

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	June 4, 2019
Location	Mo'ikeha Building, Liquor Control Conference Room 3	Start of Meeting:	3:00 p.m.
		End of Meeting:	4:28 p.m.
Present	Chair Richard Jose. Vice Chair Jeffrey Iida. Members: Fely Faulkner, Beth Tokioka and Vonnell Ramos. Also: First Deputy County Attorney Nicholas Courson, Deputy County Attorney Todd Jenson and Deputy County Attorney Andrew Michaels. Acting Director of Human Resources Janine Rapozo (<i>left at 3:55 p.m.</i>). Deputy County Clerk Scott Sato (<i>left at 3:08 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Commissioner Elizabeth Hahn.		
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	<u>Open Session Minutes of May 7, 2019</u>	Mr. Iida moved to approve the Open Session minutes of May 7, 2019, as circulated. Ms. Faulkner seconded the motion. Motion carried 5:0.
Acting Director's Report	<p><u>CSC 2019-09</u> <u>Acting Director's Reports, Announcements and Pertinent Updates for the May 2019 period.</u></p> <ol style="list-style-type: none"> a. Labor contracts and negotiations b. Administrative Services and Benefits c. Classification and Pay and Labor Relations d. Recruitment and Exam e. Payroll f. Employee Development and Health Services <p>Acting Director of Human Resources Janine Rapozo reviewed the May report with the Commission (on file). The Hawai'i Government Employee Association (HGEA) bargaining units 2, 3, 4, 13 & 14 will be without a contract from July; the first arbitration is scheduled</p>	

SUBJECT	DISCUSSION	ACTION
	<p>in September and the Hawai'i Fire Fighters Association unit 11 award is up for committee hearing tomorrow at the County Council.</p> <p>Ms. Tokioka asked for clarification on the United Public Workers (UPW) contract. Ms. Rapozo explained that two years ago UPW entered into a four year contract that included a re-opener stipulation after the second year. This re-opener stipulation was an agreement for an extra 1.2% raise in January 2020 and January 2021 and was not approved by the County Council. Final reading is scheduled in July.</p> <p>A correction was made on the second bullet under Employee Development and Health Services, the parenthesis number was listed as 190 and it should be 19.</p>	
<p>Communications</p>	<p><u>CSC-2019-10</u> <u>Communication dated May 7, 2019 from Mayor Derek S.K. Kawakami to Chair Richard Jose and Members of the Civil Service Commission regarding Salary Resolution No. 2019-1.</u></p> <p>Administrator Ellen Ching explained to the Commission that department heads who directly report to Mayor Kawakami would need to complete one year of work and receive a favorable evaluation before a pay raise would be considered. The communication clarifies Mayor Kawakami's position on the recent passing of the Salary Resolution and a request for the Commission to consider taking the same approach.</p> <p>With no further discussion, Chair Jose called for the question.</p>	<p>Ms. Tokioka moved to receive the communication dated May 7, 2019 from Mayor Derek S.K. Kawakami. Mr. Iida seconded the motion.</p> <p>Motion carried 5:0.</p>
<p>Business</p>	<p><u>CSC-2019-11</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, 4/2/19, 5/7/19]</p> <ol style="list-style-type: none"> a. Review and possible approval of the second draft advertisement from Human Resources Department for the Director of Human Resources. b. Discussion on the schedule of July meeting dates for the Permitted Interaction Group (PIG). c. 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. 	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> i. Screen and review applications to eliminate the applicants that do not meet the minimum criteria. ii. Interview finalist and complete scoring package. <p>Ms. Ching explained that she has had discussions with Ms. Rapozo regarding concerns on routing applications to the Human Resources Department. In the best interest of this Commission and to eliminate any potential preference or allegations of unfair and unequal treatment the applications would be sent directly to the Office of Boards and Commissions.</p> <p>Ms. Ching reiterated previous actions taken by the Commission;</p> <ul style="list-style-type: none"> 1. The Commission approved Option 2, which was to form a Permitted Interaction Group (PIG) whose scope of duties included review applications and arrange in ranking order based on criteria score. 2. The Commission agreed to advertise for 30 days. 3. Option 2 outlined a nine month timeline. <p>The Commission discussed with Ms. Rapozo the various dates for the advertisement and agreed to start on Sunday, June 16 to Tuesday, July 16. The Commission discussed the verbiage in the second draft advertisement and agreed to change the last sentence from “no later than” to “must be received no later than.”</p> <p>First Deputy County Attorney Nicholas Courson reminded Commission that the previous motion approved the second draft advertisement and if they wanted to now amend the advertisement, a motion to reconsider would annul the first motion.</p>	<p>Ms. Faulkner moved to approve the second draft advertisement from Human Resources Department for the Director of Human Resources. Ms. Tokioka seconded the motion. Motion carried 5:0</p> <p>Mr. Iida moved to reconsider the motion to approve the second draft advertisement from Human Resources Department</p>

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Rapozo passed out a document that listed 10 different advertising options with information and cost. The Commission reviewed the list and through their discussion with Ms. Rapozo they approved to place the advertisement in items 1, 2, 3, 4, 7 and 8. They declined to advertise in 5, 6, 9 and 10.</p>	<p>for the Director of Human Resources. Ms. Faulkner seconded the motion. Motion carried 5:0</p> <p>Mr. Iida moved to amend the second draft advertisements last sentence as follows; To apply for this exceptional career opportunity, submit proof of a motor vehicle operator’s license and resume must be received no later than (date). Ms. Tokioka seconded the motion. Motion carried 5:0.</p> <p>Ms. Faulkner moved to approve the advertisement with the amendments. Mr. Iida seconded the motion. Motion carried 5:0.</p> <p>Ms. Tokioka moved to approve the following advertisement options from the list that was handed out by the Acting Director of Human Resources;</p> <ol style="list-style-type: none"> 1. County of Kaua‘i website 2. Other County/State

SUBJECT	DISCUSSION	ACTION
	<p>Mr. Ramos suggested the Commission consider the Preferred Feature Posting on option item #4 Society of Human Resource Management National, which included additional advertisement instead of the Standard Posting.</p> <p>With no second, the motion made by Mr. Ramos died.</p> <p>With no further discussion, Chair Jose returned to the main motion and asked the question.</p> <p>Mr. Courson stated that the PIG could decide on their meeting dates and communicate it with the Office of Boards and Commissions outside of a meeting. It would not need to be discussed in a scheduled meeting. They also decided to not form another PIG. The Commission agreed that the full Commission would interview finalist and complete the scoring package.</p> <p>Pursuant to Hawai‘i Revised Statutes §§92-4 and 92-5 (a) (2) (4) the purpose of this executive session is for the Commission to discuss the hiring of a new Director of Human</p>	<p>jurisdictions</p> <ol style="list-style-type: none"> 3. Society of Human Resource Management – Hawai‘i 4. Society of Human Resource Management – National. Standard Posting. 7. Garden Island Newspaper 8. Star Advertiser & Midweek <p>Ms. Faulkner seconded the motion.</p> <p>Mr. Ramos moved to amend the motion to include the Preferred Feature Posting instead of the Standard Posting.</p> <p>Motion carried 5:0</p>

SUBJECT	DISCUSSION	ACTION
	Resources and other related matters 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 the County's powers, duties, privileges, immunities, and/or liabilities as they may relate to this agenda item.	<p>Ms. Ching read the Hawai'i Revised Statutes to move the meeting into Executive Session.</p> <p>Mr. Iida moved to enter into Executive Session. Ms. Tokioka seconded the motion. Motion carried 5:0.</p> <p>At 3:56 p.m. the Commission entered into Executive Session.</p>
Announcements	Next Meeting: Tuesday, July 2, 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.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Richard Jose, Chair

(X) Approved as circulated. 07/02/19

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