

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	January 5, 2021
Location	Teleconference via Microsoft Teams	Start of Meeting: 3:04 p.m.	End of Meeting: 3:28 p.m.
Present	Chair Beth Tokioka. Vice Chair Vonnell Ramos. Commissioners: Jennifer Carter and Fely Faulkner. Deputy County Attorney Mark Ishmael. Human Resources Director Annette Anderson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Commissioner Jeffrey Iida and Commissioner Ricky Watanabe		
Absent			
SUBJECT	DISCUSSION	ACTION	
	Chair Tokioka, Vice Chair Ramos, Commissioner Carter, Deputy County Attorney Ishmael, Human Resources Director Anderson, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Commissioner Faulkner called into Microsoft Teams and entered the meeting by audio.		
Call To Order In Open Session /Roll Call	<p>Chair Tokioka called the Open Session meeting to order at 3:04 p.m. and requested a roll call.</p> <p>Commission Support Clerk Sandra Muragin verified attendance by roll call and requested a verbal response of present or here;</p> <p>Commissioner Carter replied here.</p> <p>Commissioner Faulkner replied here.</p> <p>Commissioner Iida was excused.</p> <p>Commissioner Watanabe was excused.</p> <p>Vice Chair Ramos replied here.</p> <p>Chair Tokioka replied here.</p> <p>Deputy County Attorney Mark Ishmael replied here.</p> <p>Human Resources Director Annette Anderson replied here.</p> <p>Administrator Ellen Ching replied here.</p> <p>Commission Support Clerk Sandra Muragin replied here.</p>	<p>Quorum was established with four commissioners present.</p>	

SUBJECT	DISCUSSION	ACTION
Public Comments and Testimony	No one from the public signed into the meeting.	
Approval of Minutes	A. Open Session Minutes of December 1, 2020	Ms. Faulkner moved to approve the Open Session minutes of December 1, 2020, as circulated. Ms. Carter seconded the motion. Motion carried 4:0.
Human Resources Director's Report	<p><u>CSC 2021-01</u> <u>Director's Reports for the October/November 2020 period.</u></p> <ul style="list-style-type: none"> A. HRMS Project B. Update on Review and Revisions to Internal Policies and/or Procedures C. Personnel Documents and Retrieval D. Update regarding HR Organizational Structure E. Collective Bargaining F. Documentation Retention and Maintenance Policy G. Administrative Services and Benefits H. Employee Development and Health Services I. HR Manager, Classification and Pay and Labor Relations J. Recruitment and Exam K. Payroll L. EEO/ADA <p>Human Resources Director Annette Anderson reviewed the November/December 2020 report with the Commission (on file).</p> <p><u>HRMS Project</u> Ms. Anderson reported they were progressing forward with no problems and the County Council approved the transfer of additional CIP funds. They were now in final negotiations with the top vendor and she would provide more details at the next meeting. She shared that the new HRMS system was scheduled to go live on January 5, 2022.</p>	

SUBJECT	DISCUSSION	ACTION
	<p><u>Update on Review and Revisions to Internal Policies and/or Procedures</u> Ms. Anderson said she received a request from the Managing Director to update the recruitment eligibility list and the process for using the list. They are almost done with the revisions and updates to the process and are now making improvements to the required forms.</p> <p><u>Update Regarding HR Organizational Structure</u> Ms. Anderson shared that the new 2022 fiscal budget would determine if staff cuts were needed and they may reallocate two HR positions.</p> <p><u>Collective Bargaining</u> Ms. Anderson said there have been no additional employer caucuses and they have not been updated on any changes, other than furloughs were postponed with a possible July 1 implementation.</p> <p>Ms. Anderson shared that HR department organized a holiday party that included lunch and a virtual secret Santa gift exchange. She received positive approval responses from the staff.</p> <p>She pointed out the third bullet on page 4 “Thriving in Hawai‘i’s Culture” training that was offered to the county’s mainland department heads who transplanted to Hawai‘i. The training focused on new personnel to the county or from the mainland. Mayor Kawakami, who also attended the training suggested offering another training geared for locals on their prospective of mainland workers and ways to understand and work together</p> <p>Chair Tokioka thanked Ms. Anderson for her continued to push for exit interviews and inquired if they received any useful information. Ms. Anderson said they have not received any negative responses, but continue to requests feedback.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Faulkner asked for information on the total number of workers compensation. Ms. Anderson said she would provide the information at the next meeting.</p> <p>With no further questions from the commission, Chair Tokioka moved on to the next agenda item.</p>	
Business	<p><u>CSC 2021-02</u> <u>Update on the 360 Survey for the evaluation of the Director of Human Resources.</u></p> <ul style="list-style-type: none"> A. Review timeline B. Discussion on other related matters. <p>The commission did not have any questions regarding the timeline provided.</p>	
	<p><u>CSC 2021-03</u> <u>Director of Human Resources Goals and Objectives (on-going).</u></p> <ul style="list-style-type: none"> A. Review updated report. B. Discussion on other related matters. <p>Chair Tokioka inquired about G2A Maintain audit trail of sufficient documentation. She requested they document that efforts were made to gather these old records. Ms. Anderson said most of the documents were regarding personal files that contained transfers and commendations, non-essential paper work that did not require the time and effort to secure.</p>	
	<p>Executive Session Minutes of December 1, 2020</p> <p>With no amendments or changes from the Commission, Chair requested the executive session minutes was approved in open session.</p>	<p>Ms. Carter moved to approve the Executive Session minutes of December 1, 2020, as circulated. Ms. Faulkner seconded the motion. Motion carried 4:0.</p>
Announcements	<p>Next Meeting: Tuesday, February 2, 2021 – 3:00 p.m., Teleconference by Microsoft Teams.</p>	
Adjournment	<p>With no further business to conduct, Chair Tokioka called for a motion to adjourn the meeting.</p>	<p>Ms. Faulkner moved to adjourn the meeting. Ms. Carter seconded the motion. Motion</p>

SUBJECT	DISCUSSION	ACTION
		carried 4:0 Chair Tokioka adjourned the meeting at 3:28 p.m.

Submitted by: _____
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Beth Tokioka, Chair

(X) Approved as circulated. 02/02/20

() Approved with amendments. See minutes of _____ meeting.