

John Low
Chair

Richard Jose
Vice-Chair

Members:
Nancy Golden
Elizabeth Hahn
Jeffrey Iida
Karen Matsumoto
Roy Morita

**COUNTY OF KAUAI CIVIL SERVICE COMMISSION
NOTICE OF MEETING AND AGENDA**

Tuesday, March 22, 2016
3:00 p.m. or shortly thereafter
Mo'ikeha Building, Liquor Conference Room 3
4444 Rice Street, Lihu'e, HI 96766

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

Open Session Minutes of February 23, 2016

DIRECTOR'S REPORT TO INCLUDE ANY UPDATES ON THE TRANSITION PLAN

CSC 2016-06 March 2016 Director's Report

EXECUTIVE SESSION

Pursuant to Hawai'i Revised Statutes §§92-4 and 92-5 (a) (4), 92-9 (a) (1-4) and (b), the purpose of this executive session is to receive and approve Executive Session minutes and to consult with the Commission's legal counsel on issues pertaining to the Commission's and the County's powers, duties, privileges, immunities, and/or liabilities.

ES-005 Executive Session Minutes of February 23, 2016

RETURN TO OPEN SESSION

Ratify Commission actions taken in Executive Session for items: **ES-005**

ANNOUNCEMENTS

Next Meeting: Tuesday, April 26, 2016 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.

ADJOURNMENT

NOTICE OF EXECUTIVE SESSION

Pursuant to Hawaii Revised Statutes §92-7 (a), the Commission may, when deemed necessary, hold an executive session on any agenda item without written public notice if the executive session was not anticipated in advance. Any such executive session shall be held pursuant to H.R.S. §92-4 and shall be limited to those items described in H.R.S. §92-5(a).

c: Deputy County Attorney Teresa Tumbaga

PUBLIC COMMENTS and TESTIMONY

Persons wishing to offer comments are encouraged to submit written testimony at least 24-hours prior to the meeting indicating:

1. Your name and if applicable, your position/title and organization you are representing;
2. The agenda item that you are providing comments on; and
3. Whether you will be testifying in person or submitting written comments only.
4. If you are unable to submit your testimony at least 24 hours prior to the meeting, please provide 10 copies of your written testimony at the meeting clearly indicating the name of the testifier; and

While every effort will be made to copy, organize and collate all testimony received, materials received on the day of the meeting or improperly identified may be distributed to the members after the meeting is concluded.

The length of time allocated to persons wishing to present verbal testimony may be limited at the discretion of the chairperson or presiding member.

Send written testimony to:

Civil Service Commission
Attn: Barbara Davis
Office of Boards & Commissions
4444 Rice Street, Suite 150
Līhu‘e, HI 96766
Email: bdavis@kauai.gov
Fax: 241-5127 Phone: 241-4919

SPECIAL ASSISTANCE

If you need an alternate format or an auxiliary aid to participate, please contact the Boards & Commissions Support Clerk at 241-4919 at least five (5) working days prior to the meeting.

DRAFT TO BE APPROVED

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Committee:	CIVIL SERVICE COMMISSION		Meeting Date	February 23, 2016
Location	Mo'ikeha Building, Liquor Control Commission, Meeting Room 3		Start of Meeting: 3:00 p.m.	End of Meeting: 3:42 p.m.
Present	Chair John Low; Vice Chair Richard Jose. Members: Nancy Golden; Elizabeth Hahn (3:10 p.m.); Jeffrey Iida; Roy Morita Also: Deputy Attorney Teresa Tumbaga; Deputy Attorney Nick Courson; Boards & Commissions Office Staff Support Clerk Barbara Davis and Administrator Jay Furfaro; Director of HR Janine Rapozo			
Excused	Member: Karen Matsumoto			
Absent				
SUBJECT				
Call To Order/Roll Call	DISCUSSION			
Approval of Minutes	Open Session Minutes of January 26, 2016			
Executive Session	<p style="text-align: center; color: blue; font-size: 1.2em;">Open Minutes 2/23/16</p> <p>Deputy Attorney Tumbaga read the Hawai'i Revised Statutes provision as detailed on the agenda to take the Commission into Executive Session for ES-003 to approve Executive Minutes of 1/26/16 and ES-004 to consult with Counsel on adoption of guidelines for selecting, evaluating and dismissing the Director of Human Resources.</p> <p>Mr. Iida moved to go into Executive Session at 3:03 p.m. Mr. Morita seconded the motion. Motion carried 5:0</p>			
Return to Open Session	<p>Ratify Commission actions taken in Executive Session for items: ES-003 and ES-004</p> <p>Mr. Iida moved to ratify the Commission's</p>			

SUBJECT	DISCUSSION	ACTION
	<p>and asked if that was getting any better. Ms. Rapozo said they had a meeting that day with staff and it looks like it is functioning okay. What happens with a lot of the software programs is they do updated versions and when they do that everything else goes haywire. That happened but it is under control now. The problem was a lot of the new hires were not able to do their forms on line, but it is back on line now. Chair Low also asked if the 1095-C IRS form for the Affordable Care Act had made a big impact on the County. Ms. Rapozo said this was a new requirement that they had to give a 1095 form to indicate whether an employee did or did not have medical. For most employees employed during the whole calendar year it was not a problem. People who started or ended in the middle of 2015 or short-term summer hires were quite challenging to complete a 1095. To start with, the IRS Rules were not clear and we found a couple of places in the instructions that were contradictory, so we had to make decisions on how we would code it and make sure we had backup as to why those decisions were made. Ms. Rapozo said a letter would go out with the 1095 explaining why they were getting it.</p> <p>Mr. Morita asked if it would be appropriate to send a congratulatory letter to Ms. Niitani from the Civil Service Commission. Staff said that would be up to the Commission.</p> <p>Ms. Rapozo stated they got the arbitration decision yesterday for Unit 14 but it still needs to go to all the legislative bodies to fund the award. The bottom line is employees are looking at about a 20% raise to their salaries for the ocean safety officers. Ms. Rapozo further explained some of the items that were part of the bargaining process.</p>	<p>Mr. Morita moved to send a letter to Jill Niitani, HR Manager II, congratulating her as Employee of the Year for 2015. Ms. Hahn seconded the motion. Motion carried 6:0</p>
Announcements	Next Meeting: Tuesday, March 22, 2016 – 3:00 p.m.	

SUBJECT	DISCUSSION	ACTION
	<p>Mr. Furfaro explained the Salary Resolution going before the County Council and that managers had not had raises for 7 years with a second tier that has not had raises for 5 years. Mr. Furfaro said he had talking points available for the Chair and copies of the Resolution for those interested.</p>	<p>Mr. Morita moved that Chair Low represent the Civil Service Commission as a whole at the County Council meeting (Wednesday, February 24) on the proposed Salary Resolution. Ms. Hahn seconded the motion. Motion carried 6:0</p>
<p>Adjournment</p>		<p>Mr. Morita moved to adjourn the meeting at 3:42 p.m. Mr. Iida seconded the motion. Motion carried 6:0</p>

Submitted by: Barbara Davis, Staff Support Clerk Reviewed and Approved by: John Low, Chair

- () Approved as circulated.
- () Approved with amendments. See minutes of _____ meeting.

DEPARTMENT OF HUMAN RESOURCES
DIRECTOR'S REPORT
TO THE
CIVIL SERVICE COMMISSION

MARCH 2016

Approximately three hundred (300) guests are expected to attend the County's 2015 Annual Employee Recognition Banquet that will be held on March 11, 2016. Staff have worked hard to try and increase attendance by creating a video presentation of all honorees and including lucky number drawings to add to the excitement.

The arbitration decision for HGEA bargaining unit 14 was received on February 22nd. The award included the following effective July 1, 2016:

- The first three (3) steps of the current Unit 3 salary scale was deleted and two (2) steps after the maximum step of the current Unit 3 salary scale was added;
- Four percent (4%) across the board (ATB) increase to the salary scale;
- Continuation of the step movement plan which means three (3) years of satisfactory creditable service on all steps for movement to the next higher step;
- Pay differentials of:
 - \$5.00 per hour when certified and assigned by the Employer as an aerial observer; and
 - \$3.50 per hour when certified and assigned by the Employer as a rescue craft operator.
- A uniform maintenance allowance of:
 - Full Uniform: \$25/month;
 - Button shirt, trousers, or jacket: \$15/month; and
 - T-shirt and/or shorts: \$10/month.

The legislative bodies of all jurisdictions must approve the funding for this award before it can be implemented. A bill has been submitted to the County Council to fund this award which is estimated to be \$717,546 for fiscal year July 1, 2016 to June 30, 2017.

As our department continues to look for alternate dispute resolution options including facilitation and mediation, two (2) staff members attended a three (3) day Basic Mediation training in February. Skills gained can assist with disputes among employees in an attempt to address problems early on before formal complaints are filed or litigation pursued.



CSC 2016-06

Following are highlights and statistics from the various divisions:

Administrative Services and Benefits

- Health coverage open enrollment will begin in in the month of April with informational meetings scheduled on April 1st and 11th at Kaua‘i Community College; the Mayor has approved one and one-half (1 ½) hours of administrative leave time for employees to attend a session.
- New Hires:
 - Bus Driver (exempt)
 - Bus Driver (substitute) (exempt) (2)
 - Director of Housing (exempt)
 - Election Clerk II (exempt)
 - Laborer I (2)
 - Landfill Operations Assistant
 - Ocean Safety Officer I (2)
 - Ocean Safety Officer I (exempt)
 - Scale Attendant
 - Sewer Maintenance Helper
 - Special Assistant to the Housing Director (exempt)
- Exit Interviews Conducted: 2 of 2
- TDI Applications 1 (pending)
- Leave Sharing: 0
- Reference Checks: 8
- Employment Verifications: 19

- Transactions:

New Hires	4
Separations	2
Reallocations	6
Promotions	0
Demotions	1
Transfers	17
Pay Increase	30
Suspension	0
Leave Without Pay	13
Other	35
Seasonal	1

Classification and Pay and Labor Relations

- Negotiations with HFFA (Hawai‘i Firefighters Association) continue as proposals from both the union and Employer group are due by March 31st, earlier than all other unions.

- Reallocations Processed: Accountant II to Payroll Specialist I
Accountant IV to Budget/Fiscal Specialist
Account Clerk to Pre-Audit Clerk
Driver's License Clerk II to Senior Clerk
Juvenile Counselor to Program Specialist I
Liquor Control Investigator I to Liquor Control Investigator II
Liquor Control Investigator II to Liquor Control Investigator III
Ocean Safety Officer II to Ocean Safety Officer I
Senior Account Clerk to Account Clerk
Senior Clerk to Identification Technician
Transit Fleet Mechanic to Heavy Vehicle Mechanic I (exempt)
- Desk Audits: Civil Engineer III to Civil Engineer IV
Police Equipment Maintenance Coordinator to Police Fleet Services Coordinator
Procurement & Specifications Specialist III to Procurement & Specifications Specialist IV (2)
Senior Clerk to Identification Technician

Recruitment and Exam

- Staff are gearing up in preparation for the various summer programs including internships, recreation's enrichment program and this year, the State Department of Vocational Rehabilitation (DVR) summer employment program for DVR participants.
- The department's website and NeoGov policy regarding paper applications are being revised to ensure accommodations for those that are unable to apply online.
- Recruitments: Director of Housing (exempt)
Electrician-Electronic Equipment Repairer
Emergency Services Dispatcher I (repost)
Heavy Vehicle & Construction Equipment Mechanic I (repost)
Heavy Vehicle Mechanic
Housing Assistance Specialist III (exempt)
Human Resources Clerk
Liquor Control Investigator Trainee (repost)
Maintenance Worker I
Ocean Safety Officer I
Police Services Officer
Pre-Audit Clerk
Program Compliance Specialist (exempt)
Public Housing & Development Program Specialist III (exempt)
Real Property Tax Clerk

Refuse Collection Equipment Operator
Repair Shop Utility Worker
Senior Clerk
Special Assistant to the Housing Director (exempt)
TVR Permit Enforcement Research Specialist
(exempt)
Wastewater Plant Working Supervisor
Water Plans Superintendent

- Lists Referred to Departments:

Cashier
Geographic Information Systems Analyst II
Heavy Vehicle Mechanic
Highway Construction & Maintenance Supervisor
Housing Assistance Specialist III (exempt)
Director of Housing (exempt)
Human Resources Clerk
Janitor I
Ocean Safety Officer I
Police Services Officer
Program Compliance Specialist (exempt)
Public Housing & Development Program Specialist
III (exempt)
Real Property Tax Clerk
Recycling Specialist Trainee
Refuse Collection Equipment Operator
Senior Clerk
Special Assistant to the Housing Director (exempt)
TVR Permit Enforcement Research Specialist
(exempt)
Youth Spring Enrichment Program (exempt)

- Written Exams Administered:

Cashier
District Road Overseer I
Heavy Vehicle & Construction Equipment Mechanic
II
Highway Construction & Maintenance Supervisor I
Liquor Control Investigator Trainee
Supervising Building Plans Examiner
Wastewater Plant Working Supervisor

- Performance Exams Administered:

Ocean Safety Officer I

- Administrative Reviews:

Civil Engineer I (sustained)
Community Service Worker (sustained)
Human Resources Clerk (sustained 2; accepted 1)
Park Security Officer (sustained)

Payroll

- All employees that worked in 2015 received their IRS form 1095-C at the end of February, ahead of the March 31st deadline. Staff continue to look at streamlining this information for 2016 as forms will be due on January 31st next year.
- With the Unit 14 award finalized, payroll staff have begun working on setting up the necessary pay codes and benefits codes for all employees who belong to this new bargaining unit.
- Gross Payroll:

02/12/2016	\$3,471,136
02/29/2016	\$3,539,836
EUTF (Health Fund)	\$1,228,928
ERS (Retirement)	\$1,296,928
Social Security	\$226,653
Medicare	\$94,082

Employee Development and Health Services

- Fifty-six (56) workers' compensation claims from Public Works, Parks and Recreation, Water, Transportation, Finance, Fire, Police and the Mayor's Office were reviewed with FIRMS (First Insurance Risk Management Services) and Atlas Insurance to monitor progress and determine course of action for long standing cases.
- David Ching with Atlas Insurance conducted ergonomics assessments for eleven (11) employees (six (6) from the Office of Economic Development, four (4) from the Department of Water and one (1) from Boards & Commissions). Written recommendations, handouts on neck and shoulder exercises, wrist stretches and work station layouts were provided to participants.
- A selection committee has convened and are reviewing three (3) proposals that were received for the County's Flexible Spending Plan Program.
- With a staff member dedicated to HRIS, the HRIS Task Force has reconvened and are looking to address long standing issues including employee accruals, leave without pay concerns, reviewing and revamping the personnel action form, etc. In addition, the rollout of the Employee Self-Service module is forthcoming with a sub-committee working on the policy and procedures for this new feature.
- Equipment/Driver Training: Clipper #336 (1 Public Works' employee)