

COUNTY OF KAUAI  
Minutes of Meeting  
SPECIAL OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>January 14, 2021</b>
Location	Teleconference via Microsoft Teams	Start of Meeting: 3:00 p.m.	End of Meeting: 3:19 p.m.
Present	Chair Beth Tokioka. Vice Chair Vonnell Ramos. Commissioners: Jeffrey Iida and Ricky Watanabe. Deputy County Attorney Mark Ishmael. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Commissioner Jennifer Carter and Commissioner Fely Faulkner		
Absent			
SUBJECT	DISCUSSION	ACTION	
	Chair Tokioka, Vice Chair Ramos, Commissioner Iida, Deputy County Attorney Ishmael, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Commissioner Watanabe called into Microsoft Teams and entered the meeting by audio.		
<b>Call To Order In Open Session /Roll Call</b>	Chair Tokioka called the Special Open Session meeting to order at 3:00 p.m. and requested a roll call.  Commission Support Clerk Sandra Muragin verified attendance by roll call and requested a verbal response of present or here; Commissioner Carter was excused. Commissioner Faulkner was excused. Commissioner Iida replied here. Commissioner Watanabe replied here. Vice Chair Ramos replied here. Chair Tokioka replied here. Deputy County Attorney Mark Ismael replied here. Administrator Ellen Ching replied here. Commission Support Clerk Sandra Muragin replied here.	Quorum was established with four commissioners present.	
<b>Public Comments and Testimony</b>	No one from the public signed into the meeting.		

SUBJECT	DISCUSSION	ACTION
<p><b>Business</b></p>	<p><u><b>CSC 2021-02</b></u> <u>Update on the 360 Survey for the evaluation of the Director of Human Resources.</u></p> <ul style="list-style-type: none"> <li>A. Review and possible decision-making on use of the 360 Survey results for the evaluation.</li> <li>B. Discussion on other related matters.</li> </ul> <p>Chair Tokioka informed the commission that general discussions on the survey would remain in open session. Should the commission desire to review specific contents that would need to take place in executive session.</p> <p>Administrator Ellen Ching thanked Commission Support Clerk Sandra Muragin for taking the lead in completing the survey. She said it involved learning a new survey software, input the data and sending out the survey. She was pleased with the results and highlighted the additional information of the average length of time to complete the survey and number of participants. Ms. Ching also thanked Commissioner Iida for taking the time to work with her in diluting the survey questions.</p> <p>Chair Tokioka was pleased with the results and based on the information and comments received it would provide useful information to complete the evaluation.</p> <p>Chair Tokioka briefly reviewed the timeline. Ms. Muragin asked for clarification from the commission if they would present the evaluation after approved at the February 2 meeting. There was a short discussion and Commissioner Iida preferred it be presented by the Chair in a one on one meeting with Ms. Anderson. Chair Tokioka was open to the idea if that was the will of the commission.</p>	<p>Mr. Iida moved to accept and use the 360 Survey results as part of the Director of Human Resources Annual Performance Evaluation 2/16/20 to 2/15/21. Vice Chair Vonnell seconded the motion.</p>

SUBJECT	DISCUSSION	ACTION
	<p>Chair Tokioka requested for a roll call vote.</p> <p>The commission agreed that the survey results should be shared with Ms. Anderson during the presentation of her annual evaluation.</p>	<p>Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.</p> <p>Mr. Iida moved that they share the 360 Survey results with the Director of Human Resources during the presentation of her Annual Performance Evaluation. Mr. Watanabe seconded the motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.</p>
<b>Announcements</b>	Next Meeting: Tuesday, February 2, 2021 – 3:00 p.m., Teleconference by Microsoft Teams.	
<b>Adjournment</b>	<p>With no further business to conduct, Chair Tokioka called for a motion to adjourn the meeting.</p> <p>Ms. Ching made an announcement once the meeting adjourned that this would Commissioner Watanabe’s last meeting. She thanked him for his support and volunteer work with the commission.</p>	<p>Mr. Iida moved to adjourn the meeting. Mr. Watanabe seconded the motion. Motion carried 4:0</p> <p>Chair Tokioka adjourned the meeting at 3:19 p.m.</p>

Civil Service Commission  
Special Open Session  
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Submitted by: \_\_\_\_\_  
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
Beth Tokioka, Chair

Approved as circulated. 02/02/21

Approved with amendments. See minutes of \_\_\_\_\_ meeting.