

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Approved

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	August 6, 2024	
Location	Boards and Commissions Conference Room	Start of Meeting:	3:00 p.m.	End of Meeting: 3:56 p.m.
Present	Commissioners: Vice Chair Aimee Lorenzo, Robert Crowell, Beverly Gotelli, Piikea Keyes-Saiki, 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, Commissioner Shelley Konishi			
Absent				

SUBJECT	DISCUSSION	ACTION
Call To Order Roll Call	<p>Vice Chair Lorenzo called the meeting to order at 3:00pm.</p> <p>Vice Chair Lorenzo requested a roll call. Administrative Specialist Anela Davis verified attendance: Commissioner Crowell replied here. Commissioner Gotelli replied here. Commissioner Keyes-Saiki replied here. Commissioner Konishi was excused. Commissioner O’Leary replied here. Vice Chair Lorenzo replied here. Chair Jeffrey Iida was excused.</p>	<p>Quorum was established with five commissioners present.</p>
Approval of Agenda	<p>Discussion to amend agenda to defer Business item CSC 2024-18 to after the Executive Session.</p>	<p>Ms. Gotelli moved to defer CSC 2024-18 to after the Executive Session. Ms. O’Leary seconded the motion. Motion carried 5:0</p> <p>Ms. Gotelli moved to approve the agenda as amended. Mr. Crowell seconded the motion. Motion carried 5:0</p>

SUBJECT	DISCUSSION	ACTION
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 July 2, 2024.	Ms. O’Leary moved to accept the open session minutes of July 2, 2024, as circulated. Ms. Keyes-Saiki seconded the motion. Motion carried 5:0.
Director of Human Resources Report	<p><u>CSC 2024-16 June/July 2024 period, August 6, 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 • Goal 6 – Union Negotiations and Interest Arbitration Hearings • 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>Director Anderson briefed the commission on the June/July 2024 period, August 6, 2024, Meeting. <i>(Report on file).</i></p>	

SUBJECT	DISCUSSION	ACTION
	<p>The Commission engaged in discussion with HR Director Anderson regarding the free health premiums, looking at the data pre and post. Kaua'i is the only county with this option to help with retention and recruitment. The exact cost is not yet known, but they think that it will be a financially sound thing to do. There will be a signing of the supplemental agreement with unions. It is for one year. September 1, 24 to June 30, 25.</p> <p>With no further questions from the commission, Vice Chair Lorenzo moved on to the next agenda item.</p>	
<p>Business</p>	<p><u>CSC 2024-17 Director of Human Resources Goals and Objectives for period July 1, 2024 to June 30, 2025. (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>Ms. Gotelli moved to accept the CSC 2024-16 Director's report. Ms. O'Leary seconded the motion. Motion carried 5:0.</p>
<p>Executive Session</p>	<p>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 and time.</p>	

SUBJECT	DISCUSSION	ACTION
	<p><u>BUSINESS</u> ES-01 Pursuant to Hawai‘i Revised Statutes §92-4, 92-5(a)(2) and (4), the commission requests an Executive Session to consider the draft evaluation of the Director or Human Resources evaluation where consideration of matters affecting the privacy of the Director will be involved, and to consult with the Deputy County Attorney on the Commission’s powers, duties, privileges, immunities, and/or liabilities as they relate to this agenda item.</p>	<p>Ms. Gotelli moved to go into executive session at 3:30pm. Ms. Keyes-Saiki seconded. Motion carried 5:0</p>
<p>Return to Open Session</p>	<p>Vice Chair Lorenzo called the Open Session back to order at 3:40pm</p> <p>Administrator Ching summarized the actions the Commission took in Executive Session. The Commission voted unanimously to amend the HR Director’s evaluation and approving the draft evaluation report as amended.</p>	
<p>Business</p>	<p><u>CSC 2024-18 Discussion and possible action on a salary increase for the Director of Human Resources.</u></p> <p>Administrator Ching went over the table from the Salary Resolution. She stated that the Salary Commission sets the salary and the commission can approve an increase up to the maximum, \$142,776.00, but not over.</p> <p>A motion was made by Ms. O’Leary and seconded by Mr. Crowell to increase the salary to the maximum amount. Ms. Gotelli suggested to amend the motion to include effective 7/1/24.</p> <p>Ms. Gottelli praised the work that HR Director Anderson has done and the Commissioner’s agreed, appreciating the changes that have been made, training, recruitment and retention, as well as responding to employees needs. It was also recognized that her peers have confidence in her by making her a lead in the negotiations with ocean safety union.</p>	<p>Ms. O’Leary moved to increase the HR Director’s salary to the maximum amount, \$142,776.00. Mr. Crowell seconded.</p> <p>Ms. O’Leary amended the motion to increase the HR Director’s salary to the maximum amount, \$142,776.00 effective 7/1/2024. Mr. Crowell seconded the amended motion. Motion carried 5:0</p>
<p>Announcements</p>	<p>Next Meeting: Tuesday, September 3, 2024 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Lihū‘e, HI 96766</p>	
<p>Adjournment</p>		<p>With no objections from the commission Vice Chair Lorenzo adjourned the meeting at 3:51 p.m.</p>

Civil Service Commission
Open Session
August 6, 2024

Page 5

Submitted by: Anela Davis
Anela Davis, Administrative Specialist

Reviewed and Approved by: _____
Aimee Lorenzo, Vice Chair

- Approved as circulated. 09/03/24
- Approved with amendments.