

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>February 7, 2023</b>
Location	Boards and Commissions Conference Room and Teleconference via Microsoft Teams	Start of Meeting: 3:00 p.m.	End of Meeting: 4:09 p.m.
Present	Chair Beverly Gotelli. Commissioners: Jeffrey Iida, Lauren O’Leary, and Vonnell Ramos. Deputy County Attorney Mark Ishmael ( <i>Microsoft Teams</i> ). Human Resources Manager Jill Niitani, Central Payroll Accountant Marissa Pula’a, Linda Nuyland Ames and Human Resources Manager Janine Rapozo (joined at 3:10 p.m.), Office of Boards and Commissions Staff: Administrator Ellen Ching and Administrative Specialist Anela Segreti.		
Excused	Vice Chair Francis Kaawa, Commissioner Shelley Konishi		
Absent			
SUBJECT	DISCUSSION	ACTION	
<b>Call To Order/ Roll Call</b>	<p>Chair Gotelli called the Open Session meeting to order at 3:00 p.m. and requested a roll call.</p> <p>Administrator Ellen Ching conducted the roll call; Commissioner Iida replied present. Commissioner Konishi was excused. Commissioner O’Leary replied present. Commissioner Ramos replied present. Vice Chair Kaawa was excused, and has resigned from the commission. Chair Gotelli replied present.</p> <p>She announced the following support staff present for the meeting; Deputy County Attorney Ishmael (<i>Microsoft Teams</i>) Administrative Specialist Segreti sitting in for Support Clerk Muragin.</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.	Ms. O’Leary moved to approve the agenda, as circulated. Mr. Iida 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.		

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<b>Approval of Meeting Minutes</b>	a. Open Session Minutes of January 3, 2023	Mr. Iida moved to approve the Open Session minutes of January 3, 2023. Ms. O’Leary seconded the motion. Motion carried 4:0.
<b>Communication</b>	<u>CSC 2023-06 Memorandum from Managing Director Michael A. Dahilig dated December 27, 2022, regarding Meeting format (in-person, virtual or hybrid).</u>	Mr. Iida moved to receive CSC 2023-06, memorandum from Michael A. Dahilig, Managing Director. Mr. Ramos seconded the motion. Motion carried 4:0.
<b>Director of Human Resources Report</b>	<p><u>CSC 2023-07 December 2022/January 2023 period, February 7, 2023 Meeting</u></p> <ul style="list-style-type: none"> <li>a) Grievances, Grievance Arbitration Hearings</li> <li>b) Workday</li> <li>c) HR Trainings</li> <li>d) 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. HR Manager, Classification and Pay and Labor Relations</li> <li>d. Recruitment and Examination</li> <li>e. Payroll</li> <li>f. EEO/ADA</li> </ul> </li> </ul> <p>Human Resources Manager Jill Niitani reviewed the December 2022/January 2023 period, February 7, 2023, meeting report. <i>(Report on file)</i></p> <p>Ms. Nittani reported the following updates;</p> <ul style="list-style-type: none"> <li>• HR Director Anderson is in a grievance arbitration hearing. One union continues to submit numerous grievances and notices of intent to arbitrate. Two grievances and two notices of intent to arbitrate have been submitted. The allegations in the grievances and pending arbitrations do not reveal evidence of any frequent root causes.</li> <li>• Workday system is up and running, it went live on December 19, 2022, and have</li> </ul>	

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	<p>done two payrolls. Focus over next few months is to get reports to departments that are needed and get into second phase, recruitment, and performance evaluations. Working with UPW workers on new system and use of technology.</p> <p>HR staff present introduced themselves and focus of their work:</p> <ul style="list-style-type: none"> <li>• Jill Niitani, HR Manager, oversees workers comp, safety areas, employee development training, administrative and transactional systems for HR.</li> <li>• Janine Rapozo, HR Manager, recruitment and classification, labor management.</li> <li>• Hala'i (Marissa) Pula'a , payroll has six (6) staff that oversees various departments, benefits, reductions attached to employees, communication with department accountants and time keepers.</li> <li>• Linda Nuland-Ames, Equal Employment Opportunity and Americans with a Disability Act., Fair Housing and language access.</li> </ul> <p>HR has twenty-one (21) employees and County has 1300 employees. Recruitment is an issue for the county. There are shortages in many departments. Pay and housing are issues and they are looking at ways they can be creative in incentives.</p>	
<p><b>Business</b></p>	<p><u>CSC 2023-08 Discussion and decision-making concerning Memorandum from Managing Director regarding meeting formats to be in-person, virtual or hybrid.</u></p> <p>Commissioners discussed their preferences for in-person meetings, but that if there was not a quorum because a commissioner cannot attend in-person, it is good to have the option of a hybrid.</p>	<p>Mr. Iida moved to hold meetings in-person and hybrid at the discretion of the chair. Ms. O'Leary seconded the motion. Motion carried 4:0.</p>
	<p><u>CSC 2023-09 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) <u>Review updated report</u></li> <li>b) <u>Discussion and possible decision-making on other related matters</u></li> </ul> <p>Chair Gotelli stated that the commission had discussed at the last meeting to keep the one that they have as the year is almost over.</p> <p>Chair Gotelli stated that the audit report requested was provided to commission, and pointed out that the audit was completed previous to the current HR Director, so it has no bounds to</p>	

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	<p>her and they need to look forward. Goals and Objectives and Review should be parallel in looking at next evaluation period. They will discuss more later in the agenda. Chair feels it should stay as is because it will be confusing to change when evaluation year is almost ending.</p> <p>Chair called for a motion to keep current objectives for HR Directors evaluation.</p> <p>Ms. Ching suggested to make an edit to Goal #5 as HMRS is here before making a motion. A discussion ensued and it was pointed out that the goal fits the year of the evaluation.</p>	<p>Mr. Iida moved to receive the Director of Human Resources Goals and Objectives for period July 1, 2022 to June 30, 2023. Ms. O’Leary seconded the motion. Motion carried 4:0.</p>
	<p><b><u>CSC 2023-10</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, 12/6/22,1/3/23]</p> <p>Chair Gotelli stated that further discussion is needed between Administrator and Chair, and she is asking to postpone this item.</p>	<p>Mr. Iida moved to defer CSC 2023-10. Mr. Ramos seconded the motion. Motion carried 4:0.</p>
	<p><b><u>CSC 2023-11</u></b> Discussion and decision-making on possible changes to the Goals and Objectives for period July 1, 2023 to June 30, 2024.</p> <ul style="list-style-type: none"> <li>a) <u>Review Audit Report No. 15-01 and Audit Report No. 18-01</u></li> <li>b) <u>Possible formation of a permitted interaction group (PIG) pursuant to Hawai‘i Revised Statutes §92-2.5 (b) (1-2) to draft the Goals and Objectives for period July 1, 2023 to June 30, 2024.</u></li> <li>c) <u>Discussion and possible decision-making on other related matters</u></li> </ul> <p>Chair Gotelli stated that she would like a committee to look at this and give a preliminary report at the March meeting. She asked Ms. O’Leary and Mr. Iida to be a member of the PIG, both agreed and will serve on the PIG.</p> <p>The commissioners discussed that the audit was for and addressed by previous director and does not apply to the current HR Director.</p>	

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	<p>Ms. O’Leary stated that recruitment was noted in the last review as an area that they wanted more consistency. The commissioners discussed how that can be difficult with the different departments having different needs. They noted that the HMRS system may help in addressing this but it’s a continual process.</p>	<p>Mr. Iida moved to form a PIG pursuant to Hawai’i Revised Statutes to draft the goals and objectives for the period of July 1, 2023 to June 30, 2024 and the members will be Lauren O’Leary and Jeffrey Iida. Mr. Ramos seconded. Motion carried 4:0</p>
	<p><b><u>CSC 2023-12 Discussion and decision-making on possible amendments to the DHR Performance Evaluation Form</u></b></p> <ul style="list-style-type: none"> <li>a) <u>Possible formation of a permitted interaction group (PIG) pursuant to Hawai’i Revised Statutes §92-2.5 (b) (1-2) to amend the performance evaluation form.</u></li> <li>b) <u>Discussion and possible decision-making on other related matters</u></li> </ul> <p>Chair suggested that the same PIG look at this item. Commissioners agreed that one would lead into the other.</p> <p>Ms. Ching offered to send an email to the group for suggestions and will produce a first draft for the commission to review.</p>	<p>Ms. O’Leary moved to form a PIG with O’Leary and Jeffrey Iida to amend the DHR Performance Evaluation Form and them members will be Lauren. Mr. Ramos seconded. Motion carried 4:0</p>
<b>Executive Session</b>	<p>Ms. Ching read the Hawaii Revised Statutes to move the meeting into Executive Session.</p>	<p>Mr. Iida moved to go into executive session. Ms. O’Leary seconded. Motion carried 4:0</p> <p>The commission and staff, ended open session at 3:55 p.m.</p>
<b>Call To Order in Open Session</b>	<p>Chair Gotelli called the Open Session meeting back to order at 4:07 p.m.</p>	

SUBJECT	DISCUSSION	ACTION
<b>Ratify Actions</b>	Ratify actions taken in executive session for ES-04.	Mr. Iida moved to ratify actions taken in executive session for ES-04. Mr. Ramos seconded.
<b>Announcements</b>	Next Scheduled Meeting: Tuesday, March 7, 2023– 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766  Chair Gotelli announced that she did not meet with HR Director Anderson, and is rescheduling to meet with her as soon as possible.	
<b>Adjournment</b>	Hearing no objections Chair Gotelli adjourned the meeting.	Chair Gotelli adjourned the meeting at 4:10 p.m.

Submitted by: Anela Segreti  
Anela Segreti, Administrative Specialist

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

- (X) Approved as circulated. 03/07/2023
- ( ) Approved with amendments.