

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>April 2, 2019</b>
Location	Mo'ikeha Building, Liquor Control Conference Room 3	Start of Meeting:	3:04 p.m.
		End of Meeting:	3:46 p.m.
Present	Chair Pro Tem Jeffrey Iida. Members: Fely Faulkner, Elizabeth Hahn and Vonnell Ramos. Also: Deputy County Attorney Nicholas Courson. 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 and Commissioner Beth Tokioka.		
Absent			
SUBJECT	DISCUSSION	ACTION	
<b>Call To Order/Roll Call</b>		Chair Pro Tem Iida called the meeting to order at 3:04 p.m. with four members present constituting a quorum.	
<b>Approval of Minutes</b>	<u>Open Session Minutes of March 19, 2019</u>	Ms. Faulkner moved to approve the Open Session minutes of March 19, 2019, as circulated. Ms. Hahn seconded the motion. Motion carried 4:0.	
<b>Business</b>	<p><b><u>CSC-2019-06</u></b> <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, 3/19/19]</p> <p>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.</p> <p>b. Review draft advertisement from Human Resources Department for the Director of Human Resources.</p> <p>Ms. Hahn reported that she attended last week's County Council meeting to show support for the Salary Commission's proposal to upgrade the salary caps for the Director of Human Resources (DHR) and other Department Heads. She said the DHR was in a category that the</p>		

SUBJECT	DISCUSSION	ACTION
	<p>County Council would likely not approve even though the salary is well below market range. Ms. Hahn said there were some interesting discussion on the inversion salary and how a lower level position made more pay than a higher salaried position. Based on her experience, Ms. Hahn suggested they do not hire anyone until they can offer a salary worthy of the position. Chair Pro Tem Iida questioned the legality and impact it would have on the Acting Director. Deputy County Attorney Nicholas Courson said he wasn't aware of any specific rule and hiring timeline but the Commission should have a good faith effort to move the process forward and find a replacement for the benefit of the county.</p> <p>Acting Director of Human Resources Janine Rapozo commented that filling the position would be in the Departments best interest and she would continue as an Acting Director until the Commission found a permanent DHR. Ms. Rapozo said they would operate as best they could and work with the current resources that they have.</p> <p>Ms. Hahn shared that the Police took a long time to find a replacement and the Fire Commission was still going through a lengthy process. She stated the County Council needs to put the County before their own personal agenda and was hopeful that this would not diminish the Commissions duty to hire and provide support to the new DHR. Ms. Faulkner remarked that they may find an applicant who is willing to take on the position at the current salary and she advocated moving forward with the hiring process.</p> <p>Administrator Ellen Ching shared insight on her years of service as an Executive Director for a non-profit organization. She said the Commission should not lose hope and continue to move forward in the best way that they can because she is hopeful that the Salary Resolution will pass. Ms. Ching said the Charter mandates that the Commission appoint a DHR.</p>	<p>Ms. Faulkner moved to proceed with the hiring process of selecting a Director of Human Resources using the Option #2 timeline. Mr. Ramos seconded the motion. Roll Call Vote 3:1</p>

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	<p>Chair Pro Tem Iida announced that the motion did not pass. Four votes were required.</p> <p>Chair Pro Tem Iida called for a recess at 3:36 p.m.</p> <p>Chair Pro Tem Iida called the meeting back to order at 3:38 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 item, deliberate and take such action as appropriate.</p> <p>Chair Pro Tem Iida called for the question.</p>	<p>(Nay – Hahn)</p> <p>Ms. Faulkner moved to go into Executive Session. Ms. Hahn seconded the motion.</p> <p>Mr. Courson read the Hawai‘i Revised Statutes to move the meeting into Executive Session at 3:39 p.m.</p> <p>Motion carried 4:0.</p>
<b>Return to Open Session</b>		The meeting resumed in Open Session at 3:41 p.m.
<b>Business</b>	<p><u><b>CSC-2019-06</b></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, 3/19/19]</p> <ul style="list-style-type: none"> <li>c. 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.</li> <li>d. Review draft advertisement from Human Resources Department for the Director of Human Resources.</li> </ul> <p>Ms. Hahn inquired if a testimony from the Chair or Vice Chair at the next County Council</p>	

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	<p>meeting would help. Ms. Ching stated that it would definitely make a statement and show the Council that the Boards and Commissions are unified in agreement with the Salary Resolution. Ms. Ching mentioned that the new County Council members and public were not aware that the Mayor controlled only 13 salaries from the list of Department heads and many of that fell under the management of the Boards and Commission volunteers who control the hiring, evaluation and setting salary.</p>	<p>Ms. Faulkner moved to defer CSC 2019-06 Discussion and implementation of the hiring process to begin selection of a Director of Human Resources to the next meeting. Ms. Hahn seconded the motion. Motion carried 4:0.</p>
<b>Announcements</b>	<p>Next Meeting: Tuesday, May 7, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.</p>	
<b>Adjournment</b>		<p>With no objections, Chair Pro Tem Iida adjourned the meeting at 3:46 p.m.</p>

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

Reviewed and Approved by: \_\_\_\_\_  
 Jeffrey Iida, Chair Pro Tem

( X ) Approved as circulated. 05/07/19

( ) Approved with amendments. See minutes of \_\_\_\_\_ meeting.