

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	August 3, 2021	
Location	Teleconference via Microsoft Teams	Start of Meeting:	3:00 p.m.	End of Meeting: 4:10 p.m.
Present	Chair Beth Tokioka. Vice Chair Vonnell Ramos. Commissioners: V. Pamai Cano, Jennifer Carter and Fely Faulkner. Deputy County Attorney Mark Ishmael. Human Resources Director Annette Anderson (<i>left at 3:23 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 Cano, Commissioner Carter, Deputy County Attorney Ishmael, Director Human Resources Anderson, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Commissioner Faulkner and Public Person 808-652-4363 called into Microsoft Teams and entered the meeting by audio.			
Call To Order /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 Cano replied here Commissioner Carter replied here. Commissioner Faulkner replied here. Vice Chair Ramos replied here. Chair Tokioka replied here. Deputy County Attorney Ishmael replied here. Director Human Resources Anderson replied here. Administrator Ching replied here. Support Clerk Muragin replied here.	Quorum was established with five commissioners present.		
Public Comments and	Ms. Muragin reported one individual called into the meeting and there were no written testimonies. The individual did not have any comments or testimony to share.			

SUBJECT	DISCUSSION	ACTION
Testimony		
Approval of Meeting Minutes	A. Open Session Minutes of July 6, 2021	Ms. Carter moved to approve the Open Session minutes of July 6, 2021, as circulated. Vice Chair Ramos seconded the motion. Motion carried 5:0.
Human Resources Director's Report	<p><u>CSC 2021-20</u> June/July 2021 period, August 3, 2021, meeting.</p> <ul style="list-style-type: none"> a) Department of Human Resources Functional Statement <ul style="list-style-type: none"> a. Organizational Charts b. The Charter of the County of Kaua'i (2018 Codified Version) b) Overview of the Functions of the Department of Human Resources c) Collective Bargaining d) HRMS Project e) HR Trainings f) Update on Review and Revisions to Internal Policies and/or Procedures g) Litigation/Lawsuits/Settlements h) 100% Centralized Payroll System Integration with new HRMS System i) 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>Director of Human Resources Annette Anderson reviewed the June/July 2021 period, August 3, 2021, meeting report. (<i>Documents on file</i>)</p> <p>Ms. Anderson presented an overview of the human resources department covering its functions, staffing, responsibilities, and accomplishments. She also provided updated organizational charts and an excerpt from The Charter of the County of Kaua'i (2018</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Codified Version) on Article XV Department of Human Resources.</p> <p>Ms. Anderson reported on following:</p> <ul style="list-style-type: none"> • The outstanding collective bargaining contracts in negotiations were HGEA BU 15 Ocean Safety, HFFA BU 11 Fire and SHOPO BU 12 Police. There were, no other updated information to report. • Actively training with IT department on the procedures to properly input information into the new HRMS system. • HR coordinated various training classes, some at the request of several departments. • Worked with Mayor Kawakami to revise the recruitment incentive policy for hard to fill vacancies. • On schedule for the HRMS system to go live on April 1, 2022. • The 100% centralized payroll goal will be pushed back until after the April 1, 2022, HRMS live date. <p>Chair Tokioka requested that goals #4 and #5 be updated in the report. She reminded that the commission requested that goal #4 also include a five-year root cause analysis report. Ms. Anderson replied that the analysis report was challenging, but it was being worked on.</p> <p>With no other questions or clarification from the commissioners on the information provided in the director’s report Chair Tokioka moved on to the next agenda item.</p>	
<p>Business</p>	<p><u>CSC 2021-21 Director of Human Resources Goals and Objectives for evaluation period February 16, 2021 to February 15, 2022 (on-going)</u></p> <ol style="list-style-type: none"> a) Review updated report b) Discussion and possible decision-making on other related matters <p>The commissioners did not have any questions or clarifications on the information provided on the updated report; Chair Tokioka moved on to the next agenda item.</p> <p>Ms. Anderson left the meeting at 3:23 p.m.</p>	
<p>Executive</p>	<p>Ms. Ching read the Hawaii Revised Statutes to move the meeting into Executive Session.</p>	

SUBJECT	DISCUSSION	ACTION
Session	<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. Faulkner moved to enter into Executive Session. Ms. Carter seconded the motion. Motion carried 5:0.</p> <p>The commission and staff, disconnected from open session at 3:25 p.m. and connected into executive session.</p>
Return to Open Session	<p>Chair Tokioka, Vice Chair Ramos, Commissioner Cano, 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 4:06 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 Cano replied here. Commissioner Carter replied here. Commissioner Faulkner replied here. Vice Chair Ramos replied here. Chair Tokioka replied here. Administrator Ching replied here.</p>	

SUBJECT	DISCUSSION	ACTION
	Commission Support Clerk Muragin replied here.	Quorum was established with five commissioners present.
Ratify Actions	Ratify actions taken by the Civil Service Commission in executive session for agenda items: ES-017, ES-018 and ES-019.	Vice Chair Ramos moved to ratify actions taken in Executive Session for ES-017, ES-018 and ES-019. Ms. Carter seconded the motion. Motion carried 5:0.
Announcements	<p>Next Meeting: Tuesday, September 7, 2021 – 2:00 p.m., Boards and Commission Conference Room.</p> <p>Ms. Ching advised the following;</p> <ol style="list-style-type: none"> 1. The next meeting for Tuesday, September 7, 2021, 2:00 p.m. would be held in Mo’ikeha meeting room 2A/2B. 2. A map designating the location of meeting room 2A/2B would be emailed. 3. The commission scheduled an online client attorney consultation with DAG Kim for Tuesday, August 31, 2021, 3:00 p.m. 	
Adjournment		With no objections from the commission, Chair Tokioka adjourned the meeting at 4:10 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Beth Tokioka, Chair

(X) Approved as circulated. 08/31/21

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