

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	May 7, 2019
Location	Mo'ikeha Building, Liquor Control Conference Room 3	Start of Meeting: 3:00 p.m.	End of Meeting: 4:35 p.m.
Present	Chair Richard Jose. Vice Chair Jeffrey Iida. Members: Fely Faulkner, Elizabeth Hahn, Beth Tokioka (<i>via teleconference</i>). Also: Deputy County Attorney Nicholas Courson and Legal Clerk Todd Jenson. Acting Director of Human Resources Janine Rapozo (<i>left at 3:14 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Commissioner Vonnell Ramos.		
Absent			
SUBJECT	DISCUSSION	ACTION	
Call To Order/Roll Call		Chair Jose called the meeting to order at 3:00 p.m. with five members constituting a quorum.	
Approval of Minutes	<p>a. <u>Open Session Minutes of April 2, 2019</u></p> <p>b. <u>Executive Session Minutes of April 2, 2019</u></p>	<p>Mr. Iida moved to approve the Open Session minutes of April 2, 2019, as circulated. Ms. Hahn seconded the motion. Motion carried 5:0.</p> <p>Mr. Iida moved to approve the Executive Session minutes of April 2, 2019, as circulated. Ms. Faulkner seconded the motion. Motion carried 5:0.</p>	
Acting Director's Report	<p><u>CSC 2019-07</u> <u>2019 April</u></p> <p>Acting Director of Human Resources Janine Rapozo reviewed the April report with the Commission (on file). Ms. Rapozo shared that the labor contracts for the Hawai'i Fire Fighters Association and United Public Workers (UPW) was forwarded to the County Council for funding approval and that a public hearing would be held May 29th. However,</p>		

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	<p>all jurisdictions would need to approve the award before these are finalized. Also effective July 1st all Hawai'i Government Employee Association (HGEA) would be without a contract and only five units would continue with the current contract past July 1st, as well as the new rates, for the Employer Union Trust Fund (EUTF).</p> <p>Ms. Rapozo stated that six HR employees would attend a City and County of Honolulu classification training on O'ahu this Thursday. She shared that there were over 300 in attendance at the recent employee banquet that honored employees of the year, as well as those with years of service. She credited her staff for organizing this successful event.</p> <p>Ms. Tokioka asked Ms. Rapozo to explain "Other – 81" located under "Transactions" in the Administrative Services and Benefits section of her report. Ms. Rapozo explained that it included amended payroll certifications, errors, reallocations that were retroactively done and completed transactions that needed to amend old ones. Ms. Tokioka also asked if it was normal to have 32 reallocations. Ms. Rapozo admitted it was higher than usual but there were numerous positions that required multiple reallocations.</p> <p>Ms. Hahn stated that her recent attendance to the County Council meeting revealed the numerous additional task Human Resources were expected to provide, in order for the Council to make a decision. She was shocked at the volume of reports provided by HR and the magnitude of importance those reports provided. It reaffirmed her belief on how important and crucial HR is to the well-being of the County. Ms. Rapozo agreed that this particular instance there was a lot requested and these type of request varied depending on the subject matter. She agreed with Ms. Hahn to add a new line item into the monthly report that would include in-house requests.</p>	
<p>Business</p>	<p><u>CSC-2019-08</u> Discussion and implementation of the hiring process to begin selection of a <u>Director of Human Resources</u>. [12/11/18, 1/22/19, 2/26/19, 3/19/19, 4/2/19]</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) which scope of duties may include. <ul style="list-style-type: none"> i. Select and determine the number of criteria. 	

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	<ul style="list-style-type: none"> ii. Review applications. iii. Selection of semi-finalists. iv. Follow-up and control to ensure time frames are met. v. Framing and vetting written and oral questions for the candidates and critically review all aspects of the process <p>b. Review draft advertisement from Human Resources Department for the Director of Human Resources. Determine length of time to post the job opening and advertisement venues.</p> <p>Ms. Hahn probed for the status of the salary resolution, to which Deputy County Attorney Nicholas Courson replied that the County Council deferred the resolution past the decision point, essentially allowing it to automatically pass. With that update, Ms. Hahn queried on whether it was necessary to form a PIG. The Commission made a decision before the outcome of the salary resolution and with the new salary cap she was now able to nominate an individual so the validity of a PIG was not needed. The Commission was reminded by Administrator Ellen Ching that they voted for Option #2 which was to form a permitted interaction group at a previous meeting, not nominate individuals. Ms. Hahn asked if they could revisit their options again, now that the salary resolution passed. Mr. Courson suggested she make a motion and that would reveal if the Commission was in agreement with her. After some discussion, it became clear to Ms. Hahn that the Commission wanted to continue with Option #2.</p> <p>Mr. Courson redirected the Commission back to the discussion on the scope of duties for the PIG. Ms. Tokioka asked for definition on what criteria meant. Ms. Ching explained that a criteria sheet would be used to review and rate all applicants that basically passed the initial required qualifications as outlined in the position description for the Director of Human Resources (DHR). Having gone through the hiring process for the Chief of Police, she said the Police Commission used a criteria sheet. The criteria sheet could list the preferred qualifications with each section having a point system or weighted score. The applicants with more preferred qualifications would score higher and the PIG could then recommend to</p>	<p>Ms. Faulkner moved to form a permitted interaction group (PIG). Mr. Iida seconded the motion.</p>

SUBJECT	DISCUSSION	ACTION
	<p>interview applicants that score X number of points. This way not all of the applications received would be reviewed by the full Commission. Ms. Ching shared that once the PIG presents their findings to the Commission, the Commission would need to wait for another meeting to adopt or amend the findings and suggested they consider scheduling a meeting the very next day or soon after to vote or they could wait for their next scheduled meeting.</p> <p>Looking at the scope of duties for the PIG, Mr. Courson shared his doubts that one PIG could accomplish the list and stated that multiple PIG's would be required. He explained that three minimum meetings was required for the PIG to work and once they reported their findings the PIG dissolved. He would not recommend allowing the PIG to determine the criteria, review applications and select semi-finalist because the Commission may not agree on the PIG's criteria and that would delay the timeline. To jump start the process and save time, Mr. Courson suggested the Commission "select and determine the number of criteria" today. With that complete, the PIG's scope of duties could then include "review applications" and "selection of semi-finalists."</p> <p>The Commission shared their thoughts and agreed to use the preferred qualifications as the criteria and assigned a percentage value to each paragraph.</p> <p>Chair Jose called for the question.</p>	<p>Motion carried 4:1 (Nay – Hahn)</p> <p>Ms. Hahn moved to select the three paragraphs listed under preferred qualifications as written in the position description of the Director of Human Resources as the criteria and assigned 25% to the first paragraph, 50% to the second</p>

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	<p>Based on Mayor Kawakami’s commitment to the County Council that salary raises would only be considered after department heads serve a year in their position and perform at a favorable job evaluation, Ms. Ching asked the Commission to consider keeping the current annual salary on the advertisement. Ms. Hahn disagreed and reminded the Commission that they controlled the DHR and made the final decision. She said it was important for the Commission to maintain authority over the selection process of the DHR and advocated for listing the new maximum annual salary.</p>	<p>paragraph and 25% to the third paragraph. Ms. Faulkner seconded the motion. Motion carried 5:0.</p> <p>Ms. Tokioka moved that the scope of duties for the PIG encompass; review of applications and arrange applications in ranking order based on its criteria score. Ms. Hahn seconded the motion. Motion carried 5:0.</p> <p>Ms. Hahn moved that the Permitted Interaction Group be comprised of the following members; Vice Chair Jeffrey Iida, Commissioner Fely Faulkner and Commissioner Beth Tokioka. Mr. Iida seconded the motion. Motion carried 5:0.</p>

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	<p>Chair Jose called for a recess at 4:20 p.m. Chair Jose called the meeting back to order at 4:24 p.m.</p> <p>To assist the Commission with the hiring process, Ms. Ching shared recommendations from the Police Commission who recently completed the hiring process for the Chief of Police. After a lengthy discussion the Commission endorsed the following changes to the advertisement;</p> <ul style="list-style-type: none"> • Annual Salary Up to \$123,318 effective July 1, 2019 • Limit applicant resume to a maximum of 5 pages total and must include the following; <ul style="list-style-type: none"> ○ 1-page cover letter required ○ Maximum 1-page of training or classes ○ No personal or professional references ○ No certificates or diplomas ○ No letters of recommendation ○ No photographs • Limit advertisement to 30 days from date of first posting. 	<p>Ms. Hahn moved to approve the draft DHR advertisement with the following changes;</p> <ul style="list-style-type: none"> *Annual Salary Up to \$123,318 effective July 1, 2019 *Limit applicant resume to a maximum of 5 pages and must include the following; <ul style="list-style-type: none"> -1-page cover letter required -Maximum 1-page of training or classes -No personal or professional references -No certificates or diplomas

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	<p>Ms. Ching read the Police Commission recommendations on where and where not to advertise. The Commission discussed avoiding job websites that automatically send resumes that match up to the job description.</p> <p>The Commission discussed the following for the June 4th meeting;</p> <ul style="list-style-type: none"> • Assess response from advertisement. • Schedule PIG meetings in June to review applications. • PIG to report findings in the July 2 meeting. • Schedule double meetings in July for the Commission to receive the PIG findings and then act on the findings soon after. 	<p>-No letters of recommendation -No photographs *Limit advertisement to 30 days from date of first posting. Ms. Faulkner seconded the motion. Motion carried 5:0.</p> <p>Ms. Hahn moved to approve advertising in Government (county, other counties, state), professional HR websites- Society of Human Resources (SHRM), Garden Island Newspaper, Star Advertiser Newspaper and other professional organizations. Ms. Faulkner seconded the motion. Motion carried 5:0.</p>
Announcements	Next Meeting: Tuesday, June 4, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Jose adjourned the meeting at 4:35 p.m.

Civil Service Commission
Open Session
May 7, 2019

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Submitted by: _____ Reviewed and Approved by: _____
Sandra Muragin, Commission Support Clerk Richard Jose, Chair

Approved as circulated. 06/04/19

Approved with amendments. See minutes of _____ meeting.