

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	March 1, 2022	
Location	Teleconference via Microsoft Teams	Start of Meeting:	3:00 p.m.	End of Meeting: 3:29 p.m.
Present	Chair Jeffrey Iida. Vice Chair Beverly Gotelli. Commissioners: V. Pamai Cano, Francis Kaawa and Vonnell Ramos. Deputy County Attorney Mark Ishmael. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.			
Excused	Director Human Resources Annette Anderson			
Absent				
SUBJECT	DISCUSSION	ACTION		
Call To Order/ Roll Call	<p>Chair Iida called the Open Session meeting to order at 3:00 p.m. and requested a roll call.</p> <p>Commission Support Clerk Sandra Muragin verified attendance and requested a verbal response of present or here and to identify if anyone was present with them at their location during the meeting;</p> <p>Commissioner Cano replied present and alone.</p> <p>Commissioner Kaawa replied present and alone.</p> <p>Commissioner Ramos replied present and alone.</p> <p>Vice Chair Gotelli replied present and alone.</p> <p>Chair Iida replied present and alone for the record.</p> <p>Deputy County Attorney Ishmael replied present and alone.</p> <p>Director Human Resources Annette Anderson was excused.</p> <p>Administrator Ching replied present and alone.</p> <p>Support Clerk Muragin replied present and alone.</p>	Quorum was established with five commissioners present.		
Approval of Agenda		Vice Chair Gotelli moved to approve the agenda, as circulated. Mr. Ramos seconded the motion. Motion carried 5:0.		
Public Comments and Testimony	Ms. Muragin reported she did not receive any written testimony or request to give testimony for this meeting.			

SUBJECT	DISCUSSION	ACTION
Approval of Meeting Minutes	<p>a. Open Session Minutes of January 4, 2022</p> <p>Ms. Muragin requested a correction on page 9, the motion listed in the action column, change Chair Gotelli to Vice Chair Gotelli.</p>	<p>Ms. Cano moved to approve the amended Open Session minutes of January 4, 2022, with a correction on page 9, the motion listed in the action column, change Chair Gotelli to Vice Chair Gotelli. Mr. Kaawa seconded the motion. Motion carried 5:0.</p>
	<p>b. Open Session Minutes of February 1, 2022</p>	<p>Vice Chair Gotelli moved to approve the Open Session minutes of February 1, 2022, as circulated. Mr. Ramos seconded the motion. Motion carried 5:0.</p>
Director of Human Resources Report	<p><u>CSC 2022-05</u> January & February period, March 1, 2022, meeting.</p> <ul style="list-style-type: none"> a) Collective Bargaining b) HRMS Project c) HR Trainings d) Update on Review and Revisions to Internal Policies and/or Procedures e) Litigation/Lawsuits/Settlements f) 100% Centralized Payroll System integration with new HRMS System g) Discussion on the Format of the Human Resources Director's Monthly Reports for 2022. h) Monthly Report from HR Divisions/Sections <ul style="list-style-type: none"> a. New Hires b. Administrative Services and Benefits c. Employee Development and Health Services d. Other 	

SUBJECT	DISCUSSION	ACTION
	<p>e. HR Manager, Classification and Pay and Labor Relations f. Recruitment and Exam g. Payroll h. EEO/ADA</p> <p>Administrator Ellen Ching conveyed DHR Anderson’s apology for not being present at today’s meeting. She said DHR Anderson, and the HR team were called for an emergency HRMS meeting and no one from HR could be at this meeting. If the commissioners had any questions on the report, she asked that it be forwarded to staff, and DHR Anderson would provide a written response at the next meeting.</p>	
Communication	<p><u>CSC 2022-06 Memorandum received 01/12/22 from Managing Director Michael A. Dahilig regarding response to request consideration of rescission of new county employment policy requiring incoming employees to be vaccinated for COVID-19 dated 01/11/22.</u></p>	<p>Vice Chair Gotelli moved to receive the memorandum from Managing Director Michael A. Dahilig regarding response to request consideration of rescission of new county employment policy requiring incoming employees to be vaccinated for COVID-19 dated 01/11/22. Mr. Ramos seconded the motion. Motion carried 5:0.</p>
Business	<p><u>CSC 2022-07 Consider a motion for reconsideration on an action taken at the Commissions January 4, 2022, meeting for CSC 2022-04</u></p> <p>Ms. Ching explained that at the January 4, 2022 meeting the intention of the commission was to extend the goals and objectives, but the motion passed extended the DHR’s annual evaluation. This agenda item would allow the commission to correct the motion.</p>	<p>Vice Chair Gotelli moved to reconsider the action taken at the commissions January 4, 2022, meeting for CSC 2022-04. Mr. Kaawa seconded the motion. Motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p><u>CSC 2022-08</u> Discussion and possible action on the Director of Human Resources annual evaluation. (on-going)</p> <ul style="list-style-type: none"> a) Review updated timeline b) Discussion and possible decision-making on other related matters <p>Ms. Ching explained her memo that the commission received was in response to their uneasiness expressed in completing an annual evaluation for DHR Anderson. The memo outlined potential remedies of the commissions concerns. One possibility was to defer the DHR evaluation until June 30, 2022. This would allow additional time for the commission, and it would align the evaluation with the fiscal budget should the goals require allocated funds.</p> <p>Vice Chair Gotelli shared that she was in favor of the recommendations.</p>	<p>Vice Chair Gotelli moved to change the DHR evaluation due date to June 30, 2022. Mr. Ramos seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2022-09</u> Director of Human Resources Goals and Objectives for evaluation period February 16, 2021 to February 15, 2022 (on-going)</p> <ul style="list-style-type: none"> a) Review updated report b) Discussion and possible decision-making on other related matters <p>Ms. Ching explained this would take care of another concern that the commission had regarding the DHR not having goals and objectives. Now that the commission extended the DHR evaluation due date to June 30, 2022 the goals and objectives should also be extended so there would be no lapse in knowing what the commission expected from the DHR.</p> <p>Ms. Ching summed up the last two motions for the commissioners. She said the DHR annual evaluation and goals and objectives were now both extended to June 30, 2022. Thereafter the annual evaluations would be from July 1 to June 30.</p>	<p>Ms. Cano moved to extend the current DHR goals and objectives to June 30, 2022. Mr. Kaawa seconded the motion. Motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p><u>CSC 2022-10</u> Discussion and possible action on the Director of Human Resources Goals and Objectives (on-going).</p> <p>a) Review current goals and objectives, change goals, and add or delete goals.</p> <p>Ms. Ching said this would address what happened after June 30, 2022, once the commission completed the DHR annual evaluation and the goals and objectives. The commission had several options;</p> <ul style="list-style-type: none"> • Extend and adopt the current DRH goals and objectives through June 30, 2023. • Defer discussion until the next meeting. • Change the goals and objectives for the next evaluation period. <p>After discussing the options, the commission realized there would not be sufficient time to defer discussion and they were not ready to delve into changing the goals either. Ms. Ching suggested the commission extend the current goals and take the next year to examine the process, forms, and goals.</p> <p>Ms. Muragin stated the timeline would be updated and forwarded to the commission.</p>	<p>Vice Chair Gotelli moved to extend the current DHR goals and objectives to June 30, 2023. Mr. Kaawa seconded the motion. Motion carried 5:0.</p>
	<p>Ms. Muragin advised the commission if there were no amendments or changes to the executive session minutes it could be approved in open session. She also asked that the commission decide on another appeal hearing date.</p>	<p>Vice Chair Gotelli moved to approve the Executive Session minutes of January 4, 2022, as circulated. Ms. Cano seconded the motion. Motion carried 5:0.</p> <p>Vice Chair Gotelli moved to approve the Executive Session minutes of February 1, 2022, as circulated. Mr. Ramos seconded the motion. Motion carried 5:0</p>

SUBJECT	DISCUSSION	ACTION
	<p>Chair Iida asked if March 29, 2022 was open to continue the appeal hearing. Ms. Cano said her circumstances still existed and things may change but would note that date on her calendar. Chair Iida said April 5, 2022 would be the next alternative date.</p> <p>The commission did not enter executive session and the following agenda items were not done;</p> <ul style="list-style-type: none"> • Executive Session • Enter In Executive Session • Call To Order in Executive Session • Roll Call • Approval of Meeting Minutes • Business • Enter In Open Session • Call to order in Open Session • Roll Call • Ratify Actions 	
Announcements	<p>Next Meeting: Tuesday, April 5, 2022 – 3:00 p.m., Microsoft Teams Teleconference</p> <p>Ms. Ching said in-person meetings could begin in April. She said this was a countywide decision and not a boards and commissions decision. However, because civil service meetings were scheduled at the beginning of each month it wouldn't take effect until the next month and everyone would be notified in advance.</p>	
Adjournment	<p>Chair Iida asked for a motion to adjourn.</p>	<p>Vice Chair Gotelli moved to adjourn the meeting. Mr. Ramos seconded the motion. Motion carried 5:0.</p> <p>Chair Iida adjourned the meeting at 3:29 p.m.</p>

Civil Service Commission
Open Session
March 1, 2022

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Submitted by: _____
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Jeffrey Iida, Chair

Approved as circulated. 04/05/22

Approved with amendments.