

COUNTY OF KAUAI
Minutes of Special Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	October 30, 2019
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting: 3:00 p.m.	End of Meeting: 4:00 p.m.
Present	Chair Richard Jose. Vice Chair Jeffrey Iida. Commissioner: Fely Faulkner, Elizabeth Hahn, and Beth Tokioka (<i>arrived at 3:02 p.m.</i>). Deputy County Attorney Todd Jenson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Commissioner Vonnell Ramos and Commissioner Ricky Watanabe.		
Absent			
SUBJECT	DISCUSSION	ACTION	
Call To Order/Roll Call		Chair Jose called the meeting to order at 3:00 p.m. with four members constituting a quorum.	
	<p><i>Beth Tokioka arrived.</i></p> <p>Pursuant to Hawai'i Revised Statutes §§92-4, 92-5 (a) (2) (4), the purpose of this Executive Session is 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 County's powers, duties, privileges, immunities, and/or liabilities as they may relate to this agenda item. (On-going)</p>	<p>Administrator Ellen Ching read the Hawai'i Revised Statutes to move the meeting into Executive Session.</p> <p>Vice Chair Iida moved to enter into Executive Session. Ms. Hahn seconded the motion. Motion carried 5:0.</p> <p>At 3:03 p.m. the Commission entered into Executive Session.</p>	
Return to Open Session	At 3:57 p.m. the Commissioners reconvened in Open Session.		
Business	<p><u>CSC 2019-24</u> <u>Discussion regarding audits performed for the following:</u></p> <p>A. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report No. 15-01).</p>		

SUBJECT	DISCUSSION	ACTION
	<p>B. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report No. 18-01).</p> <p>Ms. Ching stated that the audit was placed in both executive and open session as a precaution, it was discussed in executive session and she asked the commission to defer.</p>	<p>Vice Chair Iida moved to defer Discussion regarding audits performed for the following;</p> <p>A. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report No. 15-01). B. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report No. 18-01) to the next meeting. Ms. Hahn seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2019-25</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, 9/10/19, 10/01/19]</p> <p>A. Vice Chair Iida to report the Permitted Interaction Group 3 (PIG) findings on the questions and scoring tool to rate applicants during the oral interview.</p> <ol style="list-style-type: none"> 1. Review list of interview questions. 2. Review scoring tool. <p>B. Report from the County Attorney’s Office on the certification and audit of the six applicants.</p> <p>C. Discussion and possible approval on the interview schedule and timeline.</p> <ol style="list-style-type: none"> 1. Confirm oral interview date(s). 2. Confirm timeline of appointments. 3. Confirm interview particulars. <p>D. Review draft “Not Selected” letter.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Vice Chair Iida stated that A. was reported on in executive session and Ms. Ching requested to defer B., C. and D. to the next meeting.</p>	<p><u>Motion No. 1</u> Ms. Hahn moved to receive item CSC 2019-25 A. Vice Chair Iida to report the Permitted Interaction Group 3 (PIG) findings on the questions and scoring tool to rate applicants during the oral interview; 1. Review list of interview questions. 2. Review scoring tool. Ms. Tokioka seconded the motion. Motion carried 5:0</p> <p><u>Motion No. 2</u> Vice Chair Iida moved to defer CSC 2019-25: B. Report from the County Attorney’s Office on the certification of the six applicants. C. Discussion and possible approval on the written essay question process. D. Review draft “Not Selected “ letter. to the next meeting. Ms. Hahn seconded the motion. Motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
Announcements	Next Meeting: Tuesday, November 5, 2019 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Jose adjourned the meeting at 4:00 p.m.

Submitted by: _____ Reviewed and Approved by: _____
Sandra Muragin, Commission Support Clerk Jeffrey Iida, Chair Pro Tem

(X) Approved as circulated. 12/17/19

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