

John Low  
Chair

Richard Jose  
Vice-Chair

Members:  
Fely Faulkner  
Elizabeth Hahn  
Jeffrey Iida  
Karen Matsumoto

**COUNTY OF KAUA'I CIVIL SERVICE COMMISSION**  
**NOTICE OF MEETING AND AGENDA**

Tuesday, October 25, 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 September 27, 2016

**DIRECTOR'S REPORT**

CRC 2016-10

a. October 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, 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-009**

Executive Session Minutes of September 27, 2016

**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 (Ongoing pending receipt of Findings of Fact, Conclusions of Law, and Order)

**ES-010**

Discussion and decision-making for initiating annual job performance review for the Director of Human Resources due 12/31/16

**RETURN TO OPEN SESSION**

Ratify Commission actions taken in Executive Session for item: **ES-009, ES-008, and ES-010**

**ANNOUNCEMENTS**

Next Meeting: Tuesday, November 22, 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](mailto: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  | September 27, 2016        |  |
|--|---|--|---|---------------------------|--|
| Location   | Mo'ikeha Building, Liquor Control Commission, Meeting Room 3  |  | Start of Meeting: 2:00 p.m.   | End of Meeting: 3:52 p.m. |  |
| Present  | Chair John Low; Vice Chair Richard Jose. Members: Fely Faulkner; Elizabeth Hahn (2:06 p.m.); Jeffrey Iida; Karen Matsumoto<br>Also: Deputy Attorney Teresa Tumbaga; Boards & Commissions Office Staff Support Clerk Barbara Davis and Administrator Jay Furfaro; Director of HR Janine Rapozo |  |   |                           |  |
| Excused  |   |  |   |                           |  |
| Absent   |   |  |   |                           |  |
|  |   |  |   |                           |  |
| SUBJECT  |   |  | DISCUSSION  |                           |  |
| <b>Call To Order/Roll Call</b><br><br><b>Executive Session</b> | <p style="font-size: 2em; color: blue; text-align: center;">Open Minutes<br/>9/27/16</p>  |  | <p style="text-align: center;"><b>ACTION</b></p> <p>Chair Low called the meeting to order at 2:00 p.m. with 6 members present.</p> <p>Mr. Iida moved that the Commission go into Executive Session at 2:01 p.m. Mr. Jose seconded the motion. Motion carried 5:0</p> <p>Chair Low read: 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.</p> |                           |  |

| SUBJECT                              | DISCUSSION   | ACTION   |
|--------------------------------------|--|--|
|                                      |  | <p><b>ES-008 – RFA 2016-01</b> Communication filed 7/26/16 appealing the Recruitment &amp; Examination and the Classification or Reclassification of a particular position by the Director of Human Resources</p>  |
| <p><b>Return to Open Session</b></p> | <p><u>Ratify Commission actions taken in Executive Session for items:</u><br/> <u>ES-008 RFA 2016-01</u></p>   | <p>The meeting resumed in Open Session at 3:36 p.m.</p> <p>Mr. Iida moved to ratify the actions taken on ES-008. Ms. Hahn seconded the motion. Motion carried 6:0</p> <p>Mr. Jose exited the meeting at 3:36 p.m. A recess was called at 3:36 p.m. with the meeting resuming at 3:43 p.m.</p> <p>Mr. Iida moved to approve the minutes as circulated. Ms. Hahn seconded the motion. Motion carried 5:0</p> |
| <p><b>Approval of Minutes</b></p>    | <p><u>Open Session Minutes of July 26, 2016</u></p>  |  |
| <p><b>Director's Reports</b></p>     | <p><u>CRC 2016-09</u> a. <u>August 2016 and September 2016 Director's Reports</u><br/>         b. <u>Annual Report to the Mayor</u></p> <p>Ms. Rapozo said a lot of her time has been spent on O'ahu with negotiations since 8 contracts are up on June 30, 2017. Unit 11, the Hawai'i Firefighters Association, is at the arbitration stage with a mutual arbitrator having been selected and we will proceed to arbitration at the end of November. The employer group hired Special Counsel to represent us for that hearing. Ms. Rapozo worked with the Police Commission subcommittee to develop a job description for the Police Chief and we are working with the Fire Commission now. Completing job descriptions for all appointees is one of our projects.</p> |  |

| SUBJECT              | DISCUSSION  | ACTION  |
|----------------------|---|---|
|                      | <p>Ms. Rapozo pointed out that she also included the annual report from June 2015 through July 2016.</p> <p>Chair Low thanked Ms. Rapozo for the report and what stood out this year that helped the department is number one the Employee Award Program which he is a big believer in pumping up employees and the next one – until you are ready to retire you never think about it. The pre-retirement workup is so important and a big tool for employees getting ready to retire out. Those are two examples of the positive changes HR has made.</p> <p>Ms. Rapozo noted she would be on vacation and not at the next meeting in October.</p> <p>Next Meeting: Tuesday, October 25, 2016 – 3:00 p.m. – Liquor Conference Room 3</p> |   |
| <b>Announcements</b> |   |   |
| <b>Adjournment</b>   |   | <p>Mr. Iida moved to adjourn the meeting at 3:52 p.m. Ms. Faulkner seconded the motion.<br/>         Motion carried 5:0</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

OCTOBER 2016

The decisions for the seventy (70) repricing requests were finally completed and transmitted over to United Public Workers union. Although none of the requests were approved, the Employer group informed the UPW that over half of the requests received had classification implications. Each jurisdiction will be following up with departments to review these positions. Kaua'i County did not have any requests that were classification issues.

An on-going supervisory training program has been finalized and implemented to ensure that new and current supervisors are equipped with leadership qualities and survival skills. Trainings will focus on interpersonal skills such as conflict management, effective communication, team leadership/building, employee engagement, coaching/mentoring and developing talent, and competency skills of planning and organization, resource management, and problem solving. In addition, supervisors will be provided with training on employment laws (ADA, FMLA, Workers' Compensation, EEO, etc.), collective bargaining agreements, drug and alcohol testing, discipline and job performance evaluations, workplace violence, safety and health and recruitment and hiring.

The Employer Group has filed a Petition for Declaratory Ruling with the Hawai'i Labor Relations Board (HLRB) contending that the Hawai'i Firefighters Association (HFFA) included proposals in their final position statement that are prohibited from being negotiated per Hawai'i Revised Statutes, Chapter 89 (d). These subjects interfere with the rights of the employer group by infringing on management rights. A hearing has been scheduled for October 21, 2016.

A contract for Countywide drug and alcohol testing was awarded to Diagnostic Laboratory Services recently. Funding for this program was moved during the last budget session to the DHR leading to greater efficiencies since the contract is housed at the department. The processing of random drug and alcohol testing is being centralized at the DHR as well to include Fire and Police along with Public Works, Parks and Recreation, Water and Transportation.

CRC 2016-10



Following are highlights and statistics from the various divisions:

**Administrative Services and Benefits**

- Peter Eddy from Island Savings/Prudential Retirement is scheduled to be available for individual employee appointments on October 17, 2016 to discuss deferred compensation options with interested employees.
- The revised Leave Sharing Policy was sent to all unions for consultation on the proposed changes; staff will be meeting with the UPW later this month.
- New Hires:
  - Grant Fiscal Specialist (exempt)
  - Janitor II
  - Planner I
  - Public Hsg & Development Program Specialist III (exempt)
  - Senior Clerk (exempt)
  - Senior Clerk
  - Solid Waste Worker II
  - Wastewater Plant Operator Assistant (2)
- Exit Interviews Conducted: 6 of 7
- TDI Applications 0
- Leave Sharing: 0
- Reference Checks: 15
- Employment Verifications: 15

- Transactions:

|                   |    |
|-------------------|----|
| New Hires         | 7  |
| Separations       | 8  |
| Reallocations     | 18 |
| Promotions        | 2  |
| Demotions         | 0  |
| Transfers         | 1  |
| Pay Increase      | 20 |
| Suspension        | 2  |
| Leave Without Pay | 15 |
| Other             | 51 |
| Seasonal          | 1  |

**Classification and Pay and Labor Relations**

- Staff have been busy with negotiation sessions and employer caucuses being held weekly during the last month. Proposals have been exchanged with all unions except for SHOPO which will occur on October 13<sup>th</sup>.

- Reallocations Processed: Assistant Building Inspector to Building Inspector  
Assistant Wastewater Treatment Plant Operator to Wastewater Treatment Plant Operator  
Ocean Safety Officer I to Ocean Safety Officer II (10)  
Police Officer I to Police Services Officer (2)  
Refuse Collector to Scale Attendant II  
Supervising Licensing Examiner & Inspector to Chief Licensing Examiner & Inspector
- Desk Audits: Departmental Public Relations Specialist to Public Information & Education Specialist  
Supervising Licensing Examiner & Inspector to Chief Licensing Examiner & Inspector
- New Classes Adopted: Program Specialist II  
Program Specialist III

**Recruitment and Exam**

- Promotional examinations for the Kaua‘i Fire Department are being finalized for administration later this month.
- Recruitments: Assistant Chief of Police  
Departmental Accounting Technician  
Engineering Program Assistant  
Fire Captain  
Fire Fighter II Hazmat  
Fire Fighter II Rescue  
Fire Fighter III  
Fire Prevention Inspector II  
Golf Course Groundskeeper  
Groundskeeper  
Janitor II  
Laborer I  
Landfill Laborer I  
Landfill Worksite Supervisor  
Park Caretaker I  
Personnel Support Clerk (exempt)  
Police Evidence Utility Clerk  
Police Records Clerk  
Police Services Officer  
Process Server  
Program Compliance Specialist (exempt)  
Scale Attendant  
Senior Account Clerk  
Tax Clerk

Transportation Operations Manager (exempt)  
Weapons Registration Clerk

- Lists Referred to Departments:
  - Assistant Chief of Police
  - Clerk
  - Departmental Accounting Technician
  - Election Clerk I (exempt)
  - Hvy Vehicle & Construction Equipment Mechanic I
  - Landfill Worksite Supervisor
  - Personnel Support Clerk (exempt)
  - Planning Inspector II
  - Plumber II
  - Police Lieutenant
  - Police Sergeant
  - Police Services Officer
  - Program Compliance Specialist (exempt)
  - Program Specialist I
  - Public Hsg & Development Specialist III (exempt)
  - Scale Attendant
  - Senior Account Clerk
  - Senior Clerk
  - Tax Clerk
  - Traffic Signs & Marking Supervisor
  - Transportation Operations Manager (exempt)
  
- Written Exams Administered:
  - Community Service Worker
  - Construction Inspector II
  - Fire Fighter Trainee
  - Landfill Worksite Supervisor
  - Liquor Control Investigator Trainee
  - Plumber II
  - Police Services Officer
  - Scale Attendant
  - Traffic Signs & Markings Supervisor
  
- Performance Exams Administered: Fire Fighter Trainee
  
- Administrative Reviews:
  - Landfill Worksite Supervisor (accepted)
  - Planner IV (sustained)

### Payroll

- Working with the Employees Retirement System (ERS) to begin to establish appropriate codes as we move towards the Parttime, Temporary and Seasonal (PTS) deferred compensation program for short term employees.

- Gross Payroll:

|                    |             |
|--------------------|-------------|
| 09/15/2016         | \$3,664,574 |
| 09/30/2016         | \$3,599,900 |
| EUTF (Health Fund) | \$1,277,143 |
| ERS (Retirement)   | \$1,341,378 |
| Social Security    | \$269,878   |
| Medicare           | \$96,769    |

### **Employee Development and Health Services**

- Nineteen (19) new workers' compensation claims were filed this month with a majority (14) being medical-only claims. Staff has followed up with departments to mitigate hazards including a site visit to the Department of Water's new building to inspect work stations for clerks. A redesign of the area is being looked at as space is tight in that work area.
- Two (2) three (3) hour sessions on "Dealing with Difficult People" was presented to fifty-six (56) employees by Elli Gorman of Kaua'i Community College (KCC).
- Guidance continues to be provided to different departments on various personnel issues including pre-grievance issues, interpersonal issues with departmental staff, terminations, disciplinary/performance issues, attendance/leave issues, investigations, light duty/ADA issues, EAP supervisory referral, FMLA, TDI, Leave Sharing and Hepatitis B vaccinations.
- Annual driver improvement classes were started this past month for those employees that have a Commercial Driver's License (CDL). Three (3) additional classes have been scheduled throughout October.
- Equipment/Driver Training: Tractor Mower (1 Public Works' employee)  
Backhoe (1 Public Works' employee)  
Truck Tractor (1 Public Works' employee)  
12 Cubic Yard Dump Truck (1 Public Works' employee)