

Committee Of The Whole
Human Resources Sub-Committee
NOTICE & AGENDA
TUESDAY, MARCH 29, 2011
8:30 A.M., OR SOON THEREAFTER
COUNCIL CHAMBERS
3371-A WILCOX ROAD
Līhu'e, Kaua'i, Hawai'i 96766

RECEIVED

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MEETING CALLED TO ORDER.

ROLL CALL.

OFFICE OF
THE COUNTY CLERK
COUNTY OF KAUAI

APPROVAL OF THE AGENDA.

BUSINESS:

- HR-1 Discuss and review the current personnel policies in place for the County Council and the Division of Council Services. *(Continuation of the discussion held during the meeting of March 15, 2011).*
- HR-2 Discuss and review the current job descriptions and Table of Organization for the "Office of the County Clerk – Council Services & Elections Divisions." *(Continuation of the discussion held during the meeting of March 15, 2011).*
- HR-3 Discuss potential revisions to existing personnel policies, including, but not limited to, the establishment of new personnel policies and/or practices. *(Continuation of the discussion held during the meeting of March 15, 2011).*
- HR-4 Discuss the goals and potential accomplishments of the Human Resources Sub-Committee. *(Continuation of the discussion held during the meeting of March 15, 2011).*
- HR-5 Discuss and establish future meeting dates. *(Continuation of the discussion held during the meeting of March 15, 2011).*
- HR-6 Update on the status of the Division of Council Services Job Performance Reports (JPR's). *(Continuation of the discussion held during the meeting of March 15, 2011).*
- HR-7 Division of Council Services Operating Budget Comparison. *(Continuation of the discussion held during the meeting of March 15, 2011).*

- FY 2006 – 2011 Budgeted versus Actual Expenditures

- HR-8 Division of Council Services - Staffing Levels (*Continuation of the discussion held during the meeting of March 15, 2011*).
- Staffing Levels (Kaua'i) – FY 2000 versus FY 2011
 - Staffing Levels of other Counties (Big Island, Maui, Honolulu)
- HR-9 Division of Council Services Training Budget (FY 2006 – 2011) (*Continuation of the discussion held during the meeting of March 15, 2011*).
- Discussion of establishing a “Division of Council Services – Formal Training Program”.
 - Discussion of the development of a “Staff Survey Relating To Training”.
- HR-10 Communication dated March 14, 2011 from Council Chair, Jay Furfaro, transmitting the Conceptual Plan For Staff Training and Development for FY 2011-2012.

EXECUTIVE SESSION: *Pursuant to Haw. Rev. Stat. (“H.R.S.”) §92-7(a), the Council 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).*

ADJOURNMENT.

NOTE: SPECIAL ACCOMMODATIONS AND SIGN LANGUAGE INTERPRETER AND INTERPRETERS FOR NON-ENGLISH SPEAKING PERSONS ARE AVAILABLE UPON REQUEST FIVE (5) DAYS PRIOR TO THE MEETING DATE, TO THE COUNTY CLERK, 3371-A WILCOX ROAD, LIHU'E, KAUA'I. TELEPHONE NO. 241-4188.