

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>September 3, 2019</b>
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting: 3:00 p.m.	End of Meeting: 4:43 p.m.
Present	<p>Chair Richard Jose. Vice Chair Jeffrey Iida. Commissioner: Fely Faulkner, Elizabeth Hahn, Vonnell Ramos (<i>arrived at 3:01 p.m.</i>), Beth Tokioka (<i>arrived at 3:01 p.m.</i>) and Ricky Watanabe (<i>left at 3:55 p.m.</i>).</p> <p>Deputy County Attorney Todd Jenson. Acting Director of Human Resources Janine Rapozo (<i>left at 3:11 p.m.</i>). Office of Boards and Commissions Staff: Administrative Specialist Anela Segreti, Administrator Ellen Ching (<i>arrived at 3:49 p.m.</i>) and Commission Support Clerk Sandra Muragin.</p>		
Excused			
Absent			
SUBJECT	DISCUSSION	ACTION	
<b>Call To Order/Roll Call</b>		Chair Jose called the meeting to order at 3:00 p.m. with five members constituting a quorum.	
<b>Approval of Minutes</b>	A. Open Session Minutes of August 6, 2019	Vice Chair Iida moved to approve the Open Session minutes of August 6, 2019, as circulated. Ms. Hahn seconded the motion. Motion carried 5:0.	
<b>Acting Director's Report</b>	<p><b><u>CSC 2019-18</u></b> <u>Acting Director's Reports for the August 2019 period.</u></p> <ul style="list-style-type: none"> <li>A. Labor contracts and negotiations</li> <li>B. Administrative Services and Benefits</li> <li>C. Classification and Pay and Labor Relations</li> <li>D. Recruitment and Exam</li> <li>E. Payroll</li> <li>F. Employee Development and Health Services</li> <li>G. ADA/EEO</li> </ul> <p>Acting Director of Human Resources Janine Rapozo reviewed the August report with the Commission (on file). The Human Resource Management System (HRMS) selection</p>		

SUBJECT	DISCUSSION	ACTION
	<p>committee met last Friday and reviewed two resumes from consultants who would produce the Request for Proposal (RFP) specifications and scope of work. The committee anticipates a final selection this week. Ms. Rapozo said arbitrations would start in September for the five bargaining units that have been without a contract since July 1, 2019.</p> <p>Ms. Faulkner asked to identify the five bargaining units (BU) listed on the first page of the report. Ms. Rapozo identified the following bargaining units;            BU 4: white collar supervisors, 17 members.            BU 13: professional workers with college degrees; accountants, IT specialist.            BU 2: HGEA members that supervise blue collar (UPW) workers, 20 members.            BU 3: white collar workers, clerical staff, inspectors, 200 members.            BU 14: newly created for ocean safety workers, 40-50 members.</p> <p>Ms. Tokioka inquired if each unit had the same non-cost items and if they were truly non-cost items. Ms. Rapozo replied that they were mostly different and some could be categorized as non-cost items. She gave an example of investigations for leave with pay or without pay and changes to funeral leave qualifications.</p> <p>Ms. Hahn asked if the new HRMS would be compatible statewide and if they could combine their purchase into one statewide order to be cost effective. Ms. Rapozo said it would just be compatible for the county of Kaua‘i and no action was taken to include other jurisdictions in the purchase.</p>	
<p><b>Communications</b></p>	<p><b><u>CSC 2019-19</u></b> Communication dated July 3, 2019 from Charter Review Commission Vice Chair Jan TenBruggencate to Chair Richard Jose and the Civil Service Commission regarding a Request for any proposals to amend the Charter. [8/6/19]</p> <p>Ms. Hahn vaguely remembered that earlier in her tenure as a commissioner there was something that the commission wanted to do, but couldn't, because it would require a Charter amendment, but she couldn't recall what that something was.</p>	<p>Mr. Watanabe moved that the Commission did not have any proposals to amend the Charter and that the Commission send a letter to Chair TenBruggencate regarding this. Ms. Tokioka seconded the motion. Motion carried 7:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p>Pursuant to Hawai‘i Revised Statutes §§92-4 and 92-5 (a) (2) (4), 92-9 (a) (1-4) and (b) the purpose of this Executive Session is to receive and approve Executive Session minutes, and to discuss the hiring of a new Director of Human 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. (On-going)</p>	<p>Ms. Segretti read the Hawai‘i Revised Statutes to move the meeting into Executive Session.</p> <p>Mr. Watanabe moved to enter into Executive Session. Vice Chair Iida seconded the motion. Motion carried 7:0.</p> <p>At 3:16 p.m. the Commission entered into Executive Session.</p>
<p><b>Return to Open Session</b></p>		<p>The meeting resumed in Open Session at 3:39 p.m.</p>
<p><b>Business</b></p>	<p><b><u>CSC 2019-20</u></b> Discussion and implementation of the hiring process to begin selection of a <b><u>Director of Human Resources</u></b>. [12/11/18, 1/22/19, 2/26/19, 3/19/19, 4/2/19, 5/7/19, 6/4/19, 7/2/19, 8/6/19]</p> <p>A. Discussion and possible approval of the recommendations from the Permitted Interaction Group (PIG) on the applicants that met the minimum criteria and approved to move forward to the next phase of the interview process.</p> <p>The commission had no further discussions on item A and moved on to the next agenda item.</p> <p>B. Discussion and possible approval on the written essay question process.</p>	<p>Ms. Tokioka moved to accept the following;</p> <ol style="list-style-type: none"> <li>1. Post a Special Meeting on Tuesday, September 10, 2019 to approve the PIG’s recommended list of essay questions.</li> </ol>

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Hahn suggested to implement a 200 word limit per question versus page limit. The commission discussed her proposal and decided to keep it to a three page limit.</p> <p>With no further discussion, Chair Jose asked the question.</p> <p>C. Discussion on formulating the process for the oral interview step in the hiring process.</p> <ol style="list-style-type: none"> <li>1. Discuss the oral interview process.</li> <li>2. Select a Commissioner to work with the Administrator on formulating the list of oral interview questions.</li> <li>3. 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;</li> </ol>	<ol style="list-style-type: none"> <li>2. Send by email the approved essay questions to the 15 applicants.</li> <li>3. Instruct the applicants that they must respond by five consecutive days.</li> <li>4. The whole commission would review the essay responses at the October 1st meeting.</li> <li>5. Limit the number of response pages to a maximum of three pages.</li> </ol> <p>Vice Chair Iida seconded the motion.</p> <p>Motion carried 7:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p style="text-align: center;">a. Formulate a list of questions to use during the oral interview.            b. Create a scoring tool to rate applicants during oral interview.</p> <p>Vice Chair Iida said during the oral interview the candidate must be physically present and interviewed in front of the whole commission. The commission considered three to five candidates should be moved to the oral interview phase.</p> <p><i>Ms. Ellen Ching arrived.</i></p> <p>Ms. Hahn inquired on the length of time it would take to interview five candidates. Ms. Ching estimated they should schedule one hour thirty minutes for each applicant; one hour for the interview, 15 minutes for scoring and 15 minutes to debrief with each other before the next candidate. She said ideally the mainland candidates should be scheduled first and local candidates filled in-between. Mr. Jenson agreed to provide a legal opinion on the commission's essay and interview questions by the next meeting.</p> <p><i>Mr. Ricky Watanabe left the meeting.</i></p> <p>D. Discussion and possible approval of obtaining the following additional information from applicants; personal or professional references, certificates or diplomas and letters of recommendation.</p> <ol style="list-style-type: none"> <li>1. Decide which documents to request.</li> <li>2. Discuss timeline and process to request and receive these documents.</li> </ol>	<p>Ms. Tokioka moved to defer item C. Discussion on formulating the process for the oral interview step in the hiring process, until the October 1st meeting. Ms. Faulkner seconded the motion. Motion carried 6:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Ching said the certificates or diplomas would be used to verify the information listed on the applicants resume. Once a conditional offer is presented they could request professional references and letters of recommendations at the oral interview.</p>	<p>Ms. Hahn moved to defer item D. Discussion and possible approval of obtaining the following additional information from applicants; personal or professional references, certificates or diplomas and letters of recommendation, until the October 1st meeting. Ms. Tokioka seconded the motion. Motion carried 6:0.</p>
<p><b>Announcements</b></p>	<p>Next Meeting: Tuesday, October 1, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.</p> <p>Ms. Ching thanked Ms. Segreti for assisting in her absence. She had a conflict in meeting schedules and attended the Fire Commission meeting.</p> <p>Chair Jose announced that the next meeting may be scheduled for Tuesday, September 10, 2019, and confirmations will be sent by email.</p>	
<p><b>Adjournment</b></p>		<p>With no objections, Chair Jose adjourned the meeting at 4:04 p.m.</p>

Civil Service Commission  
Open Session  
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Submitted by: \_\_\_\_\_  
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
Richard Jose, Chair

Approved as circulated. 10/01/19

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