

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>January 3, 2023</b>	
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: 4:04 p.m.	
Present	Chair Beverly Gotelli. Commissioners: Shelley Konishi, Lauren O’Leary, and Vonnell Ramos. Deputy County Attorney Mark Ishmael. Director Human Resources Annette Anderson ( <i>left at 3:15 p.m.</i> ). Office of Boards and Commissions Staff: Administrator Ellen Ching ( <i>left at 3:22 p.m. and rejoined the meeting by Teams at 4:02 p.m.</i> ) and Commission Support Clerk Sandra Muragin			
Excused	Vice Chair Francis Kaawa and Commissioner Jeffrey Iida			
Absent				
SUBJECT	DISCUSSION	ACTION		
<b>Call To Order Roll Call</b>	Chair Gotelli called the Open Session meeting to order at 3:00 p.m. and requested a roll call.  Commission Support Clerk Sandra Muragin verified attendance and requested a verbal response of present or here; Commissioner Iida was excused Commissioner Konishi replied here. Commissioner O’Leary replied here. Commissioner Ramos replied here. Vice Chair Kaawa was excused. Chair Gotelli replied here. Deputy County Attorney Ishmael replied here. Director Human Resources Anderson replied present. Administrator Ching replied here. Support Clerk Muragin replied here.	Quorum was established with four commissioners present.		
<b>Approval of Agenda</b>		Ms. Konishi moved to approve the agenda, as circulated. Mr. Ramos seconded the motion. Motion carried 4:0.		

SUBJECT	DISCUSSION	ACTION
<b>Public Comments and Testimony</b>	Ms. Muragin reported there was no one from the public in the audience, there was no one on Teams and she did not receive any written testimony.	
<b>Business</b>	<p><b><u>CSC 2023-01</u></b> Discussion and review of Roberts Rules of Order §4. The Handling of a Motion.</p> <p>Administrator Ellen Ching read the memo dated January 3, 2023, from Commission Support Clerk Sandra Muragin. With no questions or clarification Chair Gotelli moved on to the next agenda item.</p>	
<b>Approval of Meeting Minutes</b>	a) Open Session Minutes of December 6, 2022	Mr. Ramos moved to approve the Open Session minutes of December 6, 2022, as circulated. Ms. O’Leary seconded the motion. Motion carried 4:0.
<b>Director of Human Resources Report</b>	<p><b><u>CSC 2023-02</u></b> November/December 2022 period, January 3, 2023, meeting.</p> <ul style="list-style-type: none"> <li>a) Grievances and Grievance Arbitration Hearings</li> <li>b) County Council Meetings</li> <li>c) Workday</li> <li>d) HR Trainings</li> <li>e) Holiday Parades</li> <li>f) Monthly Report from HR Divisions/Sections               <ul 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 Examination</li> <li>f. Payroll</li> <li>g. EEO/ADA</li> </ul> </li> </ul> <p>Director of Human Resources Annette Anderson briefed the commission on the</p>	

SUBJECT	DISCUSSION	ACTION
	<p>November/December 2022 period, January 3, 2023, report. <i>(Report on file)</i></p> <p>Ms. Anderson shared the following updates;</p> <ul style="list-style-type: none"> <li>• All grievances are looked at for any root causes or similar incidences that would benefit from a training plan.</li> <li>• Workday was the largest contract project in the county’s history. HR has trained 1,300 employees.</li> <li>• Highlighted page 4 HR Manager, Classification and Pay and Labor Relations. She appreciated the tedious work that HR Manager’s Janine Rapozo and Jill Niitani put in for the annual vacancy report needed for the 2024 fiscal budget.</li> </ul> <p>Ms. Anderson suggested bringing her division heads from the HR department beginning at the next meeting. The commission could put a face to the name and the division heads would introduce themselves and explain which division they oversaw. The commission liked the idea.</p> <p>With no questions from the commission Ms. Anderson left the meeting at 3:15 p.m. and Chair Gotelli moved on to the next agenda item.</p>	
<p><b>Business</b></p>	<p><u><b>CSC 2023-03</b> Director of Human Resources Goals and Objectives for period July 1, 2022 to June 30, 2023 (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>Chair Gotelli said the commission was not bound to reuse the same forms and recommended they review the evaluation and goals and objectives and make suggestions to update or change the form at the next meeting.</p> <p>Ms. Ching suggested the commission form a Permitted Interaction Group (PIG) at the next meeting to develop new goals and objectives for period July 1, 2023 to June 30, 2024.</p>	<p>Ms. Konishi moved to receive CSC 2023-03 DHR Goals and Objectives for period July 1, 2022 to June 30, 2023, for the record. Mr. Ramos seconded</p>

SUBJECT	DISCUSSION	ACTION
		the motion. Motion carried 4:0.
	<p><b><u>CSC 2023-04</u></b> 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, 12/6/22]</p>	<p>Mr. Ramos moved to defer CSC 2023-04 Discussion and decision-making on possible changes to the format and/or contents contained in the Director of Human Resources Monthly Report. Ms. O’Leary seconded the motion. Motion carried 4:0.</p>
	<p><b><u>CSC 2023-05</u></b> Update on vacant commissioner positions            a) Administrator Ellen Ching to share updates</p> <p>Ms. Ching shared that due to the holidays she was not successful in contacting a potential volunteer; however, with the new year she would follow up.</p> <p>Ms. O’Leary asked how many open positions were vacant. Ms. Ching replied one.</p>	
<p><b>Executive Session</b></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</p>	

SUBJECT	DISCUSSION	ACTION
	<p>and time.</p> <p>Chair Gotelli asked for a motion to enter executive session.</p>	<p>Ms. Konishi moved to enter Executive Session. Mr. Ramos seconded the motion. Motion carried 4:0.</p> <p>Open session ended at 3:22 p.m.</p>
<b>Call To Order In Open Session</b>	<p>Chair Gotelli called the Open Session meeting back to order at 4:02 p.m.</p> <p>Ms. Ching rejoined the open session meeting by Teams.</p>	<p>Quorum was established with four commissioners present.</p>
<b>Ratify Actions</b>	<p>Ratify actions taken in executive session for ES-01, ES-02, and ES-03.</p>	<p>Mr. Ramos moved to ratify actions taken in executive session for ES-01, ES-02, and ES-03. Ms. O’Leary seconded the motion. Motion carried 4:0.</p>
<b>Announcements</b>	<p>Next Meeting: Tuesday, February 7, 2023 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766</p>	
<b>Adjournment</b>	<p>Chair Gotelli asked for a motion to adjourn.</p>	<p>Ms. O’Leary moved to adjourn the meeting. Mr. Ramos seconded the motion. Motion carried 4:0.</p> <p>Chair Gotelli adjourned the meeting at 4:04p.m.</p>

Civil Service Commission  
Open Session  
January 3, 2023

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Submitted by: Anela Segreti for  
Sandra Muragin, Commission Support Clerk

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

- Approved as circulated. 02/07/23
- Approved with amendments.