

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>August 2, 2022</b>
Location	Boards and Commissions Conference Room and Teleconference via Microsoft Teams	Start of Meeting:	3:00 p.m. End of Meeting: 3:24 p.m.
Present	Vice Chair Beverly Gotelli. Commissioners: Francis Kaawa, Lauren O’Leary, and Vonnell Ramos. Deputy County Attorney Mark Ishmael ( <i>Microsoft Teams</i> ). Director Human Resources Annette Anderson ( <i>Left at 3:15pm</i> ). Office of Boards and Commissions Staff: Administrator Ellen Ching and Administrative Specialist Anela Segreti.		
Excused	Chair Jeffrey Iida, Commissioner V. Pamai Cano and Commission Support Clerk Sandra Muragin		
Absent			

SUBJECT	DISCUSSION	ACTION
<b>Call To Order/ Roll Call</b>	<p><b>Vice Chair Gotelli</b> called the Open Session meeting to order at 3:00 p.m. and requested a roll call.</p> <p>Administrative Specialist Anela Segreti conducted the roll call; Commissioner Cano was excused. Commissioner Kaawa replied present. Commissioner O’Leary replied present Commissioner Ramos replied present. Vice Chair Gotelli replied present. Chair Iida was excused.</p> <p>Administrator Ellen Ching announced the following support staff present for the meeting; Deputy County Attorney Ishmael (<i>Microsoft Teams</i>) Director Human Resources Anderson</p>	Quorum was established with four commissioners present.
<b>Approval of Agenda</b>	Ms. Ching noted that there were no members of the public in attendance and that the Commission would not be asking for testimony on each item.	Mr. Kaawa moved to approve the agenda, as circulated. Mr. Ramos seconded the motion. Motion carried 4:0.
<b>Public Comments and Testimony</b>	Ms. Ching reported she did not receive any written testimony or request to testify for this meeting.	

SUBJECT	DISCUSSION	ACTION
<p><b>Approval of Meeting Minutes</b></p>	<p>a. Open Session Minutes of May 3, 2022            Vice Chair Gotelli noted a typo on page 4 of the agenda, 4<sup>th</sup> paragraph “fille” should be “filled”.</p> <p>b. Open Session Minutes of June 7, 2022</p>	<p>Mr. Kaawa moved to accept the Open Session minutes of May 3, 2022, as amended. Mr. Ramos seconded the motion. Motion carried 4:0.</p> <p>Mr. Kaawa moved to accept the Open Session minutes of June 7, 2022. Mr. Ramos seconded the motion. Motion carried 4:0.</p>
<p><b>Director of Human Resources Report</b></p>	<p><b>CSC 2022-21</b> June period, July 5, 2022, meeting.</p> <ol style="list-style-type: none"> <li>a) Collective Bargaining</li> <li>b) The Great Resignation – No Significant Impact to County of Kaua’i</li> <li>c) Grievances and Grievance Arbitration Hearings</li> <li>d) HRMS Project</li> <li>e) HR Trainings</li> <li>f) Monthly Report from HR Divisions/Sections               <ol style="list-style-type: none"> <li>a. Administrative Services and Benefits</li> <li>b. Employee Development and Health Services</li> <li>c. Other</li> <li>d. HR Manager, Classification and Pay and Labor Relations</li> <li>e. Recruitment and Exam</li> <li>f. Payroll</li> <li>g. EEO/ADA</li> </ol> </li> </ol> <p>Director of Human Resources Annette Anderson reviewed the June period, July 5, 2022, meeting report. <i>(Report on file)</i></p> <p>Ms. Anderson reported the following updates;</p> <ul style="list-style-type: none"> <li>• HGEA bargaining units 1, 2, 3, 4 and 13 have all been approved and in process of implementation.</li> <li>• Police and Ocean Safety has been received.</li> </ul>	<p><b>Director of Human Resources Report</b></p>

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	<p>Ms. Anderson said HRMS project will be starting the training process of 1300 employees this week and by end of year employees will start using the system prior to live date on January 1, 2023.</p> <p>Ms. Anderson reported that the County is not experiencing greater numbers of voluntary resignations or retirements than in years past, therefore “The Great Resignation” is not having a significant impact on the County of Kaua’i.</p> <p>Ms. Anderson reported that all Grievances and Grievance Arbitration Hearings have concluded and awaiting decisions from arbitrator. They are not seeing any trends in the grievances to indicate any action.</p> <p>Mr. Kaawa asked if the County has ever done an employee survey to gage anything leading up to grievances.</p> <p>Ms. Anderson answered that they have done a climate survey to see how things are working when they have felt there’s a need, but not County wide. They stay away from grievances because there are unions, and they are the exclusive representative, and they don’t want to be interfering. They have done mediation type services.</p> <p>With no further questions from the commission Ms. Anderson left the meeting and Vice Chair Gotelli moved on to the next agenda item.</p>	
<p><b>Business</b></p>	<p><u><b>CSC 2022-22</b> Director of Human Resources Goals and Objectives for period February 16, 2021 to June 30, 2022 (on-going)</u></p> <ul style="list-style-type: none"> <li>a) Review updated report</li> <li>b) Discussion and possible decision-making on other related matters</li> </ul>	<p>Mr. Kaawa moved to defer CSC 2022-22. Ms. O’Leary seconded the motion. Motion carried 4:0.</p>
	<p><u><b>CSC 2022-23</b> Discussion on the process and tools used to evaluate the Director of Human Resources for period February 16, 2021 to June 30, 2022.</u></p> <ul style="list-style-type: none"> <li>c) Review Overview DHR Evaluation Process</li> <li>d) Review Evaluation Timeline</li> <li>e) Review Evaluation Form</li> </ul> <p>Ms. Ching reminded the Commission that the tool distributed is the one that was adopted in January to use for evaluation of Director. She noted that Ms. O’Leary is new and</p>	<p>No action.</p>

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	<p>should take a look at it and if comfortable may complete. She went on to state that the tool will be distributed by email for their comments with a due date. It will then be collated and then drafted into a consolidation report. The evaluation period has been extended to June 30, 2022.</p>	
	<p><b><u>CSC 2022-24 Discussion and decision-making on possible changes to the format and/or contents contained in the Director of Human Resources Monthly Report. [Deferred 6/7/22]</u></b></p> <p>Vice Chair Gotelli recalled that there were several that made comments on what they would like and what may not be needed in the reports.</p> <p>Ms. Ching stated that the Chair and she worked on an initial draft, but unfortunately Chair is not here.</p>	<p>Mr. Kaawa moved to defer CSC 2022-22. Mr. Ramos seconded the motion. Motion carried 4:0.</p>
<p><b>Announcements</b></p>	<p>Next Scheduled Meeting: Tuesday, September 6, 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>Ms. Ching announced that Ms. Muragin will be on an extended leave and that she will be assigning another staff to cover the meetings.</p> <p>Vice Chair Gotelli stated that the hearing will be a closed meeting to those that attended the initial hearing. She wished Ms. Muragin the best.</p>	
<p><b>Adjournment</b></p>	<p>Hearing no objections Vice Chair Gotelli adjourned the meeting.</p>	<p>Vice Chair Gotelli adjourned the meeting at 3:24 p.m.</p>

Submitted by: Anela Segreti  
Anela Segreti, Administrative Specialist

Reviewed and Approved by: \_\_\_\_\_  
Beverly Gotelli, Vice Chair

- Approved as circulated.
- Approved with amendments. 09/06/22