

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Approved as circulated 9/27/16

Board/Committee:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date	<b>July 26, 2016</b>
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	DISCUSSION	ACTION
<b>Call To Order/Roll Call</b>		Vice Chair Jose called the meeting to order at 3:03 p.m. with 4 members present.
<b>Approval of Minutes</b>	<u>Open Session Minutes of May 24, 2016</u>	Mr. Iida moved to approve the minutes as circulated. Ms. Faulkner seconded the motion. Motion carried 4:0
<b>Director's Reports</b>	<p><u>CRC 2016-08 June 2016 and July 2016 Director's Reports</u></p> <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 we are working on is the PTS program for the part-time, temporary, and seasonal employees. We are working with the State and looking at probably January 1 with the rollout (of</p>	<p>Ms. Matsumoto entered the meeting at 3:07 p.m.</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>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 motion. Motion carried 5:0</p>
<b>Executive</b>	<u>ES-07 Executive Session Minutes of May 24, 2016</u>	With no questions or discussion forthcoming on

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<b>Session</b>		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
<b>Announcements</b>	Next Meeting: Tuesday, August 23, 2016 – 3:00 p.m.	
<b>Adjournment</b>		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.