

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	March 19, 2019		
Location	Mo'ikeha Building, Liquor Control Conference Room 3	Start of Meeting:	3:02 p.m.	End of Meeting:	4:33 p.m.
Present	Chair Pro Tem Jeffrey Iida. Members: Fely Faulkner, Elizabeth Hahn and Karen Matsumoto. Also: Deputy County Attorney Peter Morimoto (<i>arrived at 3:32 p.m.</i>). Acting Director of Human Resources Janine Rapozo (<i>left at 3:26 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.				
Excused	Chair Richard Jose, Commissioner Vonnell Ramos and Commissioner Beth Tokioka.				
Absent					
SUBJECT	DISCUSSION	ACTION			
Call To Order/Roll Call		Chair Pro Tem Iida called the meeting to order at 3:03 p.m. with four members present constituting a quorum.			
Approval of Minutes	<u>Open Session Minutes of February 26, 2019</u>	Ms. Hahn moved to approve the Open Session minutes of February 26, 2019, as circulated. Ms. Matsumoto seconded the motion. Motion carried 4:0.			
Acting Director's Report	<u>CSC 2019-04</u> <u>2019 March</u> Acting Director of Human Resources Janine Rapozo reviewed the March report with the Commission (on file). Ms. Rapozo shared that they were working on several programs to help fill positions that have been vacant for years. She said the first involved training from the State on shortage categories, and the ability to offer a competitive wage. She said the second program was with Public Works and they were looking into implementing trade apprenticeship programs that would recruit candidates at a lower level position and train to a journeyman position. Ms. Rapozo announced that the Police Commission selected a new Police Chief and a changing of the command ceremony would be held on April 22. She commended the Police Commission in selecting the right candidate and said the Fire				

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	<p>Commissions search for a new Fire Chief is still ongoing. Ms. Rapozo said her department is planning the annual employee recognition banquet scheduled for 5:30 p.m., on April 26, at the Kaua'i Veterans Center and invited the Commissioners to purchase a ticket and attend.</p>	
<p>Business</p>	<p><u>CSC 2019-05 Discussion and possible action to change the content on future monthly reports from the Director of Human Resources.</u></p> <p>Ms. Faulkner stated that the monthly reports were sufficient and no changes were required.</p> <p>Ms. Matsumoto asked Ms. Rapozo for an update on the status of the personnel information system. Ms. Rapozo informed the Commission that the new IT Manager recommended they purchase a brand new system to support the Human Resources Information System (HRIS) project. She said a new system is priced in the millions and a Request For Proposal (RFP) was completed; however, based on the response they decided to stop the process. Ms. Rapozo said they are now researching two programs; one is People Soft that the State uses and the other is Workforce that was recently purchased by Maui. She said the Mayor has committed funds in next year's CIP budget and would hire a consultant to begin the RFP process.</p> <p>Chair Iida called a recess at 3:24 p.m. Chair Iida reconvened the meeting at 3:32 p.m.</p> <p>Deputy County Attorney Peter Morimoto entered the meeting at 3:32 p.m.</p> <p>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</p>	<p>Mr. Morimoto read the Hawai'i</p>

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	<p>item, deliberate and take such action as appropriate.</p>	<p>Revised Statutes to move the meeting into Executive Session.</p> <p>Ms. Faulkner moved to go into Executive Session at 3:33 p.m. Ms. Matsumoto seconded the motion. Motion carried 4:0.</p>
<p>Return to Open Session</p>		<p>The meeting resumed in Open Session at 3:43 p.m.</p>
	<p><u>ES-006</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, 2/26/19]</p> <ul style="list-style-type: none"> a. Possible formation of a permitted interaction group (PIG) pursuant to Hawai'i Revised Statutes Section 92-2.5(b)(1-2) to review and discuss applications and resumes received by the Human Resources Department for the Director of Human Resources position. b. Acting Human Resources Director to review details, timelines and responsibilities for the Option #2 timeline. <p>Ms. Ching recapped for the Commission that at the last meeting they discussed at length advertising internally and externally but did not come to a decision. She said they also formed a Permitted Interaction Group (PIG) but because it was not on the agenda it was placed back for the Commission to consider.</p> <p>Chair Pro Tem Iida asked that they discuss the PIG at the next meeting, since Chair Jose was not present, and he originally volunteered to be on the PIG.</p> <p>Chair Pro Tem Iida called for a recess at 3:44 p.m. Chair Pro Tem Iida called the meeting back to order at 3:47 p.m.</p> <p>Ms. Ching also recapped that the Commission selected the Option #2 timeline and asked Ms.</p>	

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	<p>Rapozo to explain the process.</p> <p>Ms. Rapozo said the Commission directs HR on how to post, how long and where to place the advertisement. She said the Police Commission posted their advertisement for 45 days and Board of Water posted for 14 days. She said other Commissions have posted internal and external simultaneously. Ms. Hahn said she wanted preference given to County of Kaua'i candidates but also wanted to advertise both internal and external simultaneously to shorten the time frame. Ms. Matsumoto, Chair Pro Tem Iida and Ms. Faulkner felt the nine month timeline was too long. After much discussion they agreed that the number of applications would depend on the length of the advertisement and that would determine how long the process would take. Ms. Rapozo shared the rigorous vetting process that the Police and Fire Commission used to streamline their applications.</p> <p>Ms. Hahn questioned the salary of the HR Director. Ms. Ching stated the Salary Commission sets the maximum cap. Ms. Hahn said the quality of candidates may not be what the Commission would want based on the current salary. Ms. Ching said a Salary Resolution would be reviewed by the County Council next week and it may be adopted or not. She suggested they offer the maximum salary for now and not wait for the Salary Resolution to pass because the Commission would have the ability to increase the salary to the new rate, if it passes.</p> <p>Chair Pro Tem Iida asked the Commission to decide on the particulars of the advertisement at the next meeting.</p>	<p>Ms. Hahn moved to authorize Human Resources to draft the advertisement for the recruitment of the Director of Human Resources. Ms. Faulkner seconded the motion. Motion carried 4:0.</p>
Announcements	Next Meeting: Tuesday, April 2, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Pro Tem Iida adjourned the meeting

SUBJECT	DISCUSSION	ACTION
		at 4:33 p.m.

Submitted by: _____ Reviewed and Approved by: _____
Sandra Muragin, Commission Support Clerk Jeffrey Iida, Chair Pro Tem

(X) Approved as circulated. 04/02/19

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