

Richard Jose  
Chair

Jeffrey Iida  
Vice Chair

Members:  
Fely Faulkner  
Elizabeth Hahn  
Karen Matsumoto  
Vonnell Ramos

**COUNTY OF KAUAI CIVIL SERVICE COMMISSION**  
**NOTICE OF MEETING AND AGENDA**

Tuesday, February 26, 2019  
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 January 22, 2019

**ACTING DIRECTOR'S REPORT**

CSC 2019-02                      2019 February

**BUSINESS**

CSC 2019-03

Discussion and possible action to change the 2019 meeting dates from the fourth Tuesday to the first Tuesday of each month.

**EXECUTIVE SESSION**

Pursuant to Hawai'i Revised Statutes §§92-4, 92-5 (a) (4), 92-9 (a) (1-4) and (b), 76-47 (e) 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-004** Discussion and implementation of the hiring process to begin selection of a Director of Human Resources. [12/11/18, 1/22/19]
- a. Review first draft of the Director of Human Resources Position Description.
  - b. Review timeline.

**ES-005** Executive Session Minutes of January 22, 2019

### **RETURN TO OPEN SESSION**

### **ANNOUNCEMENTS**

Next Meeting: Tuesday, March 19, 2019 – 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 HRS §92-4 and shall be limited to those items described in HRS §92-5(a).

cc: Deputy County Attorney Peter Morimoto

### **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: Sandra Muragin  
Office of Boards & Commissions  
4444 Rice Street, Suite 150  
Līhu'e, HI 96766  
Email: [smuragin@kauai.gov](mailto:smuragin@kauai.gov)  
Fax: 241-5127 Phone: 241-4919

SPECIAL ASSISTANCE

If you need an ASL Interpreter, materials in an alternate format, or other auxiliary aid support, or an interpreter for a language other than English, please contact Anela Segreti at (808) 241-4910 or [asegreti@kauai.gov](mailto:asegreti@kauai.gov) at least seven calendar days prior to the meeting.

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>January 22, 2019</b>
Location	Mo'ikeha Building, Liquor Control Conference Room 3	Start of Meeting: 2:00 p.m.	End of Meeting: 3:43 p.m.
Present	<p>Chair Richard Jose. Vice Chair Jeffrey Iida. Members: Fely Faulkner, Elizabeth Hahn (<i>arrived at 2:05 p.m.</i>), Karen Matsumoto and Vonnell Ramos.</p> <p>Also: Deputy Attorney General Henry Kim. Deputy County Attorney Peter Morimoto (<i>left at 2:11 p.m., arrived at 2:20 p.m. and left at 2:30 p.m.</i>). Acting Director of Human Resources Janine Rapozo (<i>arrived at 2:05 p.m. and left at 2:11 p.m. and arrived at 2:20 p.m. and left at 2:30 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching, Administrative Specialist Anela Segreti and Commission Support Clerk Sandra Muragin.</p>		
Excused			
Absent			
<b>SUBJECT</b>	<b>DISCUSSION</b>	<b>ACTION</b>	
<b>Call To Order/Roll Call</b>		Chair Jose called the meeting to order at 2:00 p.m. with five members present constituting a quorum.	
<b>Approval of Minutes</b>	<p><u>Open Session Minutes of December 11, 2018</u></p> <p>Mr. Iida indicated to correct "Mr. Ramos as Chair" to "Mr. Jose as Chair" in the third paragraph, under Business on page two.</p>	Ms. Faulkner moved to approve the Open Session minutes of December 11, 2018, as amended. Mr. Iida seconded the motion. Motion carried 5:0.	
<b>Acting Director's Report</b>	<p><u>CSC 2019-01</u> <u>2019 January</u></p> <p>Chair Jose called a recess at 2:02 p.m. and Commission Support Clerk Sandra Muragin left to retrieve Janine Rapozo.</p> <p>Commissioner Hahn arrived at 2:05 p.m.</p> <p>Ms. Rapozo arrived and Chair Jose called the meeting back to order at 2:05 p.m.</p> <p>Acting Director of Human Resources Janine Rapozo reviewed the Report for January with</p>		

SUBJECT	DISCUSSION	ACTION
	<p>the Commission (on file). Ms. Rapozo reported that the Fire Fighters Association two year contract would expire on June 30, 2019 and they are negotiating with an arbitrator to decide on the award. They are also working with an arbitrator for the Hawai'i Government Employees Association (HGEA) Units 3, 4, 13 and 14 contracts that also expire June 30, 2019. She said HGEA will only work on each unit separately and this would lead to a long negotiation process that would most likely not make it to the Legislature in time. Ms. Rapozo said they hope to fill two vacancies in the HR Department which are, Assistant Central Payroll Accountant and Personnel Management Specialist II, by mid-February.</p> <p>Ms. Faulkner asked for an update on the Police Chief position. Ms. Rapozo shared that they are undergoing background checks and once that is completed the Police Commission will decide which candidate gets a conditional offer that would require a psychological exam. Ms. Faulkner asked how many applicants applied and if they were from Hawai'i or out-of-state. With the approval from Deputy County Attorney Peter Morimoto, Ms. Rapozo responded that there were three out-of-state applicants left.</p> <p>Ms. Rapozo and Mr. Morimoto left the meeting at 2:11 p.m.</p> <p>With no further questions the Commission moved into Executive Session.</p>	<p>Ms. Faulkner moved to go into Executive Session. Ms. Hahn seconded the motion. Motion carried 6:0.</p> <p>The meeting moved into Executive Session at 2:11 p.m.</p>
<p><b>Return to Open Session</b></p>		<p>The meeting resumed in Open Session at 2:19 p.m.</p>
	<p><b><u>ES-001 RFA 2018-04 Appeal Hearing</u></b>          a. <u>Appeal to the Civil Service Commission/Merit Appeals Board, filed November 20, 2018. [11/27/18]</u></p>	

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Rapozo and Mr. Morimoto entered the meeting room at 2:20 p.m. and sat at the witness table.</p> <p>Chair Jose thanked Ms. Rapozo for returning and explained that the Commissioners had some questions.</p> <p>Ms. Matsumoto asked if the internal complaint procedures were completed. Ms. Rapozo stated that she was not prepared for the appeal hearing because she did not receive a notification letter. She said based on the response letter from HR the appellant's documents were reviewed and she sustained her decision to not accept his application.</p> <p>Ms. Matsumoto asked if the appellant filed an internal complaint form and Ms. Rapozo replied that she would need to check back with her staff. Ms. Matsumoto said that the appeal is based on HR's policies and procedures and not whether the appellant qualified or not, which is normally what is reviewed by the Commission. Ms. Rapozo said it was based on the acceptance of a late application, to which Ms. Matsumoto said that is a policy process and questioned why the Commission was now deciding on these types of appeals. Deputy County Attorney Peter Morimoto said based on the question he moved to dismiss based on lack of jurisdiction. Mr. Morimoto said he assumed the Commission had jurisdiction to hear this appeal and on behalf of his client he would advocate that they had jurisdiction; however they would have to rely on the advice from the Commissions attorney.</p> <p>Chair Jose asked Ms. Rapozo if the appellant explained the complaint to her. Ms. Rapozo said the appellant wanted HR to accept the application. Mr. Iida said on the appeal form the appellant stated no knowledge of the ability to sign up for notices of promotional opportunities. Ms. Rapozo replied that Unit 1 Collective Bargaining Agreement contract Section 16.06.b.5, states they can submit a request to the HR Department to be notified of any announcements for promotional opportunities. Based on Ms. Rapozo's response, Mr. Iida said the appellant and the union was responsible for informing them of this service.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Jose asked Ms. Rapozo if the appellant discussed dismissing this appeal with her, to which Ms. Rapozo said she did not communicate with the appellant.</p> <p>Ms. Rapozo and Mr. Morimoto left the meeting at 2:30 p.m.</p> <p>With no further questions the Commission moved into Executive Session.</p>	<p>Ms. Faulkner moved to go into Executive Session. Mr. Ramos seconded the motion. Motion carried 6:0.</p> <p>The meeting moved into Executive Session at 2:30 p.m.</p>
<p><b>Return to Open Session</b></p>	<p>Mr. Morimoto asked the Commission to ratify all actions taken by Commissioner Fely Faulkner prior to being sworn in.</p>	<p>The meeting resumed in Open Session at 3:41 p.m.</p> <p>Mr. Iida moved to ratify all actions taken by Commissioner Fely Faulkner prior to taking the Oath of Office. Ms. Hahn seconded the motion. Motion carried 6:0.</p>
<p><b>Announcements</b></p>	<p>Next Meeting: Tuesday, February 26, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.</p>	
<p><b>Adjournment</b></p>		<p>With no objections, Chair Jose adjourned the meeting at 3:43 p.m.</p>

Civil Service Commission  
Open Session  
January 22, 2019

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Submitted by: \_\_\_\_\_  
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
Richard Jose, Chair

- Approved as circulated.
- Approved with amendments. See minutes of \_\_\_\_\_ meeting.



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

FEBRUARY 2019

The arbitration with the Hawaii Fire Fighters Association (HFFA) finally came to a conclusion on February 1, 2019. Once we receive the award from the neutral arbitrator, all jurisdictions will ask for funding approval from their respective legislative bodies. All legislative bodies must approve the funding for the award to take effect.

Neutral arbitrators have been selected for the various Hawaii Government Employees Association (HGEA) Units 2, 3, 4, 13 and 14. Tentatively, the Maui Personnel Director will represent the Employer group for Unit 13 and Kaua'i will represent the Employer group for Unit 14. Employer representatives for the other units have not been finalized.

A couple of years ago, college intern Sharae Cua helped to develop a New Hire Video that is used during On-Boarding with recently hired staff. During her winter break, Sharae was able to update the video with the new Administration including Mayor Derek Kawakami as well as the various new Department Heads.

With our current Safety and Driver Improvement Coordinator out on long term leave, it was evident that backup is needed for this very specialized position. As such, a job posting for an Equipment Operator Trainer was advertised in January to build coverage for this area temporarily and in the long term. The department will be re-evaluating this component of the department to determine how to best move forward and ensure coverage since unfortunately, there were no applicants for the position.

Reina Kurisu will be joining the department as a Personnel Management Specialist II on February 16, 2019.

CHC 2019-02

**Administrative Services and Benefits**

- Staff attended internal training with Finance-Purchasing on the implementation of electronic fund certifications for new contracts.
- New Hires:
  - Automotive Mechanic I
  - Environmental Services Management Engineer
  - Equipment Operator II
  - Janitor II (2)
  - Laborer I (2)
  - Police Services Officer (3)
  - Real Property Account Clerk (exempt)
- Exit Interviews Conducted: 4 of 5
- TDI Applications 2 (1 approved/1 denied)
- Leave Sharing: 0
- Reference Checks: 17
- Employment Verifications: 11
- Transactions:

New Hires	16
Separations	5
Reallocations	8
Promotions	27
Demotions	0
Transfers	44
Pay Increase	284
Suspension	3
Leave Without Pay	0
Other	63
Seasonal	23

**Classification and Pay and Labor Relations**

- In line with the new Administration’s vision, re-organizations and job re-descriptions are being worked on based on the new Mayor’s priorities.
- Reallocations Processed:
  - Budget Analyst to Budget Administrator
  - Budget/Fiscal Specialist to Fiscal Officer II
  - Building Permit Clerk to Assistant Building Inspector
  - Civil Engineer III to Civil Engineer IV
  - Field Operations Clerk to Program Support Technician II (3)
  - Fire Fighter I to Fire Fighter Trainee (13)
  - Fire Fighter Trainee to Fire Fighter I (4)

Legal Clerk II to Deputy Prosecuting Attorney  
 Legal Clerk II to Legal Clerk III  
 Legal Clerk III to Senior Clerk  
 Procurement & Specifications Specialist I to Procurement Clerk II  
 Procurement & Specifications Specialist V to Procurement & Specifications VI  
 Procurement Technician II to Procurement & Specifications Specialist II  
 Public Safety Communications Manager to Information Technology Project Coordinator  
 Real Property Appraiser V to Tax Clerk  
 Secretarial Assistant to Council Services Assistant I (exempt)

- Desk Audits: Budget/Fiscal Specialist to Fiscal Officer II  
 Civil Engineer III to Civil Engineer IV  
 Legal Clerk II to Legal Clerk III
- New Classes Adopted: None

**Recruitment and Exam**

- Staff working with the Police Department to develop promotional examinations using new resource material and questions developed by a third party vendor.
- Recruitments: Account Clerk  
 Accountant I  
 Accounting Assistant (exempt)  
 Assistant Water Plant Operator  
 Body & Fender Repairer  
 Building Inspector  
 Bus Driver (Substitute) (exempt)  
 Clerk-Dispatcher I (exempt)  
 Cold Case Investigator (exempt)  
 County Auditor (exempt)  
 Departmental Contracts Officer  
 Deputy Prosecuting Attorney (exempt)  
 Electrician (Temporary) (exempt)  
 Emergency Services Dispatcher II (exempt)  
 Equipment Operator II  
 Equipment Operator III  
 Equipment Operator Trainer  
 Evidence Custodian Assistant (exempt)  
 Heavy Vehicle & Construction Equipment Mechanic I  
 Laborer Working Supervisor

Mayor's Administrative Aide (exempt)  
 Meter Reader & Field Collections Representative  
 MVR Assistant Clerk (exempt)  
 Park Caretaker II  
 Payroll Specialist I  
 Personnel Support Clerk (exempt)  
 Procurement Clerk II  
 Program Specialist I (exempt)  
 Public Housing & Development Program Specialist III  
 (exempt)  
 Sexual Assault Forensic Nurse Examiner (SANE) (2)  
 (exempt)  
 Site Manager (exempt)  
 Solid Waste Worker II  
 Traffic Signs & Markings Crew Leader  
 Van Driver (Substitute) (exempt)  
 Vehicle Titles & Registration Technician

- Lists Referred to Departments:

Accountant III  
 Accounting Assistant (exempt)  
 Building Permit Clerk  
 Bus Driver (Substitute) (2) (exempt)  
 Civil Engineer I (2)  
 Clerk Dispatcher I (exempt)  
 Cold Case Investigator (exempt)  
 Council Services Assistant (3) (exempt)  
 Customer Services Representative I  
 Deputy Prosecuting Attorney (exempt)  
 Emergency Services Dispatcher I  
 Emergency Services Dispatcher II (exempt)  
 Golf Course Groundskeeper  
 Lead Pipefitter  
 Maintenance Worker II (2)  
 Mayor's Administrative Aide (exempt)  
 MVR Assistant Clerk (exempt)  
 Ocean Safety Officer I (2)  
 Personnel Support Clerk (exempt)  
 Police Services Officer  
 Program Specialist I (exempt)  
 Repair Shop Utility Worker  
 Senior Clerk (2)  
 Sexual Assault Forensic Nurse Examiner (SANE) (2)  
 (exempt)  
 Solid Waste Worker II  
 Supervising Building Plans Examiner  
 Traffic Sign Painter

Wastewater Plant Operator Assistant

- Written Exams Administered: Bridge Maintenance Worker I (2)  
Customer Service Representative  
Emergency Services Dispatcher I  
Maintenance Worker II (2)  
Park Security Officer  
Police Services Officer  
Repair Shop Utility Worker (2)  
Supervising Building Inspector  
Supervising Building Plans Examiner
- Performance Exams Administered: Ocean Safety Officer I  
Solid Waste Worker II
- Administrative Reviews: Planner I/II/III (approved)  
Police Equipment Maintenance Coordinator (approved)

**Payroll**

- With the retirement of the Kauai Emergency Management Agency’s Public Services Secretary, payroll entries and accruals have been shifted to central payroll.
- Staff conducted a training with the Fire Department to review timesheet codes and move towards greater efficiencies.
- Gross Payroll:

1/15/2019	\$3,936,647
1/31/2019	\$4,109,326
EUTF (Health Fund)	\$2,052,892
ERS (Retirement)	\$1,644,118
Social Security	\$603,549
Medicare	\$221,853
PTS SS Savings	\$5,273

**Employee Development and Health Services**

- Ten (10) new workers’ compensation claims were filed this month; nine (9) medical-only claims, and one (1) indemnity claim. Staff followed up with departments to mitigate hazards including changing out faulty equipment to prevent injuries and stressful situations for employees.
- OSHA Logs and Summaries were completed and distributed to all departments for posting from February 1<sup>st</sup>-April 30<sup>th</sup>.
- A supervisory training for the Fire Department was held for seven (7) newly promoted Captains.

- Two (2) additional annual driver improvement trainings were held for five (5) employees who failed to attend the regularly scheduled sessions in 2018. A total of eighty-seven (87) employees were trained.
- Equipment/Driver Training: Ford F350 Dually (1 Public Works' employee)  
Ford F350 Flatbed Truck (1 Public Works' employee)  
HD 10 VV Hamm Roller #421 (18 Parks' employees)  
Forklift (3 Parks' and 4 Public Works' employees)

COUNTY OF KAUA'I  
CIVIL SERVICE COMMISSION  
**REVISED** 2019 MEETING DATES

1st Tuesday each Month at 3:00 p.m.  
beginning April 2.

Liquor Conference Room 3

January 22, 2019

February 26, 2019

March 19, 2019

April 2, 2019

May 7, 2019

June 4, 2019

July 2, 2019

August 6, 2019

September 3, 2019

October 1, 2019

November 5, 2019

December 3 or 17, 2019

*CSC 2019-03*