

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

DRAFT To Be Approved

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	September 6, 2022	
Location	Boards and Commissions Conference Room and Teleconference via Microsoft Teams	Start of Meeting:	3:00 p.m.	End of Meeting: 3:23 p.m.
Present	Chair Jeffrey Iida, Vice Chair Beverly Gotelli. Commissioners: Francis Kaawa, Shelley Konishi, and Vonnell Ramos. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson (<i>Left at 3:21pm</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Administrative Specialist Anela Segreti.			
Excused	Commissioners V. Pamai Cano and Lauren O’Leary,			
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>Administrative Specialist Anela Segreti conducted the roll call; Commissioner Cano was excused. Commissioner Kaawa replied present. Commissioner Konishi replied present. Commissioner O’Leary was excused Commissioner Ramos replied present. Vice Chair Gotelli replied present. Chair Iida replied present.</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 five commissioners present.
Approval of Agenda	Chair Iida entertained a motion to approve the agenda.	Vice Chair Gotelli moved to approve the agenda. Ms. Konishi seconded the motion. Motion carried 4:0.
Public Comments and Testimony	<p>Ms. Segreti reported that she did not receive any written testimony or request to testify for this meeting.</p> <p>Ms. Ching noted that there was no one in the audience and that there was no need to ask for testimony before every agenda item.</p>	

SUBJECT	DISCUSSION	ACTION
Approval of Meeting Minutes	a. Open Session Minutes of August 2, 2022 Vice Chair Gotelli noted that under the call to order it should be Vice Chair Gotelli instead of Chair Iida.	Mr. Kaawa moved to approve the Open Session minutes of August 2, 2022, as amended. Ms. Konishi seconded the motion. Motion carried 5:0.
Director of Human Resources Report	<p><u>CSC 2022-25</u> June/July 2022 period, September 6, 2022 Meeting.</p> <ul style="list-style-type: none"> a) Collective Bargaining b) Grievances and Grievance Arbitration Hearings c) Investigations d) HRMS Project e) HR Trainings f) 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 June/July 2022 period, September 6, 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 12 and 15 need to go through the council approval process, once that is done all bargaining units' contracts will be in place for four years. • Last update unless there is something that needs updating. <p>Ms. Anderson reported that there are quite a few grievances and grievance arbitrations;</p> <ul style="list-style-type: none"> • There are no frequency or root causes that need to be addressed. • Each are unique and they do not see any consistent thing that would need training. 	Director of Human Resources Report

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Anderson reported that the investigations do not reveal evidence of any frequent root causes that would benefit from training.</p> <p>Ms. Anderson reported on the HRMS project and the on-going training.</p> <p>Ms. Anderson reported on the HR trainings.</p> <p>Chair Iida asked why they decided to go back to four-year contracts (relating to collective bargaining).</p> <p>Ms. Anderson gave her opinion that it would be better to stagger based on the number of contracts statewide. She believes that some of the reasoning is that the State has a four- or six-year plan that they develop and for future planning it's better to tie into their financial plan. The unions were some wanted two and some four. She also said that because they were late in getting started and if was two years it would be starting again already, the process is very involved for them.</p> <p>Chair Iida addressed that the Commission still wants to look at changing the directors report and will get back to it.</p> <p>Ms. Anderson expressed that she wonders if they need this detailed a report and wants to make sure that it ties into her goals and objectives.</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	None	
Announcements	<p>Next Scheduled Meeting: Tuesday, October 4, 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>Chair Iida noted that the meeting will be at 2:00 p.m. not 3:00 due to appeal hearing.</p>	

SUBJECT	DISCUSSION	ACTION
Adjournment	Chair Iida entertained a motion to adjourn the meeting.	Mr. Kaawa moved to adjourn. Ms. Konishi seconded. Motion carried: 5:0 Meeting adjourned at 3:23 p.m.

Submitted by: _____ Reviewed and Approved by: _____
Anela Segreti, Administrative Specialist Beverly Gotelli, Vice Chair

- Approved as circulated.
- Approved with amendments.