

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

| | | | | |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------------|---------------------------|
| Board/Commission: | CIVIL SERVICE COMMISSION | Meeting Date: | June 7, 2022 | |
| Location | Boards and Commissions Conference Room and Teleconference via Microsoft Teams | Start of Meeting: | 3:00 p.m. | End of Meeting: 3:09 p.m. |
| Present | Chair Jeffrey Iida. Vice Chair Beverly Gotelli. Commissioners: V. Pamai Cano (<i>Microsoft Teams</i>) and Francis Kaawa. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson (<i>Left at 3:08pm</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin (<i>Microsoft Teams</i>). | | | |
| Excused | Commissioner Vonnell Ramos | | | |
| 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>Administrator Ellen Ching conducted the roll call; Commissioner Cano replied present and alone. Commissioner Kaawa replied present. Commissioner Ramos was excused. Vice Chair Gotelli replied present. Chair Iida replied present.</p> <p>She announced the following support staff present for the meeting; Deputy County Attorney Ishmael (<i>Microsoft Teams</i>) Director Human Resources Anderson Administrator Ching Support Clerk Muragin (<i>Microsoft Teams</i>)</p> | <p>Quorum was established with four commissioners present.</p> |
| Approval of Agenda | | Vice Chair Gotelli moved to approve the agenda, as circulated. Mr. Kaawa 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 May 3, 2022</p> <p>The minutes of May 3, 2022, was not completed in time for the meeting.</p> | <p>Vice Chair Gotelli moved to defer the Open Session minutes of May 3, 2022. Mr. Kaawa seconded the motion. Motion carried 4:0.</p> |
| Director of Human Resources Report | <p><u>CSC 2022-18</u> <u>May period, June 7, 2022, meeting.</u></p> <ul style="list-style-type: none"> a) Collective Bargaining b) HRMS Project c) HR Trainings d) Monthly Report from HR Divisions/Sections <ul style="list-style-type: none"> a. Administrative Services and Benefits b. Employee Development and Health Services c. Other d. HR Manager, Classification and Pay and Labor Relations e. Recruitment and Exam f. Payroll g. EEO/ADA <p>Director of Human Resources Annette Anderson reviewed the May period, June 7, 2022, meeting report. (<i>Report on file</i>)</p> <p>Ms. Anderson reported the following updates;</p> <ul style="list-style-type: none"> • HGEA bargaining units 1, 2, 3, 4 and 13 in the process of County Council approval on July 20, 2022. • There was not settlement with Police and Ocean Safety and she did not have any updates. <p>Ms. Anderson said HRMS project was in the final testing to verify that payroll information was accurate.</p> | |

| SUBJECT | DISCUSSION | ACTION |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>Ms. Anderson was happy to report that her staff organized the employee recognition banquet held at the Veterans Center. It was the first in-person since COVID and there were 250 in attendance that honored 52 employees. She commended her staff for the planning and execution and thought it was well received.</p> <p>With no further questions from the commission Ms. Anderson left the meeting and Chair Iida moved on to the next agenda item.</p> | |
| Business | <p><u>CSC 2022-19</u> Director of Human Resources Goals and Objectives for 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 2022-19. Vice Chair Gotelli seconded the motion. Motion carried 4:0.</p> |
| | <p><u>CSC 2022-20</u> Continued discussion and decision-making on possible changes to the format and/or contents contained in the Director of Human Resources Monthly Report.</p> <p>The draft report was not completed in time for the meeting.</p> | <p>Mr. Kaawa moved to defer CSC 2022-20. Vice Chair Gotelli seconded the motion. Motion carried 4:0.</p> |
| Announcements | <p>Next Meeting: Tuesday, July 5, 2022 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766</p> | |
| Adjournment | <p>Chair Iida asked for a motion to adjourn.</p> | <p>Vice Chair Gotelli moved to adjourn the meeting. Mr. Kaawa seconded the motion. Motion carried 4:0.</p> <p>Chair Iida adjourned the meeting at 3:09 p.m.</p> |

Civil Service Commission
Open Session
June 7, 2022

Page 4

Submitted by: _____
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Jeffrey Iida, Chair

Approved as circulated. 08/02/22

Approved with amendments.