

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	December 17, 2019
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting: 3:00 p.m.	End of Meeting: 3:54 p.m.
Present	Chair Pro Tem Jeffrey Iida. Commissioner: Fely Faulkner, Elizabeth Hahn (<i>arrived at 3:04 p.m.</i>), Vonnell Ramos, Beth Tokioka and Ricky Watanabe. Deputy County Attorney Todd Jenson. Acting Director of Human Resources Janine Rapozo (<i>left at 3:12 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Chair Richard Jose.		
Absent			
SUBJECT	DISCUSSION	ACTION	
Call To Order/Roll Call		Chair Pro Tem Iida called the meeting to order at 3:00 p.m. with five members present constituting a quorum.	
Approval of Minutes	<p>A. Open Session Special Minutes of October 30, 2019</p> <p>B. Open Session Minutes of November 5, 2019</p>	<p>Mr. Watanabe moved to approve the Open Session Special minutes of October 30, 2019, as circulated. Ms. Tokioka seconded the motion. Motion carried 5:0.</p> <p>Mr. Watanabe moved to approve the Open Session minutes of November 5, 2019, as circulated. Ms. Tokioka seconded the motion. Motion carried 5:0.</p>	
Acting Director's Report	CSC 2019-35 <u>Acting Director's Reports for the November 2019 period.</u> A. Labor contracts and negotiations B. Administrative Services and Benefits		

SUBJECT	DISCUSSION	ACTION
	<p>C. Classification and Pay and Labor Relations D. Recruitment and Exam E. Payroll F. Employee Development and Health Services G. EEO/ADA</p> <p>Acting Director of Human Resources Janine Rapozo reviewed the November report with the Commission (on file). She said they were continuing labor negotiations for five outstanding Hawai'i Government Employees Association (HGEA) contracts. Unit 13 was scheduled for a final reading at tomorrow's County Council meeting and Unit 2 had its first reading at the last County Council meeting. Unit 3 and Unit 14 are scheduled for arbitration in January 2020. Ms. Rapozo stated that Safety & Driver Improvement Coordinator Steven Carvalho rescinded his retirement and agreed to assist in training newly hired Equipment Trainer Jason Koga who started in mid-November.</p> <p>Ms. Rapozo said the holiday party was partially set and would begin once this meeting ends.</p> <p>Mr. Watanabe asked about where they obtained a position for Jason Koga. Ms. Rapozo said they were able to overlap using a vacant specialist position.</p> <p>Ms. Hahn asked for an explanation about social security taxes for retirants returning to work on the first bullet page six. Ms. Rapozo said the tax law does not mandate deduction of social security taxes for retirants. They mistakenly deducted social security taxes from thirteen retirants and refunded those affected in 2019.</p> <p>Ms. Tokioka asked about the remote captioning service under EEO/ADA on page six. Ms. Rapozo said Sprint/Relay Hawai'i approached the County's ADA Coordinator and offered a free remote captioning service and training.</p> <p>Administrator Ellen Ching, acknowledged and thanked Ms. Rapozo's effort and support</p>	

SUBJECT	DISCUSSION	ACTION
	<p>with the hiring process. Ms. Rapozo thanked the commission for their support during her tenure and expressed her commitment to continue to move HR forward.</p> <p><i>Ms. Janine Rapozo left the meeting room.</i></p>	
	<p>Pursuant to Hawai‘i Revised Statutes §§92-4 and 92-5 (a) (2) (4), 92-9 (a) (1-4) and (b), 76-47 (e) the purpose of this Executive Session is to receive and approve Executive Session minutes, to consider the hire, evaluation, dismissal or discipline of an employee or officer of the County where consideration of matters affecting privacy will be involved and to discuss the hiring of a new Director of Human Resources, 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>Chair Pro Tem Iida called for the question.</p>	<p>Ms. Faulkner moved to enter into Executive Session. Ms. Tokioka 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 6:0.</p> <p>At 3:16 p.m. the Commission entered into Executive Session.</p>
Return to Open Session	<p>At 3:48 p.m. the Commissioners reconvened in Open Session.</p>	<p>Ms. Tokioka ratified all the actions taken in Executive Session. Ms. Faulkner seconded the motion. Motion carried 6:0.</p>
Business	<p><u>CSC 2019-36</u> Discussion and implementation of the hiring process to begin selection of a Director of Human Resources. [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, 10/1/19, 10/30/19, 11/5/19]</p> <ul style="list-style-type: none"> A. Discussion and possible selection of the top candidates. B. Discussion and possible approval to conduct and formulate questions for a telephone conference call with the top candidates. C. Discussion and decision on conditional offers. D. Discussion and decision on the process and possible implementation for reference 	

SUBJECT	DISCUSSION	ACTION
	<p>checks, criminal background checks and drug tests. E. Discussion on other related matters.</p>	<p>Mr. Watanabe moved to receive CSC 2019-36 Discussion and implementation of the hiring process to being selection of a Director of Human Resources, which was discussed and finalized in Executive Session. Ms. Hahn seconded the motion. Motion carried 6:0.</p>
	<p><u>CSC 2019-37</u> <u>Discussion and possible decision making on the annual job performance review for the Acting Director of Human Resources.</u></p>	<p>Mr. Watanabe moved to receive CSC 2019-37 Discussion and possible decision making on the annual job performance review for the Acting Director of Human Resources, which was discussed and finalized in Executive Session. Ms. Hahn seconded the motion. Motion carried 7:0.</p>
	<p><u>CSC 2019-38</u> <u>Review and approval of the 2020 meeting schedule.</u> Vice Chair Iida asked to amend the December meeting date from December 1st to December 15th.</p>	<p>Ms. Tokioka moved to approve the amended 2020 meeting schedule. Ms. Faulkner seconded the motion. Motion carried 6:0.</p>
	<p><u>CSC 2019-39</u> <u>Election of Chair and Vice Chair for calendar year 2020.</u></p>	<p>Ms. Faulkner nominated Jeffrey Iida for Chair. Ms. Hahn seconded the motion. Motion carried 6:0. Ms. Hahn nominated Vonnell</p>

SUBJECT	DISCUSSION	ACTION
		Ramos for Vice Chair. Ms. Tokioka seconded the motion. Motion carried 6:0.
Announcements	Next Meeting: Tuesday, January 7, 2020 – 3:00 p.m., Mo’ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Pro Tem Iida adjourned the meeting at 3:54 p.m.

Submitted by: _____
Sandra Muragin, Commission Support Clerk

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

(X) Approved as circulated. 01/07/20

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