

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

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| Board/Commission: | | CIVIL SERVICE COMMISSION | Meeting Date: | November 1, 2022 |
| Location | Boards and Commissions Conference Room and Teleconference via Microsoft Teams | | Start of Meeting: 3:00 p.m. | End of Meeting: 3:42 p.m. |
| Present | <p>Chair Jeffrey Iida. Vice Chair Beverly Gotelli. Commissioners: V. Pamai Cano, Francis Kaawa, Shelley Konishi, and Lauren O’Leary.</p> <p>Deputy County Attorney Mark Ishmael (<i>Microsoft Teams – disconnected at 3:18 p.m. and reconnected into the meeting at 3:35 p.m.</i>). Director Human Resources Annette Anderson (<i>left at 3:15pm</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching (<i>left at 3:18 p.m. and rejoined the meeting at 3:37 p.m.</i>) and Commission Support Clerk Sandra Muragin</p> | | | |
| Excused | Commissioner Vonnell Ramos | | | |
| Absent | | | | |
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| 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>Commissioner Cano replied present. Commissioner Kaawa replied present. Commissioner Konishi replied present. Commissioner O’Leary replied present. Commissioner Ramos was excused. Vice Chair Gotelli replied here. Chair Iida replied here. Deputy County Attorney Ishmael replied here. Director Human Resources Anderson replied here. Administrator Ching replied here. Support Clerk Muragin replied here.</p> | | | <p>Quorum was established with six commissioners present.</p> |
| Approval of Agenda | | | | <p>Vice Chair Gotelli moved to approve the agenda, as circulated. Mr. Kaawa seconded the motion. Motion carried 6:0.</p> |
| Public | Ms. Muragin reported no one from the public called in or in-person and she did not receive any | | | |

| SUBJECT | DISCUSSION | ACTION |
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| Comments and Testimony | written testimony or request to testify for this meeting. | |
| Approval of Meeting Minutes | a. Open Session Minutes of September 6, 2022 | Mr. Kaawa moved to approve the Open Session minutes of September 6, 2022. Vice Chair Gotelli seconded the motion. Motion carried 6:0. |
| Director of Human Resources Report | <p><u>CSC 2022-26</u> July/August period, October 4, 2022, meeting.</p> <ul style="list-style-type: none"> a) Grievances and Grievance Arbitration Hearings b) Investigations c) HRMS Project d) HR Trainings e) 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 Examination f. Payroll g. EEO/ADA <p><u>CSC 2022-27</u> September/October period, November 1, 2022, meeting.</p> <ul style="list-style-type: none"> a) Grievances and Grievance Arbitration Hearings b) Investigations c) Meetings with Other Public Sector Jurisdictions, Unions, etc. 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 | |

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| | <ul style="list-style-type: none"> d. HR Manager, Classification and Pay and Labor Relations e. Recruitment and Examination f. Payroll g. EEO/ADA <p>Director of Human Resources Annette Anderson briefed the commission on the July/August period, October 4, 2022, report and September/October period, November 1, 2022, report. <i>(Reports on file)</i></p> <p>Ms. Anderson summarized both reports and shared the following updates;</p> <ul style="list-style-type: none"> • Received four grievances with different incidences and from different departments. The four were; termination for misconduct, discipline policy and if it was changed or shared with the union, transfer request and temporary hazard pay. She said there were no commonality on the grievances, and it did not require further action on policy or training. • Received four complaints: <ul style="list-style-type: none"> ○ A non-employee applicant; this was assigned to HR to investigate from the police commission. Investigation completed and police commission to determine outcome. ○ Internal complaint from applicant who did not meet the minimum qualifications (MQ's). After the investigation it was determined that the applicant met the MQ's and proceeded through the recruitment process. ○ Internal complaint department withdrew conditional offer of employment from an outside applicant. After the investigation DHR Anderson determined the outside applicant was able to proceed through the recruitment process. ○ Internal complaint from applicant who did not meet the MQ's. The investigation uncovered that the applicant was not certified in certain requirements and was provided information on how to become certified. • Attended various meetings; <ul style="list-style-type: none"> ○ HR Directors statewide met with UPW (United Public Workers) to discuss but did not settle non-cost financial matters. | |

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| | <ul style="list-style-type: none"> ○ HR Directors statewide met with ERS (Employees Retirement System) management and staff to discuss on-going concerns on compensation and what differentials qualify as creditable for pension calculations. ○ HRS Directors statewide met with various deputy attorney general and county attorneys on ERS matters ○ SHOPO (State of Hawai‘i Organization of Police Officers) invited DHR Anderson to a presentation on the membership SHOPO survey results regarding leadership and working conditions. ● HRMS Project - Workday; <ul style="list-style-type: none"> ○ Attended 38 meetings in the last few months. ○ Training of county employees completed except for those that were absent. ○ Top UPW leadership from O‘ahu and Kaua‘i requested an in-depth Workday presentation. HR to present a thorough overview this Thursday and assure UPW that its members were being supported. ○ Committed to the January 2023 go live date. ○ Departments were batched in phases and began to input time and absences in Workday. The three phases were October 1, October 15 and November 1. Although all employees are now entering information in Workday they are being paid out of the current system; however, beginning January 2023, all employees will be paid out of Workday. ○ Conducted smaller meetings with departments who required extra training. <p>With no questions from the commission Ms. Anderson left the meeting at 3:15 p.m. and Chair Iida moved on to the next agenda item.</p> | |
| <p>Executive Session</p> | <p>Ms. Ching read the Hawai‘i Revised Statutes to move the meeting into Executive Session. Pursuant to Hawaii Revised Statutes §92-4, the commission may hold executive meetings closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled. Any meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of holding a meeting closed to the public shall be</p> | |

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| | <p>recorded and entered into the minutes of the meeting. Pursuant to Hawaii Revised Statutes §92-7(d), after posting of the commission meeting agenda the commission may add an item to the agenda, including an executive meeting closed to the public, by an affirmative two-thirds recorded vote of all members to which the board is entitled; provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the board will affect a significant number of persons. Items of reasonably major importance not decided at a scheduled meeting shall be considered only at a meeting continued to a reasonable day and time.</p> <p>Chair Iida asked for a motion to enter executive session.</p> | <p>Vice Chair Gotelli moved to enter Executive Session. Commissioner O’Leary seconded the motion. Motion carried 6:0.</p> <p>Open session ended at 3:18 p.m.</p> |
| <p>Call To Order In Open Session</p> | <p>Chair Iida called the Open Session meeting back to order at 3:37 p.m.</p> <p>Deputy County Attorney Ishmael and Administrator Ching rejoined the open session meeting.</p> | <p>Quorum was established with six commissioners present.</p> |
| <p>Ratify Actions</p> | <p>Ratify actions taken in executive session for ES-12 and ES-13.</p> | <p>Vice Chair Gotelli moved to ratify actions taken in executive session for ES-12. Mr. Kaawa seconded the motion. Motion carried 4:0. (Commissioner Cano, Commissioner Kaawa, Vice Chair Gotelli, and Chair Iida)</p> <p>Ms. Cano moved to ratify actions taken in executive session for ES-13. Mr. Kaawa</p> |

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| | | seconded the motion. Motion carried 6:0. |
| Business | <p><u>CSC 2022-28</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>Ms. Muragin shared that the report was updated through July 2022.</p> | <p>Vice Chair Gotelli moved to receive CSC 2022-28 DHR Goals and Objectives for period February 16, 2021 to June 30, 2022, for the record. Mr. Kaawa seconded the motion. Motion carried 6:0.</p> |
| | <p><u>CSC 2022-29</u> Discussion on the process and tools used to evaluate the Director of Human Resources for period February 16, 2021 to June 30, 2022.</p> <ul style="list-style-type: none"> a) <u>Review Overview DHR Evaluation Process</u> b) <u>Review Evaluation Timeline</u> c) <u>Review Evaluation Form</u> | <p>Mr. Kaawa moved to defer CSC 2022-29 Discussion on the process and tools used to evaluate the Director of Human Resources for period February 16, 2021 to June 30, 2022. Vice Chair Gotelli seconded the motion. Motion carried 6:0.</p> |
| | <p><u>CSC 2022-30</u> 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, Cancelled Meeting 7/5/22, Deferred 8/2/22]</p> <p>Ms. Ching asked that this agenda item be deferred; they have not met to discuss.</p> | <p>Vice Chair Gotelli moved to defer CSC 2022-30 Discussion and decision-making on possible changes to the format and/or contents contained in the</p> |

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| | | Director of Human Resources Monthly Report. Mr. Kaawa seconded the motion. Motion carried 6:0. |
| Announcements | Next Meeting: Tuesday, December 6, 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. | Vice Chair Gotelli moved to adjourn the meeting. Mr. Kaawa seconded the motion. Motion carried 6:0. Chair Iida adjourned the meeting at 3:09 p.m. |

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Jeffrey Iida, Chair

- (X) Approved as circulated. 12/06/22
- () Approved with amendments.