

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Approved

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	July 2, 2024
Location	Boards and Commissions Conference Room	Start of Meeting:	3:00 p.m.
		End of Meeting:	3:48 p.m.
Present	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	Chair Jeffrey Iida, Vice Chair Aimee Lorenzo.		
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order Roll Call	<p>Commissioner Gotelli called the meeting to order at 3:00pm and called for a motion to elect a Chair Pro Tem for this meeting as the Chair and Vice Chair are excused.</p> <p>Chair Pro Tem Gotelli requested a roll call. Administrative Specialist Anela Davis verified attendance: Commissioner Crowell replied present. Commissioner Keyes-Saiki replied present. Commissioner Konishi replied present. Commissioner O’Leary replied present. Chair Pro Tem Gotelli replied present. Vice Chair Lorenzo was excused. Chair Jeffrey Iida was excused.</p>	<p>Ms. O’Leary motioned to nominate Ms. Gotelli Chair Pro Tem. Ms. Konishi seconded. Motion carried 5:0</p> <p>Quorum was established with five commissioners present.</p>
Approval of Agenda	Correction to agenda, under announcements, next meeting is August 6, 2024.	Ms. Konishi moved to approve the July 2, 2024, agenda as corrected. Ms. O’Leary 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.	

SUBJECT	DISCUSSION	ACTION
Approval of Meeting Minutes	a) Open Session Minutes of May 7, 2024.	Mr. Crowell moved to approve the open session minutes of May 7, 2024, as circulated. Ms. O’Leary seconded the motion. Motion carried 5:0.
Director of Human Resources Report	<p><u>CSC 2024-12 April/May 2024 period, June 4, 2024 Meeting (cancelled) Monthly Report</u></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 Division/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 a. EEO/ADA <p><u>CSC 2024-14 May/June 2024 period, July 2, 2024 Meeting Monthly Report</u></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 Division/Sections <ul style="list-style-type: none"> • Administrative Services and Benefits 	

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	<ul style="list-style-type: none"> • Employee Development and Health Services • HR Manager, Classification and Pay and Labor Relations • Recruitment and Exam • Payroll a. EEO/ADA <p>Director of Human Resources Annette Anderson reminded the Commission that the May/June 2024 is her final for the fiscal year and her next report in July will be with the new goals and objectives.</p> <p>Director Anderson briefed the commission on the April/May 2024 period, June 4, 2024, report (cancelled) and the May/June 2024 period, July 2, 2024 Meeting. <i>(Reports on file)</i>.</p> <p>Director Anderson pointed out that she was able to report on EEO/ADA activities. She updated that the new coordinator has resigned and moved back to the mainland due to personal issues. She will be working remotely on things that can be done remotely as an 89-day hire while HR recruits for the position.</p> <p>With no further questions from the commission, Chair Pro Tem Gotelli moved on to the next agenda item.</p>	<p>Ms. Konishi moved to accept the CSC 2024-12 and CSC 2024-14 Director's reports. Ms. O'Leary seconded the motion. Motion carried 5:0.</p>
<p>Business</p>	<p><u>CSC 2024-13 Director of Human Resources Goals and Objectives for period July 1, 2023 to June 30, 2024. (on-going)</u></p> <ul style="list-style-type: none"> a) Review updated report with 05/07/24, 06/04/24, and 07/02/24 status information. b) Discussion and possible decision-making on other related matters. 	
	<p><u>CSC 2024-15 Discussion and possible action on the Director of Human Resources Evaluation process and form for Fiscal Year period July 1, 2023 to June 30, 2024.</u></p> <p>Administrator Ching went over the process of evaluation. She explained that she will email a fillable version of the evaluation form and updated report on goals and objectives and calculate</p>	

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	<p>a due date. Once received she will collate a report regarding all comments (not identifying commissioners) and draft one report that reflects the whole body. This is the procedure that was done last time and if commission in agreement will do again.</p> <p>Mr. Crowell asked if he should fill out an evaluation since he has only been on the Commission for the last 5-6 months. Ms. Ching replied that it was up to him and if he feels uncomfortable, he can decline to complete the form. Chair Pro Tem Gotelli noted that if there are any items that he did not feel comfortable completing he could complete the unable to score, but he could also make note in his comments. Mr. Crowell said that he wants to be fair to her and it's an annual evaluation and he's not served for a year. Ms. Ching and Chair Pro Tem Gotelli confirmed that all remarks are confidential.</p> <p>Commissioners discussed a timeline to have evaluation completed. Chair Pro Tem Gotelli wants to have it completed by the end of the month and Ms. Ching's goal is to have it on next month's agenda.</p> <p>Ms. O'Leary asked what the timeline for presenting the evaluation to the Director. Ms. Ching responded that if it is finalized and approved next month it would then depend on the availability of the Chair and Vice Chair. If they are not at next meeting the Commission should discuss who would sit down with the Director since it would be difficult for them if they are not at the meeting that finalizes the report. Ms. O'Leary would prefer that finalization is done at a meeting when the Chair and Vice Chair are present.</p> <p>Ms. Saiki-Keyes asked if the evaluation impacted a salary increase. Chair Pro Tem Gotelli responded no. Ms. Ching went on to clarify that there is a salary resolution increase this year.</p> <p>Commissioners and Administrator discussed vacations and family time and the possibility of not meeting an evaluation form deadline. Administrator Ching will work with those that may need extra time.</p>	<p>Ms. O'Leary moved to accept CSC 2024-15 the Director of Human Resources Evaluation process and form for Fiscal Year period July 1, 2023 to June 30, 2024, seconded by Ms. Konishi. Motion carried 5:0</p> <p>Ms. Keyes-Saiki moved to give Administrator Ching the flexibility to select the due date for evaluation forms to be submitted, seconded by Ms. O'Leary. Motion carried 5:0</p>
Announcements	Next Meeting: Tuesday, August 6, 2024 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu'e, HI 96766	

SUBJECT	DISCUSSION	ACTION
	Chair Pro Tem Gotelli asked that there be an item on the next agenda regarding a salary adjustment for the Director.	
Adjournment		With no objections from the commission Chair Pro Tem Gotelli adjourned the meeting at 3:48 p.m.

Submitted by: _____
Anela Davis, Administrative Specialist

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

- Approved as circulated. 08/06/24
- Approved with amendments.