

COUNTY OF KAUAI
Minutes of Special Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	September 10, 2019
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting:	3:00 p.m.
		End of Meeting:	4:43 p.m.
Present	Chair Pro Tem Jeffrey Iida. Commissioner: Fely Faulkner, Elizabeth Hahn, Vonnell Ramos (<i>arrived at 3:01 p.m.</i>) and Beth Tokioka. Deputy County Attorney Mark Ishmael. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Chair Richard Jose, Commissioner Ricky Watanabe and Deputy County Attorney Todd Jenson.		
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order/Roll Call		Chair Pro Tem Iida called the meeting to order at 3:00 p.m. with four members constituting a quorum.
Business	<p><u>CSC-2019-21</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, 5/7/19, 6/4/19, 7/2/19, 8/6/19, 9/3/19]</p> <p>A. Discussion and possible approval of the recommendations from the Permitted Interaction Group (PIG) on the written essay questions.</p> <p>B. Discussion and possible approval on the written essay question process.</p> <p>Before the meeting commenced, Commissioner Support Clerk Sandra Muragin passed out copies of the following;</p> <ol style="list-style-type: none"> 1. CSC Hiring Process Outline 2. County of Kaua'i Director of Human Resources Position Second Round Candidates – Essay Questions 3. Civil Service Commission Essay Scoring Tool <p>Administrator Ellen Ching asked the commission to decide on a couple of missing details needed to complete the essay process. First item was the essay's deadline date and time. Ms. Ching recommended a deadline date of Monday, September 16, 2019, at 8:00 a.m.,</p>	

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	<p>Hawai'i standard time. The second item was to confirm the essay format response be no more than three single sided letter sized pages and no smaller than a 12 point font. Ms. Tokioka agreed and said that a 12 point font equals to 500 words per page. Three pages would total 1,500 words and equate to about 300 words per question. Ms. Ching reported that emails were verified for the 15 applicants and they would be notified by email after this meeting that they made it through the second phase and to complete the essay questions. The applicants would be instructed to send the completed essays directly to her email address.</p> <p>The commission reviewed the essay scoring tool and agreed with the draft presented.</p>	<p>Ms. Tokioka moved to approve the following;</p> <ol style="list-style-type: none"> 1. Monday, September 16, 2019 is the deadline date to receive completed essays. 2. Deadline time to receive completed essays be 8:00 a.m. Hawai'i standard time. 3. Format of essay be no more than three single sided letter sized pages and typed with no smaller than a 12 point font. <p>Ms. Faulkner seconded the motion. Motion carried 5:0.</p> <p>Ms. Tokioka moved to approve the draft Civil Service Commission Essay Scoring Tool. Ms. Hahn seconded the motion. Motion carried 5:0.</p>

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	Chair Pro Tem Iida asked the commission if they would agree to receive, review and score the essays before the October 1st meeting. He said the PIG discussed this process and felt it would save time. Ms. Ching added that it would help if Boards & Commissions received the essay scores by Wednesday, September 25th, which would allow sufficient time to log and tally results for review and discussion at the October 1st meeting. The commission agreed to work on the essays at home and complete the scoring process by September 25th.	
Announcements	Next Meeting: Tuesday, October 1, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Pro Tem Iida adjourned the meeting at 4:04 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Jeffrey Iida, Chair Pro Tem

(X) Approved as circulated. 10/01/19

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