESTIMONY

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

APPROVAL OF MEETING MINUTES

a) Open Session Minutes of March 1, 2022.

DIRECTOR OF HUMAN RESOURCES REPORT

CSC 2022-11 February/March period, April 5, 2022 Meeting

- a) Collective Bargaining
- b) HRMS Project
- c) HR Trainings
- d) Update on Review and Revisions to Internal Policies and/or Procedures
- e) Discussion on Format of the Human Resources Director's Monthly Reports for 2022
- f) Monthly Report from HR Divisions/Sections
 - a. New Hires
 - b. Administrative Services and Benefits
 - c. Employee Development and Health Services
 - d. Other
 - e. HR Manager, Classification and Pay and Labor Relations
 - f. Recruitment and Exam
 - g. Payroll
 - h. EEO/ADA

BUSINESS

CSC 2022-12 Director of Human Resources Goals and Objectives for period February 16, 2021 to June 30, 2022. (on-going)

- a) Review updated report
- b) Discussion and possible decision-making on other related matters

CSC 2022-13 Director of Human Resources Annual Evaluation for period February 16, 2021 to June 30, 2022. (on-going)

- a) Review updated timeline
- b) Discussion and possible decision-making on other related matters

EXECUTIVE SESSION:

Pursuant to Hawaii Revised Statutes §92-4, the commission may hold executive meetings closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled. Any meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of holding a meeting closed to the public shall be recorded and entered into the minutes of the meeting. Pursuant to Hawaii Revised Statutes §92-7(d), after posting of the commission meeting agenda the commission may add an item to the agenda, including an executive meeting closed to the public, by an affirmative two-thirds recorded vote of all members to which the board is entitled; provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the board will affect a significant number of persons. Items of reasonably major importance not decided at a scheduled meeting shall be considered only at a meeting continued to a reasonable day and time.

ANNOUNCEMENTS:

Next Scheduled Meeting: Tuesday, May 3, 2022 – 3:00 p.m. in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, Hi 96766

ADJOURNMENT

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

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

DRAFT To Be Approved

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	March 1, 2022	
Location	Teleconference via Microsoft Teams	Start of Meeting:	3:00 p.m.	End of Meeting: 3:29 p.m.
Present	Chair Jeffrey Iida. Vice Chair Beverly Gotelli. Commissioners: V. Pamai Cano, Francis Kaawa and Vonnell Ramos. Deputy County Attorney Mark Ishmael. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.			
Excused	Director Human Resources Annette Anderson			
Absent				

SUBJECT	DISCUSSION	ACTION
Call To Order/ Roll Call	<p>Chair Iida called the Open Session meeting to order at 3:00 p.m. and requested a roll call.</p> <p>Commission Support Clerk Sandra Muragin verified attendance and requested a verbal response of present or here and to identify if anyone was present with them at their location during the meeting;</p> <p>Commissioner Cano replied present and alone. Commissioner Kaawa replied present and alone. Commissioner Ramos replied present and alone. Vice Chair Gotelli replied present and alone. Chair Iida replied present and alone for the record. Deputy County Attorney Ishmael replied present and alone. Director Human Resources Annette Anderson was excused. Administrator Ching replied present and alone. Support Clerk Muragin replied present and alone.</p>	<p>Quorum was established with five commissioners present.</p>
Approval of Agenda		<p>Vice Chair Gotelli moved to approve the agenda, as circulated. Mr. Ramos seconded the motion. Motion carried 5:0.</p>
Public Comments and Testimony	<p>Ms. Muragin reported she did not receive any written testimony or request to give testimony for this meeting.</p>	

SUBJECT	DISCUSSION	ACTION
Approval of Meeting Minutes	<p>a. Open Session Minutes of January 4, 2022</p> <p>Ms. Muragin requested a correction on page 9, the motion listed in the action column, change Chair Gotelli to Vice Chair Gotelli.</p>	<p>Ms. Cano moved to approve the amended Open Session minutes of January 4, 2022, with a correction on page 9, the motion listed in the action column, change Chair Gotelli to Vice Chair Gotelli. Mr. Kaawa seconded the motion. Motion carried 5:0.</p>
	<p>b. Open Session Minutes of February 1, 2022</p>	<p>Vice Chair Gotelli moved to approve the Open Session minutes of February 1, 2022, as circulated. Mr. Ramos seconded the motion. Motion carried 5:0.</p>
Director of Human Resources Report	<p><u>CSC 2022-05</u> January & February period, March 1, 2022, meeting.</p> <ul style="list-style-type: none"> a) Collective Bargaining b) HRMS Project c) HR Trainings d) Update on Review and Revisions to Internal Policies and/or Procedures e) Litigation/Lawsuits/Settlements f) 100% Centralized Payroll System integration with new HRMS System g) Discussion on the Format of the Human Resources Director's Monthly Reports for 2022. h) Monthly Report from HR Divisions/Sections <ul style="list-style-type: none"> a. New Hires b. Administrative Services and Benefits c. Employee Development and Health Services d. Other 	

SUBJECT	DISCUSSION	ACTION
	<p>e. HR Manager, Classification and Pay and Labor Relations f. Recruitment and Exam g. Payroll h. EEO/ADA</p> <p>Administrator Ellen Ching conveyed DHR Anderson’s apology for not being present at today’s meeting. She said DHR Anderson, and the HR team were called for an emergency HRMS meeting and no one from HR could be at this meeting. If the commissioners had any questions on the report, she asked that it be forwarded to staff, and DHR Anderson would provide a written response at the next meeting.</p>	
Communication	<p><u>CSC 2022-06 Memorandum received 01/12/22 from Managing Director Michael A. Dahilig regarding response to request consideration of rescission of new county employment policy requiring incoming employees to be vaccinated for COVID-19 dated 01/11/22.</u></p>	<p>Vice Chair Gotelli moved to receive the memorandum from Managing Director Michael A. Dahilig regarding response to request consideration of rescission of new county employment policy requiring incoming employees to be vaccinated for COVID-19 dated 01/11/22. Mr. Ramos seconded the motion. Motion carried 5:0.</p>
Business	<p><u>CSC 2022-07 Consider a motion for reconsideration on an action taken at the Commissions January 4, 2022, meeting for CSC 2022-04</u></p> <p>Ms. Ching explained that at the January 4, 2022 meeting the intention of the commission was to extend the goals and objectives, but the motion passed extended the DHR’s annual evaluation. This agenda item would allow the commission to correct the motion.</p>	<p>Vice Chair Gotelli moved to reconsider the action taken at the commissions January 4, 2022, meeting for CSC 2022-04. Mr. Kaawa seconded the motion. Motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p><u>CSC 2022-08</u> Discussion and possible action on the Director of Human Resources annual evaluation. (on-going)</p> <ul style="list-style-type: none"> a) Review updated timeline b) Discussion and possible decision-making on other related matters <p>Ms. Ching explained her memo that the commission received was in response to their uneasiness expressed in completing an annual evaluation for DHR Anderson. The memo outlined potential remedies of the commissions concerns. One possibility was to defer the DHR evaluation until June 30, 2022. This would allow additional time for the commission, and it would align the evaluation with the fiscal budget should the goals require allocated funds.</p> <p>Vice Chair Gotelli shared that she was in favor of the recommendations.</p>	<p>Vice Chair Gotelli moved to change the DHR evaluation due date to June 30, 2022. Mr. Ramos seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2022-09</u> Director of Human Resources Goals and Objectives for evaluation period February 16, 2021 to February 15, 2022 (on-going)</p> <ul style="list-style-type: none"> a) Review updated report b) Discussion and possible decision-making on other related matters <p>Ms. Ching explained this would take care of another concern that the commission had regarding the DHR not having goals and objectives. Now that the commission extended the DHR evaluation due date to June 30, 2022 the goals and objectives should also be extended so there would be no lapse in knowing what the commission expected from the DHR.</p> <p>Ms. Ching summed up the last two motions for the commissioners. She said the DHR annual evaluation and goals and objectives were now both extended to June 30, 2022. Thereafter the annual evaluations would be from July 1 to June 30.</p>	<p>Ms. Cano moved to extend the current DHR goals and objectives to June 30, 2022. Mr. Kaawa seconded the motion. Motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p><u>CSC 2022-10</u> Discussion and possible action on the Director of Human Resources Goals and Objectives (on-going).</p> <p>a) Review current goals and objectives, change goals, and add or delete goals.</p> <p>Ms. Ching said this would address what happened after June 30, 2022, once the commission completed the DHR annual evaluation and the goals and objectives. The commission had several options;</p> <ul style="list-style-type: none"> • Extend and adopt the current DRH goals and objectives through June 30, 2023. • Defer discussion until the next meeting. • Change the goals and objectives for the next evaluation period. <p>After discussing the options, the commission realized there would not be sufficient time to defer discussion and they were not ready to delve into changing the goals either. Ms. Ching suggested the commission extend the current goals and take the next year to examine the process, forms, and goals.</p> <p>Ms. Muragin stated the timeline would be updated and forwarded to the commission.</p>	<p>Vice Chair Gotelli moved to extend the current DHR goals and objectives to June 30, 2023. Mr. Kaawa seconded the motion. Motion carried 5:0.</p>
	<p>Ms. Muragin advised the commission if there were no amendments or changes to the executive session minutes it could be approved in open session. She also asked that the commission decide on another appeal hearing date.</p>	<p>Vice Chair Gotelli moved to approve the Executive Session minutes of January 4, 2022, as circulated. Ms. Cano seconded the motion. Motion carried 5:0.</p> <p>Vice Chair Gotelli moved to approve the Executive Session minutes of February 1, 2022, as circulated. Mr. Ramos seconded the motion. Motion carried 5:0</p>

SUBJECT	DISCUSSION	ACTION
	<p>Chair Iida asked if March 29, 2022 was open to continue the appeal hearing. Ms. Cano said her circumstances still existed and things may change but would note that date on her calendar. Chair Iida said April 5, 2022 would be the next alternative date.</p> <p>The commission did not enter executive session and the following agenda items were not done;</p> <ul style="list-style-type: none"> • Executive Session • Enter In Executive Session • Call To Order in Executive Session • Roll Call • Approval of Meeting Minutes • Business • Enter In Open Session • Call to order in Open Session • Roll Call • Ratify Actions 	
Announcements	<p>Next Meeting: Tuesday, April 5, 2022 – 3:00 p.m., Microsoft Teams Teleconference</p> <p>Ms. Ching said in-person meetings could begin in April. She said this was a countywide decision and not a boards and commissions decision. However, because civil service meetings were scheduled at the beginning of each month it wouldn't take effect until the next month and everyone would be notified in advance.</p>	
Adjournment	<p>Chair Iida asked for a motion to adjourn.</p>	<p>Vice Chair Gotelli moved to adjourn the meeting. Mr. Ramos seconded the motion. Motion carried 5:0.</p> <p>Chair Iida adjourned the meeting at 3:29 p.m.</p>

Civil Service Commission
Open Session
March 1, 2022

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Submitted by: _____
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Jeffrey Iida, Chair

- Approved as circulated.
- Approved with amendments.