

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Approved

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	September 3, 2024	
Location	Boards and Commissions Conference Room	Start of Meeting:	3:00 p.m.	End of Meeting: 3:13 p.m.
Present	Commissioners: Chair Jeffrey Iida, Vice Chair Aimee Lorenzo, Robert Crowell, Beverly Gotelli, and Piikea Keyes-Saiki. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Clerk Lisa Oyama.			
Excused	Commissioner Shelley Konishi, Commissioner Lauren O’Leary			
Absent				

SUBJECT	DISCUSSION	ACTION
Call To Order Roll Call	<p>Chair Jeffrey Iida called the meeting to order at 3:00pm.</p> <p>Chair Iida requested a roll call.</p> <p>Commission Clerk Lisa Oyama verified attendance:</p> <p>Commissioner Crowell replied present.</p> <p>Commissioner Gotelli replied here.</p> <p>Commissioner Keyes-Saiki replied here.</p> <p>Commissioner Konishi was excused.</p> <p>Commissioner O’Leary was excused.</p> <p>Vice Chair Lorenzo replied here.</p> <p>Chair Jeffrey Iida replied here.</p>	<p>Quorum was established with five commissioners present.</p>
Approval of Agenda	<p>Clarified that Executive Session minutes were on the agenda.</p>	<p>Ms. Gotelli moved to approve the agenda. Ms. Keyes-Saiki seconded the motion.</p> <p>Motion carried 5:0</p>
Public Comments and Testimony	<p>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.</p>	

SUBJECT	DISCUSSION	ACTION
<p>Approval of Meeting Minutes</p>	<p>a) Open Session Minutes of August 6, 2024.</p>	<p>Ms. Gotelli moved to approve the open session minutes of August 6, 2024, as circulated. Mr. Crowell seconded the motion. Motion carried 5:0.</p>
<p>Director of Human Resources Report</p>	<p><u>CSC 2024-19 July/August 2024 period, September 3, 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, Grievance Arbitrations, Lawsuits • 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 thanked the Chair and Commissioners for her evaluation and pay increase.</p> <p>Director Anderson briefed the commission on the July/August 2024 period, September 3, 2024, Meeting. <i>(Report on file)</i>.</p> <p>The Commissioners asked if in a few months they will be able to see if the free medical has made a difference in recruitment. Director Anderson hopes that they will be able to figure it</p>	

SUBJECT	DISCUSSION	ACTION
	<p>out to see if that is what made the difference. About 160ish of current employees switched plans.</p> <p>With no further questions from the commission, Chair Iida moved on to the next agenda item.</p>	
Business	<p><u>CSC 2024-20 Director of Human Resources Goals and Objectives for period July 1, 2024 to June 30, 2025. (on-going)</u></p> <p>a) Review updated report with 08/06/24 status information. b) Discussion and possible decision-making on other related matters.</p>	<p>Ms. Gotelli moved to accept the CSC 2024-20 Director’s report. Ms. Keyes-Saiki seconded the motion. Motion carried 5:0.</p>
Executive Session	<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> <p><u>BUSINESS</u></p> <p>ES-02 Pursuant to Hawai‘i Revised Statutes § 92-4, §92-5(a)(4), §92-9(a)(1-4) and (b), the purpose of this Executive Session is for the Commission to approve or amend the Executive Session Minutes of August 6, 2024, and to consult with its attorney on issues pertaining to the Commission’s powers, duties, privileges, immunities, and /or liabilities as they may relate to this item.</p>	<p>With no discussion of the Executive Session Minutes of August 6, 2024, Mr. Crowell moved to approve ES-02 as circulated and Ms. Gotelli seconded the motion. Motion carried in Open session 5:0</p>

SUBJECT	DISCUSSION	ACTION
Return to Open Session	Commission did not go into Executive Session.	
Announcements	Next Meeting: Tuesday, October 1, 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 Iida adjourned the meeting at 3:13 p.m.

Submitted by: _____
Anela Davis, Administrative Specialist

Reviewed and Approved by: _____
Jeffrey Iida, Chair

- (X) Approved as circulated. 10/01/24
- () Approved with amendments.