

COUNTY OF KAUAI
Minutes of Special Meeting
OPEN SESSION

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|-------------------|--|-----------------------------|----------------------------|
| Board/Commission: | CIVIL SERVICE COMMISSION | Meeting Date: | December 14, 2019 |
| Location | Mo'ikeha Building, Liquor Conference Room 3 | Start of Meeting: 7:30 a.m. | End of Meeting: 12:43 p.m. |
| Present | Chair Richard Jose. Vice Chair Jeffrey Iida. Commissioner: Fely Faulkner, Elizabeth Hahn, Vonnell Ramos, Beth Tokioka and Ricky Watanabe (<i>arrived 7:55 a.m.</i>). Deputy County Attorney Todd Jenson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin. | | |
| Excused | | | |
| Absent | | | |

| SUBJECT | DISCUSSION | ACTION |
|--------------------------------|--|---|
| Call To Order/Roll Call | | Chair Jose called the meeting to order at 7:30 a.m. with six members present constituting a quorum. |
| Business | <p><u>CSC 2019-29</u> <u>Discussion and decision on the possible addition to the list of interview questions.</u></p> <p>Before the start of the meeting the Commission received a copy of the December 14, 2019 Agenda, list of approved questions that included two additional questions to possibly use during the interview, a list of the interview process, a copy of the County of Kaua'i job bulletin for the Director of Human Resources dated 06/16/19 and interview scoring packet for candidate one.</p> <p>Administrator Ellen Ching disclosed that in a recent conversation with Acting Director of Human Resources Janine Rapozo she recommended the commission ask the candidates their timeline on when they would be able to start and expected salary. Ms. Ching proposed the addition of the two new questions to the interview list.</p> | <p>Ms. Hahn moved to approve adding the two new questions to the interview list. Vice Chair Iida seconded the motion. Motion carried 6:0.</p> |

| SUBJECT | DISCUSSION | ACTION |
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| | <p><u>CSC 2019-30</u> <u>Discussion and decision on the process and possible implementation for reference checks, criminal background checks and drug tests.</u></p> <p>Ms. Ching stated she consulted with the County Attorney’s Office and was advised that a conditional job offer would need to be secured before proceeding with any of the reference, criminal or drug tests. She asked the Commission to approve this process so that once a decision is made she would be able to continue with the hiring process.</p> | <p>Ms. Hahn moved to implement a reference check, criminal background check and drug test once a conditional job offer was made to a candidate. Vice Chair Iida seconded the motion. Motion carried 6:0.</p> |
| | <p><u>CSC 2019-31</u> <u>Discussion and review of the interview process.</u></p> <p>Vice Chair Iida reviewed the interview process with the commission. Ms. Ching thanked Deputy County Attorney Todd Jenson for his guidance in ensuring that follow-up questions were within legal guidelines and forewarned the Commission that he would interject if questions were outside of those perimeters. Attorney Jenson said the commission previously previewed a packet of guidelines and that all questions should be job related.</p> <p>Chair Jose called for a recess at 7:36 a.m. Chair Jose reconvened the meeting at 7:38 a.m.</p> <p>Commission Support Clerk Sandra Muragin reviewed what was included and the set-up of the interview packets.</p> <p>Chair Jose called for a recess at 7:44 a.m. <i>Commissioner Ricky Watanabe arrived at 7:55 a.m.</i> Chair Jose reconvened the meeting at 7:55 a.m.</p> | |

| SUBJECT | DISCUSSION | ACTION |
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| | <p>Pursuant to Hawai‘i Revised Statutes §§92-4 and 92-5 (a) (2) (4), the purpose of this Executive Session is to interview candidates for the position of 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.</p> <p>Chair Jose called for the question.</p> | <p>Ms. Tokioka moved to enter into Executive Session. Ms. Hahn seconded the motion.</p> <p>Administrator Ellen Ching read the Hawai‘i Revised Statutes to move the meeting into Executive Session.</p> <p>Motion carried 7:0.</p> <p>At 7:56 a.m. the Commission entered into Executive Session.</p> |
| Return to Open Session | At 12:42 p.m. the Commissioners reconvened in Open Session. | |
| Business | <p><u>CSC 2019-32</u> <u>Discuss candidates qualifications and assess interviews.</u></p> <p>A. <u>Discussion and possible selection of the top candidates.</u></p> <p>B. <u>Discussion on other related matters.</u></p> <p>CSC 2019-32 was discussed in executive session and no further comments were required.</p> | |
| Announcements | Next Meeting: Sunday, December 15, 2019 – 9:00 a.m., Mo'ikeha Building, Liquor Conference Room 3. | |
| Adjournment | | With no objections, Chair Jose adjourned the meeting at 12:43 p.m. |

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

Approved as circulated. 01/07/20

Approved with amendments. See minutes of _____ meeting.