

John Low
Chair

Richard Jose
Vice-Chair

Members:
Fely Faulkner
Elizabeth Hahn
Jeffrey Iida
Karen Matsumoto

COUNTY OF KAUAI CIVIL SERVICE COMMISSION

NOTICE OF MEETING AND AGENDA

CANCELLED

Tuesday, August 23, 2016

2:00 p.m. or shortly thereafter

Mo'ikeha Building, Liquor Conference Room 3
4444 Rice Street, Lihu'e, HI 96766

CALL TO ORDER

ROLL CALL

EXECUTIVE SESSION

Pursuant to Hawai'i Revised Statutes §§92-4 and 92-5 (a) (2) (4), the purpose of this executive session is to consider the hire, evaluation, dismissal or discipline of an employee or officer of the County where consideration of matters affecting privacy will be involved, provided that if the individual concerned requests an open meeting, an open meeting shall be held; 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 as they may relate to this item, deliberate and take such action as appropriate.

ES-008 – RFA 2016-01 Communication filed 7/26/16 appealing the Recruitment & Examination and the Classification or Reclassification of a particular position by the Director of Human Resources

RETURN TO OPEN SESSION

Ratify Commission actions taken in Executive Session for item: **ES-008**

APPROVAL OF MINUTES

Open Session Minutes of July 26, 2016

DIRECTOR'S REPORT

CRC 2016-09 August 2016 Director's Reports

ANNOUNCEMENTS

Next Meeting: Tuesday, September 27, 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.

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Committee:	CIVIL SERVICE COMMISSION		Meeting Date	July 26, 2016
Location	Mo'ikeha Building, Liquor Control Commission, Meeting Room 3	Start of Meeting: 3:03 p.m.	End of Meeting: 3:20 p.m.	
Present	Vice Chair Richard Jose. Members: Fely Faulkner; Elizabeth Hahn; Jeffrey Iida; Karen Matsumoto (3:07 p.m.) Also: Deputy Attorney Teresa Tumbaga; Boards & Commissions Office Staff Support Clerk Barbara Davis; HR Manager Jill Niitani			
Excused	Chair John Low			
Absent				
SUBJECT				
Call To Order/Roll Call	DISCUSSION		ACTION	
Approval of Minutes	Open Session Minutes of May 24, 2016		Vice Chair Jose called the meeting to order at 3:03 p.m. with 4 members present. Mr. Iida moved to approve the minutes as circulated. Ms. Faulkner seconded the motion. Motion carried 4:0	
Director's Reports	CRC 2016-08 June 2016 and July 2016 Director's Reports		Ms. Matsumoto entered the meeting at 3:07 p.m.	
	<p>Ms. Niitani noted that HR Director Rapozo and another staff member was on O'ahu for the firefighter negotiations. A lot of the Department's focus was getting the summer hires processed. A lot of time was also given to the July 1 pay increases for SHOPO, Fire, lump sums for units 3 and 4 as well as the creation of the new bargaining unit 14 for Ocean Safety. Also flexible spending and open enrollment concluded in June with effective dates for July 1, 2016. UPW repricing concluded with our island this month on July 13 and 14. Completing the organizational charts was a big success for all of the departments to be able to post and maintain those charts and make it easier to identify positions that may be changing. That was a big thing with the County Council this year in making sure that positions were accounted for so we have that posted on SharePoint for departments to be able to use and submit with any type of reallocation. The other project program for the part-time, temporary, and employees. We are</p>		<p>Mr. Iida moved to receive the Director's Reports. Ms. Hahn seconded the motion. Motion carried 5:0</p>	

SUBJECT	DISCUSSION	ACTION
	<p>working with the State and looking at probably January 1 with the rollout (of the PTS deferred compensation retirement plan). We are focusing a lot on the training efforts as this year one of our goals was supervisory training so we are trying to break that down to skills and different competencies to train our supervisory staff and employees. This was a really big push from Council as well as the Administration.</p> <p>Ms. Hahn said the mediation sessions held with the Kaua'i Fire Department staff as a follow up to workplace violence complaints was a red flag to her and asked if there was anything that could be shared. Ms. Niitani said they are training more of their staff to do internal investigations for the different departments and one of our recommendations at the end of the investigation is to do mediation. With workplace violence, just based off the language in the policy of what a threat is, we felt mediation was something that would be helpful for the people involved and both parties were in agreement with that. It went well and we would like to be able to do more of that mediation/conflict resolution for a lot of the issues like workplace violence or problems with employees who do not get along which stems from people not communicating. Mediation allows for that in a non-threatening forum of being able to vent all of your concerns without someone interrupting you. Part of the employee development is having those types of services available for our departments so we can resolve these issues before they blow up into bigger problems which would eventually come back to our office through a grievance or the Attorney's Office as a lawsuit. Ms. Faulkner asked if the mediators were on staff or outsourced. Ms. Niitani said we try not to use County funds; we try to look for free services and for Federal mediators. Mediation does not necessarily stop disciplinary action from taking place, but we want to focus on how they are going to be interacting going forward.</p>	<p>Mr. Iida moved to accept the Director's reports for June and July. Ms. Hahn seconded the</p>

SUBJECT	DISCUSSION	ACTION
Executive Session	<u>ES-07 Executive Session Minutes of May 24, 2016</u>	motion. Motion carried 5:0 With no questions or discussion forthcoming on the Executive Minutes, the Commission did not convene in Executive Session. Ms. Hahn moved to approve the executive session minutes as circulated. Mr. Iida seconded the motion. Motion carried 5:0
Announcements Adjournment	Next Meeting: Tuesday, August 23, 2016 – 3:00 p.m.	Ms. Hahn moved to adjourn at 3:20 p.m. Ms. Faulkner seconded the motion. Motion carried 5:0

Submitted by: Barbara Davis, Staff Support Clerk Reviewed and Approved by: Richard Jose, Vice Chair

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

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

AUGUST 2016

The final UPW repricing requests were heard over four (4) days on O'ahu. A total of seventy (70) requests were heard over a three (3) month period covering ten (10) days on four (4) different islands. Final reports and decisions are tentatively scheduled to be completed by early September. The Employer group is still in discussions regarding the amount of follow up with individual departments for those requests that had re-classification implications. The City and County of Honolulu and the Judiciary are taking the lead to develop the report format for all jurisdictions to prepare their final reports and decisions.

Negotiations with the various unions are heating up with all bargaining units' contracts expiring on June 30, 2017. As such, staff have been busy with verifying our payroll figures and looking at other items with budget implications to provide to the State for costing analysis.

The summer employment programs are winding down with a few interns and Summer Enrichment Program staff remaining on board for an additional month. Given that this was the first year that the Summer Internship Program was coordinated by our office, things were relatively smooth. We will be meeting with the Parks and Recreation Department to assess and obtain feedback regarding the Summer Enrichment Program to look for ways to improve next year. In addition, summer interns' comments will be forwarded to their respective work sites and supervisor comments will be reviewed to make changes as needed.

Recently, the department obtained approval from the County Council to dispose of departmental records that are no longer required by law. Therefore, an 89-day contract hire started this past month primarily to work on records disposal, reorganizing our storage area and scanning documents that will allow for the disposal of paper records.



Following are highlights and statistics from the various divisions:

Administrative Services and Benefits

- Departments were notified of the annual pre-retirement workshop which is scheduled for September 8, 2016. Invitations were extended to state agencies as well including the DOE, HHSC, KCC and the Judiciary.
- The County of Kauai’s Compensation Plan 2016 was distributed to all jurisdictions and County departments and will also be available on the County’s website.
- New Hires:
 - Civil Engineer IV
 - Deputy County Attorney (exempt)
 - Deputy Prosecuting Attorney (exempt)
 - Election Clerk I (8) (exempt)
 - Geographic Information Systems Analyst II
 - Personnel Support Clerk (exempt)
 - Plant Electrician Helper
 - Program Specialist I (exempt)
 - Senior Account Clerk
- Exit Interviews Conducted: 4 of 7
- TDI Applications 0
- Leave Sharing: 0
- Reference Checks: 15
- Employment Verifications: 18

- Transactions:

New Hires	19
Separations	6
Reallocations	4
Promotions	6
Demotions	1
Transfers	7
Pay Increase	611
Suspension	2
Leave Without Pay	26
Other	244
Seasonal	20

Classification and Pay and Labor Relations

- UPW repricing hearings concluded this month with the last hearings held on O’ahu.
- A SHOPO Labor-Management meeting was held on O’ahu with all jurisdictions and SHOPO board members.

- Reallocations Processed: Building Manager to Facilities Improvement Manager
Ocean Safety Officer I to Ocean Safety Officer II
Procurement & Specifications Specialist III to Procurement & Specifications Specialist IV
Transit Equipment Maintenance Coordinator to Transit Safety Specialist
- Desk Audits: None
- New Classes Adopted: Process Server
Transit Safety Specialist

Recruitment and Exam

- In an effort to maximize work efficiencies, the New Hire Orientation/On-Boarding Program will be moved to the Recruitment and Exam Division; staff audited last month's orientation and is working on revising/revamping the program.
- Recruitments:
 - Community Service Worker
 - Deputy County Attorney (exempt)
 - Deputy Prosecuting Attorney (exempt)
 - Election Clerk II (exempt)
 - Equipment Operator II
 - Heavy Vehicle & Construction Equipment Mechanic II
 - Land Surveyor II
 - Maintenance Worker I
 - Ocean Safety Officer I
 - Park Caretaker II
 - Planner IV (repost)
 - Plumber II
 - Public Housing & Development Specialist II (exempt)
 - Recreation Worker I
 - Scale Attendant
 - Senior Account Clerk
 - Senior Clerk
 - Tax Collection Assistant
 - Traffic Safety Specialist
 - Traffic Signs & Marker Supervisor (repost)
 - Wastewater Plant Operator Assistant
 - Waterworks Inspector I
 - Waterworks Inspector II
- Lists Referred to Departments: Customer Service Representative

Deputy County Attorney (exempt)
 Deputy Prosecuting Attorney (exempt)
 District Road Overseer I
 Election Clerk (exempt)
 Heavy Vehicle & Construction Equipment Mechanic II
 Janitor II
 Scale Attendant
 Senior Clerk
 Utility Worker

- Written Exams Administered: Customer Service Representative
 Heavy Vehicle & Construction Equipment Mechanic II
 Liquor Control Investigator Trainee
 Police Services Officer
 Traffic Signs & Marking Supervisor
 Utility Worker
- Performance Exams Administered: None
- Administrative Reviews: Planner I (sustained)
 Vehicle Registration & Licensing Manager (accepted)

Payroll

- In preparation for the County’s Comprehensive Annual Financial Report (CAFR), payroll staff have begun to gather necessary documents and reports and have updated information for the outside Auditors.
- Gross Payroll:

07/15/2016	\$3,571,608
07/29/2016	\$4,108,444
EUTF (Health Fund)	\$1,272,569
ERS (Retirement)	\$1,324,812
Social Security	\$299,015
Medicare	\$103,138

Employee Development and Health Services

- Ten (10) new workers’ compensation claims were filed this month; staff has followed up with departments to mitigate hazards, make operational changes and issue discipline as needed to prevent subsequent injuries.
- Guidance continues to be provided to different departments on various personnel issues including pre-grievance issues, terminations, disciplinary/performance issues, safety, attendance/leave issues, investigations, and drug and alcohol testing procedures.

- Customer service training conducted by HR staff continued for another forty-five (45) attendees of the Kaua'i Police Department and Public Works Department.
- Reasonable Suspicion Training was provided by Worklife Hawai'i and HR staff to sixty-two (62) supervisors in the various departments.
- Two staff recently completed DiSC (Dominance, Influence, Steadiness, and Conscientiousness) Facilitator Certification training. This interpersonal skills and communications training module can now be done in-house.
- Equipment/Driver Training: Pumper Truck (1 Public Works' employee)
Vac Con #131 (1 Public Works' employee)
Hooklift Truck #156 (1 Public Works' employee)