

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Approved

Board/Commission:		CIVIL SERVICE COMMISSION	Meeting Date:	May 7, 2024
Location	Boards and Commissions Conference Room		Start of Meeting: 3:00 p.m.	End of Meeting: 3:25 p.m.
Present	Chair Jeffrey Iida, Vice Chair Aimee Lorenzo. Commissioners: Robert Crowell, Beverly Gotelli, Piikea Keyes-Saiki, Shelley Konishi, and Lauren O’Leary. 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				
Absent				
SUBJECT	DISCUSSION			ACTION
Call To Order Roll Call	Chair Iida 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 replied present. Vice Chair Lorenzo replied present. Chair Iida replied present.			Quorum was established with seven commissioners present.
Approval of Agenda				Ms. Gotelli moved to approve the May 7, 2024, agenda. Ms. Konishi seconded the motion. Motion carried 7:0.
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 April 2, 2024.			Ms. Keyes-Saiki moved to approve the open session minutes of April 2, 2024, as circulated. Ms. O’Leary seconded the motion. Motion carried 7:0.

SUBJECT	DISCUSSION	ACTION
<p>Director of Human Resources Report</p>	<p><u>CSC 2024-10 March/April 2024 period, May 7, 2024 Meeting</u> Monthly Report</p> <ul style="list-style-type: none"> • Goal 1 – Policies-New or Revised • Goal 2 – Workday and HRMS Project • Goal 3 – Training Priorities • Goal 4 – Employee Complaints Grievances and Grievance Arbitration Hearings • Goal 5 – Recruitment and Retention • Miscellaneous • 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 Anderson introduced new EEO/ADA Coordinator/Investigator Christy “Kip” Cardelli. Ms. Cardelli shared a little of her background in HR with the Commissioners,</p> <p>Director of Human Resources Annette Anderson briefed the commission on the March/April 2024 period, May 7, 2024 report. <i>(Report on file)</i></p> <p>Ms. Gotelli commented that she thought that the premium being paid is good and asked if the State would also be making the change. Director Anderson clarified that all County employees will be offered the plan for one year. They are hopeful that it will improve recruitment and retainment and that the County budget will continue to be able to sustain it.</p> <p>Chair Iida asked for the cost. Director Anderson did not have the numbers and stated that the calculations were done by the budget committee and there should be savings for both the employer and employee.</p>	

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	<p>Administrator Ching asked Director Anderson to send her the fiscal information to distribute to the commissioners. She also informed the commission that the Kaua'i County was the first to change to a 4/10 (dawn to dusk) schedule for Ocean Safety. Giving kudos to the Fire and HR Departments.</p> <p>With no further questions from the commission, Chair Iida moved on to the next agenda item.</p>	<p>Ms. Gotelli moved to receive the CSC 2024-10 Director's report. Ms. O'Leary seconded the motion. Motion carried 7:0.</p>
Business	<p><u>CSC 2024-11</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 04/02/24 status information. b) Discussion and possible decision-making on other related matters. 	
Announcements	<p>Next Meeting: Tuesday, June 4, 2024 – 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>With no objections from the commission Chair Iida adjourned the meeting at 3:25 p.m.</p>

Submitted by: Anela Davis
 Anela Davis, Administrative Specialist

Reviewed and Approved by: _____
 Jeffrey Iida, Chair

- (X) Approved as circulated. 07/02/24
- () Approved with amendments.