

Richard Jose  
Chair

Jeffrey Iida  
Vice Chair

Members:  
Fely Faulkner  
Elizabeth Hahn  
Vonnell Ramos  
Beth Tokioka  
Ricky Watanabe

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

Wednesday, October 30, 2019

3:00 p.m. Hawai'i Standard Time or shortly thereafter  
Mo'ikeha Building, Meeting Room 2A/2B  
4444 Rice Street, Līhu'e, HI 96766

**CALL TO ORDER**

**ROLL CALL**

**EXECUTIVE SESSION**

Pursuant to Hawai'i Revised Statutes §§92-4, 92-5 (a) (2) (4), the purpose of this Executive Session is to discuss the hiring of a new Director of Human Resources and other related matters where consideration of matters affecting privacy will be involved, and to consult with the Commission's legal counsel on questions and issues pertaining to the Commission's and County's powers, duties, privileges, immunities, and/or liabilities as they may relate to this agenda item. (On-going)

**ES-019**                      Communication dated September 6, 2019 from Deputy County Attorney Todd Karl Jenson to Chair Richard Jose and Civil Service Commission regarding a Request for Legal Opinion Regarding Interview and Essay Questions.

**ES-020**                      Discussion regarding audits performed for the following;  
A. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report No. 15-01)  
B. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report No. 18-01)

**ES-021**                      Discussion and implementation of the hiring process to begin selection of a Director of Human Resources. (On-going)  
A. Vice Chair Iida to report the Permitted Interaction Group 3 (PIG) findings on the questions and scoring tool to rate applicants during the oral interview.  
1. Review list of interview questions.

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2. Review scoring tool.
- B. Report from the County Attorney's Office on the certification of the six applicants.

## **BUSINESS**

### **CSC 2019-24**

Discussion regarding audits performed for the following;

- A. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report No. 15-01)
- B. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report No. 18-01)

### **CSC 2019-25**

Discussion and implementation of the hiring process to begin selection of a Director of Human Resources. [12/11/18, 1/22/19, 2/26/19, 3/19/19, 4/2/19, 5/7/19, 6/4/19, 7/2/19, 8/6/19, 9/3/19, 9/10/19, 10/01/19]

- A. Vice Chair Iida to report the Permitted Interaction Group 3 (PIG) findings on the questions and scoring tool to rate applicants during the oral interview.
  1. Review list of interview questions.
  2. Review scoring tool.
- B. Report from the County Attorney's Office on the certification and audit of the six applicants.
- C. Discussion and possible approval on the interview schedule and timeline.
  1. Confirm oral interview date(s).
  2. Confirm timeline of appointments.
  3. Confirm interview particulars.
- D. Review draft "Not Selected" letter.

## **ANNOUNCEMENTS**

Next Meeting: Tuesday, November 5, 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 Todd Jenson

## 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 auxiliary aid/service, other accommodation due to a disability, or an interpreter for non-English speaking persons, please contact the Office of Boards and Commissions at (808) 241-4917 or [asegreti@kauai.gov](mailto:asegreti@kauai.gov) as soon as possible. Requests made as early as possible will allow adequate time to fulfill your request. Upon request, this notice is available in alternate formats such as large print, Braille, or electronic copy.