

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	April 06, 2021		
Location	Teleconference via Microsoft Teams	Start of Meeting:	3:04 p.m.	End of Meeting:	5:14 p.m.
Present	Chair Beth Tokioka. Vice Chair Vonnell Ramos. Commissioners: Jennifer Carter and Fely Faulkner. Deputy County Attorney Mark Ishmael. Deputy Attorney Hugo Cabrera (<i>left at 3:20 pm</i>). Human Resources Director Annette Anderson (<i>left at 3:19 pm</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.				
Excused					
Absent					
SUBJECT	DISCUSSION	ACTION			
	Chair Tokioka, Vice Chair Ramos, Commissioner Carter, Deputy County Attorney Ishmael, Deputy County Attorney Cabrera, 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>Vice Chair Ramos replied here.</p> <p>Chair Tokioka replied here.</p> <p>Deputy County Attorney Ishmael replied here.</p> <p>Human Resources Director Anderson replied here.</p> <p>Deputy County Attorney Hugo Cabrera replied here.</p> <p>Administrator Ching replied present.</p> <p>Support Clerk Muragin replied here.</p>	Quorum was established with four commissioners present.			

SUBJECT	DISCUSSION	ACTION
Public Comments and Testimony	Commission Support Clerk Sandra Muragin reported no one from the public called into the meeting and there were no written testimonies.	
Approval of Minutes	A. Open Session Minutes of March 16, 2021	Ms. Faulkner moved to approve the Open Session minutes of March 16, 2021, as circulated. Ms. Carter seconded the motion. Motion carried 4:0.
Human Resources Director's Report	<p><u>CSC 2021-10</u> <u>Director's Reports for the February/March 2021 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) Collective Bargaining d) Documentation Retention and Maintenance Policy e) Clean Up and Organize for 2021 f) Administrative Services and Benefits g) Employee Development and Health Services h) HR Manager, Classification and Pay and Labor Relations i) Recruitment and Exam j) Payroll k) EEO/ADA <p>Human Resources Director Annette Anderson reviewed the February/March 2021 report with the Commission (on file).</p> <p><u>HRMS Project:</u> No changes. The county attorney, finance and vendors were still in negotiations on the contract terms.</p> <p><u>Update on Review and Revisions to Internal Policies and/or Procedures:</u> Pending response from finance department on HR's edits and comments on the revised</p>	

SUBJECT	DISCUSSION	ACTION
	<p>travel policy.</p> <p><u>Collective Bargaining:</u> No updates.</p> <p><u>Documentation Retention and Maintenance Policy</u> No updates.</p> <p><u>Clean Up and Organize for 2021</u> The departments spring cleaning amassed 182 boxes for disposal and shredding.</p> <p><u>Administrative Services and Benefits</u> HR has coordinated mediation services to resolve workplace conflicts in various departments and commissions.</p> <p><u>Recruitment and Exam</u> Processed 55 applications for the Police Department and 226 applications for the Fire Department.</p> <p>Vice Chair Ramos inquired on the number of open positions for the Fire Department. Ms. Anderson replied there were 14 open positions.</p>	
<p>Business</p>	<p><u>CSC 2021-11 Update on status of the approved substantive and non-substantive amendments to the Rules of the Civil Service Commission/Merit Appeals Board Document dated February 2, 2021.</u></p> <ul style="list-style-type: none"> a) Review online timeline b) Discussion on other related matters <p>Ms. Muragin reported that the page numbers on the rules needed to be corrected; however, it did not require additional approvals. Once corrected it would be forwarded to office of the county clerk for final processing.</p>	

SUBJECT	DISCUSSION	ACTION
	<p><u>CSC 2021-12</u> <u>Director of Human Resources Goals and Objectives (on-going).</u></p> <ul style="list-style-type: none"> c) Review updated report d) Discussion on other related matters <p>Chair Tokioka said pending adoption of the next agenda item, this report would be replaced.</p>	
	<p><u>CSC 2021-13</u> <u>Director of Human Resources Goals and Objectives for evaluation period February 16, 2021 to February 15, 2022 (on-going).</u></p> <ul style="list-style-type: none"> a) Review amendments to draft goals for discussion and possible adoption. <p>Chair Tokioka stated that the revised report included revisions from Ms. Anderson and herself. She included last year’s goal in GIA to continue follow-up. She asked the commissioners if they had any questions or comments. The commissioners did not have any questions or comments.</p> <p>Ms. Anderson requested for clarification on “Goal #4, 5. Quarterly progress reports are provided to the CSC including statistics on the number of HR related litigation/lawsuits and settlements or awards. Report shall also include statistics by category on separation, termination, retirements, etc. to identify trends.” She explained that she was not always privy to these types of transactions and told several situations where she processed a complaint but unbeknownst to her it was settled by the county attorney’s office. Chair Tokioka understood and requested that she report only what she handled.</p> <p>With no further questions from the commission, Chair Tokioka moved on to enter into executive session and Ms. Anderson left the meeting at 3:19pm.</p>	<p>Ms. Faulkner moved to adopt and accept with amendments the Director of Human Resources Goals and Objectives for evaluation period February 16, 2021 to February 15, 2022, as circulated and discussed. Vice Chair Ramos seconded the motion. Motion carried 4:0.</p>

SUBJECT	DISCUSSION	ACTION
Executive Session	<p>Ms. Ching read the Hawaii Revised Statutes to move the meeting into Executive Session.</p> <p>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.</p>	<p>Ms. Carter moved to enter into Executive Session. Ms. Faulkner seconded the motion. Motion carried 4:0.</p> <p>The commission and staff, disconnected from open session at 3:21 p.m. and connected into executive session.</p>
Return to Open Session	<p>Chair Tokioka, Vice Chair Ramos, Commissioner Carter, 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.</p>	
Call To Order In Open Session /Roll Call	<p>Chair Tokioka called the Open Session meeting to order at 5:13 p.m. and requested a roll call.</p> <p>Ms. Muragin stated that Deputy County Attorney Mark Ishmael relayed a message by Teams Chat that he would not be needed once the commission returned back into open session and to call him if something came up that required his attention.</p> <p>Commission Support Clerk Muragin verified attendance by roll call and requested a verbal response of present or here; Commissioner Carter replied here.</p>	

SUBJECT	DISCUSSION	ACTION
	Commissioner Faulkner replied here. Vice Chair Ramos replied here. Chair Tokioka replied here. Administrator Ching replied here. Commission Support Clerk Muragin replied here.	Quorum was established with four commissioners present.
Ratify Actions	Ratify actions taken by the Civil Service Commission in executive session for agenda items: ES-009, ES-010 and ES-011.	Ms. Faulkner moved to ratify actions taken in Executive Session for ES-009, ES-010 and ES-011. Ms. Carter seconded the motion. Motion carried 4:0.
Announcements	Next Meeting: Tuesday, May 4, 2021 – 3:00 p.m., Teleconference by Microsoft Teams.	
Adjournment		With no objections, Chair Tokioka adjourned the meeting at 5:14 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Beth Tokioka, Chair

(X) Approved as circulated. 06/08/21

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