

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:		CIVIL SERVICE COMMISSION	Meeting Date:	December 6, 2022
Location	Boards and Commissions Conference Room with video remote access and audio connection by Microsoft Teams.		Start of Meeting: 3:00 p.m.	End of Meeting: 4:53 p.m.
Present	Vice Chair Beverly Gotelli. Commissioners: Francis Kaawa, Shelley Konishi, Lauren O’Leary, and Vonnell Ramos. Deputy County Attorney Mark Ishmael. Director Human Resources Annette Anderson (<i>left at 3:06 p.m., rejoined the meeting at 3:14 p.m. and left the meeting at 3:27 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching (<i>left at 3:06 p.m., rejoined the meeting at 3:14 p.m. and left the meeting at 3:44 p.m.</i>) and Commission Support Clerk Sandra Muragin			
Excused	Chair Jeffrey Iida			
Absent				
SUBJECT				
DISCUSSION				
ACTION				
Call To Order Roll Call	<p>Chair Pro Tem Gotelli called the Open Session meeting to order at 3:00 p.m. and requested a roll call.</p> <p>Commissioner Kaawa replied here. Commissioner Konishi replied here. Commissioner O’Leary replied here. Commissioner Ramos replied here. Vice Chair Gotelli replied here. Chair Iida was excused. Deputy County Attorney Ishmael replied here. Director Human Resources Anderson replied present. Administrator Ching replied here. Support Clerk Muragin replied here.</p>			Quorum was established with five commissioners present.
Approval of Agenda				Mr. Kaawa moved to approve the agenda, as circulated. Ms. O’Leary seconded the motion. Motion carried 5:0.
Public Comments and Testimony	Ms. Muragin reported there were two gentlemen in the audience that may want to testify, there was no one from the public on teams, and there was a written testimony that would be discussed in executive session.			

SUBJECT	DISCUSSION	ACTION
	<p>Administrator Ellen Ching advised Chair Pro Tem Gotelli to ask for testimony at each agenda item. Chair Pro Tem Gotelli moved on to the next agenda item.</p>	
<p>Approval of Meeting Minutes</p>	<p>a) Open Session Minutes of October 4, 2022</p> <p>Ms. Ching asked if anyone in the audience wanted to testify on the minutes.</p> <p>Mr. Roy Asher stated he was inquiring about the decision the commission made on Mr. Cummings appeal. He said the commission should have rendered a decision within 60-days and communicated that decision.</p> <p>Ms. Ching advised that the commission consult with Deputy County Attorney Mark Ishmael in executive session.</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 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 Pro Tem Gotelli asked for a motion to enter executive session.</p>	<p>Mr. Ramos moved to enter Executive Session. Mr. Kaawa</p>

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		<p>seconded the motion. Motion carried 5:0.</p> <p>Open session ended at 3:06 p.m.</p>
<p>Call To Order In Open Session</p>	<p>Chair Pro Tem Gotelli called the Open Session meeting back to order at 3:14 p.m.</p> <p>Deputy County Attorney Ishmael, Administrator Ching, Director Human Resources Anderson, Mr. Roy Asher and Mr. Kenneth Cummings rejoined the open session meeting.</p> <p>Chair Pro Tem Gotelli addressed Mr. Asher’s timeliness in response question. After consulting with DCA Ishmael she said the rules stated up to 60-days, but it also allowed as the commission deemed reasonable. She said they would follow-up with Deputy Attorney General Kim who was working on the response and would get back to him. Mr. Asher accepted the answer and Chair Pro Tem Gotelli apologized for the delay.</p>	
<p>Approval of Meeting Minutes</p>	<p>a) Open Session Minutes of October 4, 2022</p>	<p>Mr. Kaawa moved to approve the Open Session minutes of October 4, 2022, as circulated. Ms. O’Leary seconded the motion. Motion carried 5:0.</p>
	<p>b) Open Session Minutes of November 1, 2022</p>	<p>Mr. Kaawa moved to approve the Open Session minutes of November 1, 2022, as circulated. Mr. Ramos seconded the motion. Motion carried 5:0.</p>
<p>Director of Human Resources Report</p>	<p><u>CSC 2022-31</u> <u>November 2022 period, December 6, 2022, meeting.</u></p> <p>a) Grievances and Grievance Arbitration Hearings b) Investigations c) HRMS Project d) HR Trainings e) Monthly Report from HR Divisions/Sections</p>	

SUBJECT	DISCUSSION	ACTION
	<p>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> <p>Ms. Ching announced if anyone wanted to testify on the directors’ report, there was no response. Director of Human Resources Annette Anderson briefed the commission on the November 2022 period, December 6, 2022, report. (<i>Report on file</i>)</p> <p>Ms. Anderson shared the following updates;</p> <ul style="list-style-type: none"> • UPW was seeking arbitration for the two October 20, 2022 Step 2 Grievances • Completed the investigation and no violation of policy into a department employee accused of inappropriate behavior by a non-employee. • UPW blue collar workers provided with iPads to access Workday system. Leadership getting stewards on board and trained on Workday to assist colleagues. • Vendor Accenture would assign a critical member of their consulting team to stay on island and work with the county’s payroll department during the go live date and there would be no additional charge. <p>With no questions from the commission Ms. Anderson left the meeting at 3:27 p.m. and Chair Pro Tem Gotelli moved on to the next agenda item.</p>	
<p>Business</p>	<p><u>CSC 2022-32</u> Director of Human Resources Goals and Objectives for period February 16, 2021 to June 30, 2022 (on-going)</p> <p>a) Review updated report b) Discussion and possible decision-making on other related matters</p> <p>Ms. Ching announced if anyone wanted to testify on this agenda item; there was no response.</p>	

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		<p>Mr. Kaawa moved to receive CSC 2022-32 DHR Goals and Objectives for period February 16, 2021 to June 30, 2022, for the record. Ms. O’Leary seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2022-33</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, Not on Agenda 9/6/22 and 10/4/22, Deferred 11/1/22]</p> <p>Ms. Ching announced if anyone wanted to testify on this agenda item; there was no response.</p>	<p>Mr. Kaawa moved to defer CSC 2022-33 Discussion and decision-making on possible changes to the format and/or contents contained in the Director of Human Resources Monthly Report. Mr. Ramos seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2022-34</u> Annual selection of officers for calendar year 2023.</p> <ul style="list-style-type: none"> a) Nominate a commissioner to serve as chair b) Nominate a commissioner to serve as vice chair c) Discussion and possible decision-making on officers and other related matters. <p>Chair Pro Tem Gotelli announced if anyone from the public wanted to testify on this agenda item. Hearing none, Chair Pro Tem Gotelli moved on.</p> <p>Ms. Konishi nominated Vice Chair Beverly Gotelli to serve as chair.</p> <p>Chair Pro Tem Gotelli announced by acclamation, Beverly Gotelli was chair for 2023.</p> <p>Mr. Ramos nominated Commissioner Francis Kaawa to serve as vice chair.</p>	<p>Ms. O’Leary moved to close nominations for chair. Mr. Kaawa seconded the motion.</p> <p>Ms. O’Leary moved to close</p>

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	<p>Chair Pro Tem Gotelli announced by acclamation, Francis Kaawa was vice chair for 2023.</p>	<p>nominations for vice chair. Ms. Konishi seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2022-35</u> <u>Review and approve 2023 meeting schedule</u></p> <p>Ms. Ching announced if anyone wanted to testify on this agenda item; there was no response.</p>	<p>Mr. Kaawa moved to approve the 2023 meeting schedule. Ms. O’Leary seconded the motion. Motion carried 5:0.</p>
<p>Executive Session</p>	<p>Ms. Ching announced if anyone from the public wanted to testify on this agenda item. Mr. Roy Asher referenced ES-17 and wanted to make them aware that he had not received a response or acknowledgement from anyone on the letter that he sent in July.</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 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 Pro Tem Gotelli asked for a motion to enter executive session.</p>	<p>Mr. Kaawa moved to enter Executive Session. Mr. Ramos seconded the motion. Motion</p>

SUBJECT	DISCUSSION	ACTION
		<p>carried 5:0.</p> <p>Open session ended at 3:44 p.m.</p>
Call To Order In Open Session	<p>Chair Pro Tem Gotelli called the Open Session meeting back to order at 4:52 p.m.</p> <p>Deputy County Attorney Ishmael rejoined the open session meeting.</p>	<p>Quorum was established with five commissioners present.</p>
Ratify Actions	<p>Ratify actions taken in executive session for ES-14, ES-15, ES-16, and ES-17.</p>	<p>Ms. Konishi moved to ratify actions taken in executive session for ES-14, ES-15, ES-16, and ES-17. Mr. Kaawa seconded the motion. Motion carried 5:0.</p>
Announcements	<p>Next Meeting: Tuesday, January 3, 2023 – 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 Pro Tem Gotelli asked for a motion to adjourn.</p>	<p>Mr. Ramos moved to adjourn the meeting. Mr. Kaawa seconded the motion. Motion carried 5:0.</p> <p>Chair Pro Tem Gotelli adjourned the meeting at 4:53p.m.</p>

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Beverly Gotelli, Chair Pro Tem

- (X) Approved as circulated. 01/03/23
- () Approved with amendments.