

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Approved

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	April 2, 2024	
Location	Boards and Commissions Conference Room	Start of Meeting:	3:00 p.m.	End of Meeting: 3:37 p.m.
Present	Vice Chair Aimee Lorenzo. Commissioners: Robert Crowell, Beverly Gotelli, Piikea Keyes-Saiki, and Shelley Konishi. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Administrative Specialist Anela Davis.			
Excused	Chair Jeffrey Iida, Commissioner Lauren O’Leary			
Absent				
SUBJECT	DISCUSSION	ACTION		
Call To Order Roll Call	Chair Pro Tem Lorenzo called the Open Session meeting to order at 3:00 p.m. and requested a roll call. Administrative Specialist Anela Davis verified attendance: Commissioner Crowell replied present. Commissioner Gotelli replied present. Commissioner Keyes-Saiki replied present. Commissioner Konishi replied present. Commissioner O’Leary was excused. Vice Chair/Chair Pro Tem Lorenzo replied present. Chair Iida was excused.	Quorum was established with five commissioners present.		
Approval of Agenda	Administrative Specialist Anela Davis noted a correction to Business Item CSC 2024-09 a) should read Review updated report with 03/05/24 status information.	Ms. Gotelli moved to approve as amended the April 2, 2024, agenda. Mr. Crowell seconded the motion. Motion carried 5:0.		
Public Comments and Testimony	Administrator Ellen Ching reported no one from the public in the audience so they did not need to ask for public comments or testimony after each agenda item.			
Approval of Meeting Minutes	a) Open Session Minutes of March 5, 2024.	Ms. Keyes-Saiki moved to approve the open session minutes of March 5, 2024, as circulated. Ms. Gotelli seconded the motion. Motion carried 5:0.		

SUBJECT	DISCUSSION	ACTION
<p>Director of Human Resources Report</p>	<p><u>CSC 2024-08 February/March 2024 period, April 2, 2024 Meeting</u></p> <p>Quarterly Report</p> <ul style="list-style-type: none"> • Goal 1 – Policies-New or Revised • Goal 3 – Training Priorities • Goal 4 – Employee Complaints Grievances and Grievance Arbitration Hearings • Goal 5 – Recruitment and Retention <p>Monthly Report</p> <ul style="list-style-type: none"> • Goal 2 – Workday and HRMS Project • Monthly Report from HR Divisions/Sections <ul style="list-style-type: none"> • Administrative Services and Benefits • Employee Development and Health Services • HR Manager, Classification and Pay and Labor Relations • Recruitment and Exam • Payroll <ul style="list-style-type: none"> a. EEO/ADA <p>Director of Human Resources Annette Anderson briefed the commission on the February 2024/March 2024 period, April 2, 2024 report. (<i>Report on file</i>)</p> <p>Commissioners congratulated HRD Anderson with hiring of new EEO/ADA investigator to start May 1, 2024.</p> <p>Ms. Saiki asked if she is on-island and HRD Anderson responded that she stayed on island until she got a job but is from an eastern state. She does have a place to stay which has been a concern with other HR position hirings.</p> <p>Chair Pro Tem Lorenzo noted that there has been a significant decrease in numbers of grievances in the last few years. HRD Anderson agreed and thinks it may be because one of the unions had a number of new agents that were filing grievances that were never pursued to show they knew how to file a grievance, and this may be part of the reason numbers have gone down.</p>	<p>Ms. Gotelli moved to receive the CSC 2024-08 Director’s report. Ms. Keyes-Saiki seconded the motion. Motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
	With no further questions from the commission, Chair Pro Tem Lorenzo moved on to the next agenda item.	
Business	<p><u>CSC 2024-09</u> Director of Human Resources Goals and Objectives for period July 1, 2023 to June 30, 2024. (on-going)</p> <ul style="list-style-type: none"> a) Review updated report with 03/05/24 status information. b) Discussion and possible decision-making on other related matters. 	<p>Ms. Gotelli moved to accept CSC 2024-09 the DHR Goals and Objectives for the period of July 1, 2023-June 30, 2024. Ms. Keyes-Saiki seconded the motion. Motion carried 5:0.</p>
Announcements	Next Meeting: Tuesday, May 7, 2024 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766	
Adjournment		With no objections from the commission Chair Pro Tem Lorenzo adjourned the meeting at 3:18 p.m.

Submitted by: Anela Davis
 Anela Davis, Administrative Specialist

Reviewed and Approved by: _____
 Aimee Lorenzo, Chair Pro Tem

- (X) Approved as circulated.
- () Approved with amendments.