

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	May 3, 2022	
Location	Boards and Commissions Conference Room and Teleconference via Microsoft Teams	Start of Meeting:	3:00 p.m.	End of Meeting: 3:45 p.m.
Present	Chair Jeffrey Iida. Vice Chair Beverly Gotelli. Commissioners: Francis Kaawa and Vonnell Ramos. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson. Office of Boards and Commissions Staff: Administrator Ellen Ching (<i>Microsoft Teams</i>) and Commission Support Clerk Sandra Muragin (<i>Microsoft Teams</i>).			
Excused	Commissioner V. Pamai Cano			
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;</p> <p>Commissioner Cano was excused.</p> <p>Commissioner Kaawa replied present.</p> <p>Commissioner Ramos replied present.</p> <p>Vice Chair Gotelli replied present.</p> <p>Chair Iida replied present.</p> <p>Deputy County Attorney Ishmael replied present and alone.</p> <p>Director Human Resources Annette Anderson replied present.</p> <p>Administrator Ching replied present and alone.</p> <p>Support Clerk Muragin replied present and alone.</p>			Quorum was established with four commissioners present.
Approval of Agenda				Vice Chair Gotelli moved to approve the agenda, as circulated. Mr. Ramos seconded the motion. Motion carried 4:0.
Public Comments and	Ms. Muragin reported she did not receive any written testimony or request to testify for this meeting.			

SUBJECT	DISCUSSION	ACTION
Testimony		
Approval of Meeting Minutes	<p>a. Open Session Minutes of April 5, 2022</p>	<p>Vice Chair Gotelli moved to approve the Open Session minutes of April 5, 2022, as circulated. Mr. Ramos seconded the motion. Motion carried 4:0.</p>
Director of Human Resources Report	<p><u>CSC 2022-14</u> <u>March/April period, May 3, 2022, meeting.</u></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 March/April period, May 3, 2022, meeting report. (<i>Report on file</i>)</p> <p>Ms. Anderson reported the following updates;</p> <ul style="list-style-type: none"> • Ratification from membership on HGEA bargaining units 3,4 and 14. • Arbitration award issued to Fire. • Police bargaining unit 11 will enter arbitration on May 23 on O‘ahu • Ocean safety bargaining unit 15 awaiting arbitration award. 	

SUBJECT	DISCUSSION	ACTION
	<p>Implementation of HRMS has been postponed until January 1, 2023. Ms. Anderson was assigned to oversee the HRMS which would take up a significant portion of her time to oversee and attend 4-6 meetings a day.</p> <p>Ms. Anderson said some of the unions are pursuing grievances instead of complaints and she took the time to analysis if it was impacting a particular department, if there was a pattern or if training needed. She did not identify a trend.</p> <p>Chair Iida asked if the January 2023 rollout of HRMS was realistic. Ms. Anderson replied yes. Mr. Ramos asked how the county was dealing with resignation, work shortages, retirements and are they ramping up recruitment. Ms. Anderson said the County was not impacted. She said vacancies are 13% but it includes positions that are not being filled due to departments reorganizing. Ms. Anderson said there will always be the hard to fill vacancies, but it was being addressed with hiring bonuses.</p>	
Business	<p><u>CSC 2022-15</u> Director of Human Resources Goals and Objectives for evaluation period February 16, 2021 to June 30, 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>Mr. Kaawa moved to defer CSC 2022-15 to the next meeting. Vice Chair Gotelli seconded the motion. Motion carried 4:0.</p>
	<p><u>CSC 2022-16</u> Discussion and decision-making on possible changes to the format and/or contents contained in the Director of Human Resources Monthly Report.</p> <ul style="list-style-type: none"> a) Review updated timeline. b) Discussion and possible decision-making on other related matters <p>Chair Iida asked if any information contained in the monthly report were on a regular basis. Ms. Anderson replied it was done on a monthly basis.</p> <p>Chair Gotelli said information contained in page 4-6 were not important.</p> <p>Mr. Kaawa asked what the purpose of HR Manager, Classification and Pay and Labor</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Relations. Ms. Anderson explained the positions were reallocated and positions under class amendments were being changed.</p> <p>Ms. Ching proposed to work with Chair Iida and present a draft next month; she has worked with other commissions on changing their reports.</p> <p>Chair Iida said they do not need all the information but wanted to keep administrative reviews.</p> <p>Mr. Kaawa asked that they list positions that were filled and felt that HR, Manager, Classification and Pay and Labor Relations and Class amendments were not needed.</p>	<p>Mr. Kaawa moved to approve Administrator Ellen Ching work with Chair Jeffrey Iida on a draft format and present to the commission at its next meeting. Vice Chair Gotelli seconded the motion. Motion carried 4:0.</p>
	<p><u>CSC 2022-17</u> Discussion and selection of a date to continue the Appeal Hearing meeting for <u>RFA 2021-02.</u></p>	<p>Vice Chair Gotelli moved to tentatively select Tuesday, August 2, 2022, to continue the Appeal Hearing for RFA 2021-02. Mr. Ramos seconded the motion. Motion carried 4:0.</p>
<p>Announcements</p>	<p>Next Meeting: Tuesday, June 7, 2022 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766</p>	
<p>Adjournment</p>	<p>Chair Iida asked for a motion to adjourn.</p>	<p>Mr. Kaawa moved to adjourn the meeting. Vice Chair Gotelli seconded the motion. Motion carried 4:0.</p> <p>Chair Iida adjourned the meeting at 3:45 p.m.</p>

Civil Service Commission
Open Session
May 3, 2022

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Submitted by: _____
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Jeffrey Iida, Chair

Approved as circulated.

Approved with amendments. 08/02/22