

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	July 6, 2021
Location	Teleconference via Microsoft Teams	Start of Meeting:	3:00 p.m.
		End of Meeting:	3:25 p.m.
Present	Chair Beth Tokioka. Vice Chair Vonnell Ramos. Commissioners: Jennifer Carter and Fely Faulkner. Deputy County Attorney Mark Ishmael. Human Resources Manager Janine Rapozo (<i>left at 3:04 pm</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Human Resources Director Annette Anderson		
Absent			

SUBJECT	DISCUSSION	ACTION
	Chair Tokioka, Vice Chair Ramos, Commissioner Carter, Deputy County Attorney Ishmael, Human Resources Manager Rapozo, 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	Chair Tokioka called the 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 replied here. Commissioner Faulkner replied here. Vice Chair Ramos replied here. Chair Tokioka replied here. Deputy County Attorney Ishmael replied here. Human Resources Manager Rapozo replied here. Administrator Ching replied here. Support Clerk Muragin replied here.	Quorum was established with four commissioners present.
Public Comments and Testimony	Commission Support Clerk 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 June 8, 2021	Ms. Faulkner moved to approve the Open Session minutes of

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		June 8, 2021, as circulated. Vice Chair Ramos seconded the motion. Motion carried 4:0.
Human Resources Director's Report	<p><u>CSC 2021-18</u> <u>May/June 2021 period, July 6, 2021 meeting.</u></p> <ul style="list-style-type: none"> a) Collective Bargaining b) HRMS Project c) HR Trainings d) Update re 2018 Follow-up Audit e) Update on Review and Revisions to Internal Policies and/or Procedures f) Monthly Report from HR Divisions/Sections <ul style="list-style-type: none"> 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 <p>Ms. Rapozo updated the commission on the following;</p> <ol style="list-style-type: none"> 1. They were continuing collective bargaining negotiations for unit 11 fire fighters, unit 12 police officers and unit 15 ocean safety and these units have been without a contract since July 1st. If they are unable to settle a contract with the employer's group it would move to arbitration. 2. The HRMS system is on track and training on the new system began June 1st. <p>With no questions or clarification from the commissioners on the director's report Chair Tokioka moved on to the next agenda item and Ms. Rapozo left the meeting at 3:04 p.m.</p>	
Business	<p><u>CSC 2021-19</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 updated report b) Discussion and possible decision-making on other related matters 	

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	<p>With no questions or clarifications from the commissioners Chair Tokioka moved on to the next agenda item.</p>	
<p>Executive Session</p>	<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 3:06 p.m. and connected into executive session.</p>
<p>Return to Open Session</p>	<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>	
<p>Call To Order In Open Session /Roll Call</p>	<p>Chair Tokioka called the Open Session meeting to order at 3:21 p.m. and requested a roll call.</p> <p>Commission Support Clerk Muragin verified attendance by roll call and requested a verbal response of present or here; Commissioner Carter replied here. Commissioner Faulkner replied here. Vice Chair Ramos replied here. Chair Tokioka replied here.</p>	

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	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-015 and ES-016.	Ms. Faulkner moved to ratify actions taken in Executive Session for ES-015 and ES-016. Ms. Carter seconded the motion. Motion carried 4:0.
Announcements	Next Meeting: Tuesday, August 3, 2021 – 3:00 p.m., Teleconference by Microsoft Teams. Ms. Ching announced that in-person meetings would begin in September following an anticipated August 6, end date of the Governors emergency proclamation. She also congratulated Vice Chair Ramos on Hale ‘Ōpio’s partnership with TrustCircle. It’s an innovating way to service and benefit the organization and community. Ms. Ching also announced that council would approve a new commissioner at tomorrow’s meeting. Ms. Pamai Cano is currently the Human Resource Manager with Kaua’i Coffee and also worked for the Grand Hyatt Kaua’i and a contractor with PMRF (Pacific Missile Range Facility).	
Adjournment		Ms. Faulkner moved to adjourn the meeting. Ms. Carter seconded the motion. Motion carried 4:0. Chair Tokioka adjourned the meeting at 3:25 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Beth Tokioka, Chair

(X) Approved as circulated. 08/03/21

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