

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Faulkner asked for more information on the Safety and Driver Improvement Coordinator that is out on long term leave. Ms. Rapozo shared that the staff member is out on medical leave and has hinted of a possible retirement at the end of the year. She said they have one Coordinator and is now actively looking to hire a lower level person to train with the Coordinator once he returns from medical leave.</p> <p>Ms. Faulkner voiced her dissatisfaction with the Acting Director’s Report being primarily focused on union activities and arbitrations. She asked the Acting Director to also report on other areas like career path programs, employee training, HR activities, customer service complaints, programs to improve public perception and services developed to improve customer service delivery. Ms. Hahn questioned this request and wasn’t aware of one Commissioner having the authority to change procedures without the consent of the whole body. She asked that this be directed to the Chair first and then brought before the Commission for a decision. Ms. Hahn recalled that in the past they had long reports and appreciated the concise and short narratives that Ms. Rapozo provided. Chair Jose agreed and requested this be placed on the next agenda for the Commission to discuss and vote on before any action is taken by Ms. Rapozo.</p> <p>Administrator Ellen Ching commented that communication regarding these areas is not in place at the moment. She said HR would need to direct Department heads to receive these reports in order to track and report.</p>	
<p>Business</p>	<p><u>CSC 2019-03 Discussion and possible action to change the 2019 meeting dates from the fourth Tuesday to the first Tuesday of each month.</u></p> <p>Ms. Ching stated that she initiated this change. She explained that Boards and Commissions have been assigned contested case hearings for illegal Transient Vacation Rentals (TVR’s). To accommodate the additional workload, Ms. Ching said she needed to even out the weekly schedule of meetings so that these hearings could be scheduled twice a month. The existing staff would rotate and take turns handling these cases.</p>	

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	<p>Ms. Hahn asked Ms. Rapozo if it would be difficult to complete the report earlier in the month. Ms. Rapozo replied that her reports would be from the previous month and she would not do a report from March 19 to April 2, but will start up in the May meeting.</p> <p>Ms. Rapozo left the meeting at 3:26 p.m. With no further questions the Commission moved into Executive Session.</p>	<p>Mr. Iida moved to accept the amended schedule as circulated and change the meeting dates to the first Tuesday of each month beginning April 2, 2019. Ms. Faulkner seconded the motion. Motion carried 6:0.</p> <p>Mr. Iida moved to go into Executive Session. Ms. Hahn seconded the motion. Motion carried 6:0.</p> <p>The meeting moved into Executive Session at 3:26 p.m.</p>
<p>Return to Open Session</p>		<p>The meeting resumed in Open Session at 4:00 p.m.</p>
	<p><u>ES-004</u> <u>Discussion and implementation of the hiring process to begin selection of a Director of Human Resources.</u> [12/11/18, 1/22/19]</p> <ul style="list-style-type: none"> a. Review first draft of the Director of Human Resources Position Description. b. Review timeline. <p>Ms. Ching said two things need to be completed. One is to select the members on the Permitted Interaction Group (PIG) and the other is to select the advertising process. She suggested that Janine Rapozo explain in detail the different advertising options that have been used by other Boards and Commissions.</p>	

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	<p>Ms. Faulkner, Mr. Iida and Chair Jose volunteered to be on the PIG.</p> <p>Ms. Ching left to retrieve Janine Rapozo.</p> <p>Chair Jose called for a recess at 4:04 p.m. Chair Jose reconvened the meeting at 4:09 p.m.</p> <p>Ms. Ching explained that Ms. Rapozo was not available but said she would forward the approved DHR job description to Human Resources and move forward with HR explaining at the next meeting the processes for advertisement and the different distribution options.</p>	<p>Ms. Hahn moved to form a Permitted Interaction Group with the following members; Ms. Fely Faulkner, Mr. Jeffrey Iida and Chair Richard Jose. Mr. Ramos seconded the motion. Motion carried 6:0.</p>
Announcements	<p>Next Meeting: Tuesday, March 19, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.</p>	
Adjournment		<p>With no objections, Chair Jose adjourned the meeting at 4:13 p.m.</p>

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Richard Jose, Chair

(X) Approved as circulated. 03/19/19

() Approved with amendments. See minutes of _____ meeting.