

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	April 5, 2022
Location	Teleconference via Microsoft Teams	Start of Meeting:	3:00 p.m.
End of Meeting:	3:11 p.m.		
Present	Chair Jeffrey Iida. Vice Chair Beverly Gotelli. Commissioners: V. Pamai Cano and Vonnell Ramos. Deputy County Attorney Mark Ishmael. Office of Boards and Commissions Staff: Commission Support Clerk Sandra Muragin.		
Excused	Commissioner Francis Kaawa and Administrator Ellen Ching		
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 was excused.</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 was excused.</p> <p>Support Clerk Muragin replied present and alone.</p>	<p>Quorum was established with four commissioners present.</p>
Approval of Agenda		<p>Vice Chair Gotelli moved to approve the agenda, as circulated. Ms. Cano seconded the motion. Motion carried 4:0.</p>
Public Comments and Testimony	<p>Ms. Muragin reported she did not receive any written testimony or request to testify for this meeting.</p>	
Approval of Meeting Minutes	<p>a. Open Session Minutes of March 1, 2022</p>	

SUBJECT	DISCUSSION	ACTION
		<p>Vice Chair Gotelli moved to approve the Open Session minutes of March 1, 2022, as circulated. Mr. Ramos seconded the motion. Motion carried 4:0.</p>
<p>Director of Human Resources Report</p>	<p><u>CSC 2022-11</u> February/March period, April 5, 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) Discussion on Format of the Human Resources Director’s Monthly Reports for 2022 f) 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 e. HR Manager, Classification and Pay and Labor Relations f. Recruitment and Exam g. Payroll h. EEO/ADA <p>Director of Human Resources Annette Anderson reviewed the February/March period, April 5, 2022, meeting report. (<i>Documents on file</i>)</p> <p>Ms. Anderson reported Hawai‘i Government Employees Association (HGEA) ocean safety officers completed arbitration and awaiting award. HRMS team meeting with Managing Director Michael Dahilig to review project status. New safety officer rolled out a bi-weekly “safety message” emailed to all county employees. Ms. Anderson asked if the commission wanted to keep the report the same or make changes.</p>	

SUBJECT	DISCUSSION	ACTION
	Chair Iida said he would place it on the agenda at the next meeting for the commission to discuss.	
Business	<p><u>CSC 2022-12 Director of Human Resources Goals and Objectives for evaluation period February 16, 2021 to June 30, 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 <p>The commission did not have any questions on the updated report.</p>	
	<p><u>CSC 2022-13 Director of Human Resources Annual Evaluation for period February 16, 2021 to June 30, 2022. (on-going).</u></p> <ul style="list-style-type: none"> a) Review updated timeline. b) Discussion and possible decision-making on other related matters <p>The commission reviewed the updated timeline and did not have any further questions.</p>	
Announcements	Next Meeting: Tuesday, May 3, 2022 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766	
Adjournment	Chair Iida asked for a motion to adjourn.	<p>Vice Chair Gotelli moved to adjourn the meeting. Mr. Ramos seconded the motion. Motion carried 4:0.</p> <p>Chair Iida adjourned the meeting at 3:11 p.m.</p>

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Jeffrey Iida, Chair

- (X) Approved as circulated. 05/03/22
- () Approved with amendments.