

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Approved as circulated 3/22/16

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	DISCUSSION	ACTION
Call To Order/Roll Call		Chair Low called the meeting to order at 3:00 p.m. with 6 members present.
Approval of Minutes	<u>Open Session Minutes of January 26, 2016</u>	Mr. Morita moved to approve the minutes as circulated. Mr. Iida seconded the motion. Motion carried 5:0
Executive Session		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. Mr. Iida moved to go into Executive Session at 3:03 p.m. Mr. Morita seconded the motion. Motion carried 5:0
Return to Open Session	<u>Ratify Commission actions taken in Executive Session for items: ES-003 and ES-004</u>	Mr. Iida moved to ratify the Commission's decisions. Mr. Jose seconded the motion. Motion carried 6:0

SUBJECT	DISCUSSION	ACTION
<p>Business</p>	<p><u>CSC 2016-01 Discussion on adopting Guidelines for Implementing Civil Service Commission Procedures for the Selection, Evaluation and Dismissal of the Director of Human Resources and possible decision-making to schedule a Public Hearing on adding such Rule Changes as Subchapter 7 (On-going)</u> a. <u>CSC Guidelines for Selection, Evaluation, and Dismissal of HR Director</u> b. <u>Discussion and possible decision-making in consideration of proposing changes to the Civil Service Commission</u></p>	<p>Mr. Iida moved to defer this item indefinitely. Ms. Hahn seconded the motion. Motion carried 5:1 (Nay-Morita)</p>
<p>Director's Reports</p>	<p><u>CSC 2016-05 February 2016 Director's Report</u></p> <p>Ms. Rapozo summarized they have been busy preparing for the annual budget that will be going to the County Council on March 15, 2016 or prior. The Mayor had asked Ms. Rapozo to sit in on every budget session with all the departments to ensure all the positions are correct in the budget as far as whether or not changes have been made to the position, to the salary, and to the ratings as well as to discuss any vacancies that are currently within that department. We have looked at various budget items to see whether or not we can downsize some of the funding. With the collective bargaining raises that were already approved for all of the bargaining units we are chasing about \$5 to \$6 million. We are expecting a little bit more from revenues but it is still not where we want to be. We have to have a balanced budget before it is submitted to the Council.</p> <p>Chair Low noted there were still several issues continuing with the NeoGov 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</p>	

SUBJECT	DISCUSSION	ACTION
	<p>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>
<p>Announcements</p>	<p>Next Meeting: Tuesday, March 22, 2016 – 3:00 p.m. 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</p>

SUBJECT	DISCUSSION	ACTION
		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
Adjournment		Mr. Morita moved to adjourn the meeting at 3:42 p.m. Mr. Iida seconded the motion. Motion carried 6:0

Submitted by: _____
Barbara Davis, Staff Support Clerk

Reviewed and Approved by: _____
John Low, Chair

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