

Jeffrey Iida
Chair

Vonnell Ramos
Vice Chair

Members:
Fely Faulkner
Richard Jose
Beth Tokioka
Ricky Watanabe

COUNTY OF KAUA'I CIVIL SERVICE COMMISSION
NOTICE OF TELECONFERENCE MEETING AND AGENDA

Tuesday, May 5, 2020
1:00 p.m. or shortly thereafter

COVID-19 NOTICE

On March 16, 2020, Governor Ige issued a supplemental Emergency Proclamation which in part suspended Hawaii Revised Statutes 92. The Committee on the Status of Women's meeting on Tuesday, April 21, 2020 will be closed to the public; however, the Committee will accept written testimony. Additionally, minutes of the meeting will be taken, and the open session minutes will be made available when possible.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- A. Open Session Minutes of March 3, 2020

DIRECTOR'S REPORT

- CSC 2020-11** Director's Report for the February/March 2020 period.
- A. COVID-19
 - B. Collective Bargaining
 - C. HRMS Project
 - D. Administrative Services and Benefits
 - E. Classification and Pay and Labor Relations
 - F. Recruitment and Exam
 - G. Payroll
 - H. Employee Development and Health Services
 - I. EEO/ADA

- CSC 2020-12** Director's Report for the March/April 2020 period.
- A. COVID-19 and Stay at Home Order
 - B. Collective Bargaining
 - C. HRMS Project
 - D. Employee Development and Health Services
 - E. Classification and Pay and Labor Relations

An Equal Opportunity Employer

- F. Recruitment and Exam
- G. Payroll
- H. EEO/ADA

BUSINESS

CSC 2020-13

Discussion and possible outline of job expectations for the Human Resources Director (on-going).

- A. Review sample evaluation.
- B. Discussion on other related matters.

EXECUTIVE SESSION

Pursuant to Hawai'i Revised Statutes §§92-4, 92-5 (a) (2) (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; 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 item, deliberate and take such action as appropriate.

- ES-009 – RFA 2020-01** Appeal to the Civil Service Commission/Merit Appeals Board, filed April 9, 2020, regarding employment application submitted for the Planning Inspector II position.
- a. Appeal form dated April 4, 2020 and received April 9, 2020
 - b. Human Resources letter dated March 30, 2020
 - c. Appeal Hearing

RETURN TO OPEN SESSION

Ratify the actions taken by the Civil Service Commission in executive session for agenda item: ES-009.

ANNOUNCEMENTS

Next Meeting: Tuesday, June 2, 2020 – 1:00 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

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.

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
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 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.