

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	January 7, 2020
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting: 3:00 p.m.	End of Meeting: 3:28 p.m.
Present	<p>Chair Jeffrey Iida. Vice Chair Vonnell Ramos. Commissioners: Fely Faulkner, Elizabeth Hahn, Richard Jose, Beth Tokioka and Ricky Watanabe.</p> <p>Deputy County Attorney Todd Jenson. Acting Director of Human Resources Janine Rapozo (<i>left at 3:05 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.</p>		
Excused			
Absent			
SUBJECT	DISCUSSION	ACTION	
	Prior to the meeting being called to order, Administrative Assistant to the County Clerk Eddie Topenio administered the Oath of Office to Commissioner Vonnell Ramos serving a second term ending 12/31/22.		
Call To Order/Roll Call		Chair Iida called the meeting to order at 3:00 p.m. with seven members present constituting a quorum.	
Approval of Minutes	A. Open Session Special Minutes of December 14, 2019	Ms. Tokioka moved to approve the Open Session Special minutes of December 14, 2019, as circulated. Ms. Hahn seconded the motion. Motion carried 7:0.	
	B. Open Session Special Minutes of December 15, 2019	Ms. Tokioka moved to approve the Open Session minutes of December 15, 2019, as circulated. Ms. Hahn seconded the motion. Motion carried 7:0.	

SUBJECT	DISCUSSION	ACTION
	<p>C. Open Session Minutes of December 17, 2019</p>	<p>Ms. Tokioka moved to approve the Open Session minutes of December 17, 2019, as circulated. Mr. Jose seconded the motion. Motion carried 7:0.</p>
<p>Acting Director's Report</p>	<p><u>CSC 2019-35</u> <u>Acting Director's Reports for the December 2019 period.</u></p> <ul style="list-style-type: none"> A. Labor contracts and negotiations B. Administrative Services and Benefits C. Classification and Pay and Labor Relations D. Recruitment and Exam E. Payroll F. Employee Development and Health Services G. EEO/ADA <p>Acting Director of Human Resources Janine Rapozo reviewed the December report with the Commission (on file). She shared that Unit 3 accepted a settlement and the ratification vote would end tomorrow. If ratified, the next step would be funding approval from the County Council. Unit 14 was scheduled for arbitration on January 13, and Unit 4 held their hearing and was pending a decision. She hopes Unit 4 accepts the settlement. Ms. Rapozo said BerryDunn was selected as the consultant to develop an RFP (request for proposal) for the new HRMS (human resources management system). BerryDunn was contracted to complete the RFP before the end of this fiscal year, June 30, 2020 and once that is done they plan to encumber the funds. She also reported that HR began use of the new IRS W-4 form this year.</p> <p>Ms. Tokioka was concerned that there would not be sufficient time to solicit, close and award a bid by June 30, 2020. Ms. Rapozo explained that they are allowed to encumber CIP (capital improvement) funds and plan to begin the selection process at the beginning of the new fiscal year.</p>	

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	<i>Ms. Janine Rapozo left the meeting room.</i>	
	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>Ms. Tokioka moved to enter into Executive Session. Mr. Jose seconded the motion. Motion carried 7:0.</p> <p>Administrator Ellen Ching read the Hawai‘i Revised Statutes to move the meeting into Executive Session.</p> <p>At 3:06 p.m. the Commission entered into Executive Session.</p>
Return to Open Session	At 3:22 p.m. the Commissioners reconvened in Open Session.	Ms. Faulkner ratified the actions taken in Executive Session for agenda items: ES-001, ES-002, ES-003 and ES-004. Mr. Jose seconded the motion. Motion carried 7:0.
Business	<p><u>CSC 2020-02</u> <u>Discussion on the plans and actions regarding audits performed for the following (ongoing):</u></p> <p>A. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report no. 15-01)</p> <p>B. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report no. 18-01)</p>	<p>Ms. Tokioka moved to defer CSC 2020-02 Discussion on the plans and actions regarding audits performed for the following (ongoing):</p> <p>C. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report no. 15-01)</p> <p>D. Fiscal Year 2017-2018 Follow-up Audit of</p>

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		County Hiring Practices (Report no. 18-01) Ms. Faulkner seconded the motion. Motion carried 7:0.
	<p><u>CSC 2020-03</u> <u>Discussion and possible outline of job expectations for the Director of Human Resources.</u></p> <p>Ms. Ching encouraged the commission to base their outline of job expectations using the job description and charter; the audit should also be incorporated. Ms. Tokioka said the Department of Water had a useful document that outlined goals, measurements and due dates and requested samples for the commission to view, as well as samples from other departments. Ms. Ching advised that the information in the monthly reports could be improved and more in-line with the job expectations. She said the report should communicate the department's performance and accomplishments.</p> <p>With no further discussion, Chair Iida asked the question.</p>	<p>Ms. Tokioka moved to defer CSC 2020-03 Discussion and possible outline of job expectations for the Director of Human Resources. Ms. Hahn seconded the motion.</p> <p>Motion carried 7:0.</p>
Announcements	Next Meeting: Tuesday, February 4, 2020 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.	
Adjournment		With no objections, Chair Iida adjourned the meeting at 3:28 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Jeffrey Iida, Chair

(X) Approved as circulated. 02/04/20

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