

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>February 4, 2020</b>
Location	Mo'ikeha Building, Liquor Conference Room 3	Start of Meeting: 3:00 p.m.	End of Meeting: 3:31 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 3:07 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.</p>		
Excused			
Absent			
SUBJECT	DISCUSSION	ACTION	
<b>Call To Order/Roll Call</b>		Chair Iida called the meeting to order at 3:00 p.m. with seven members present constituting a quorum.	
<b>Approval of Minutes</b>	A. Open Session Minutes of January 7, 2020	Ms. Tokioka moved to approve the Open Session minutes of January 7, 2020, as circulated. Vice Chair Ramos seconded the motion. Motion carried 7:0.	
<b>Acting Director's Report</b>	<p><b><u>CSC 2020-04</u></b> <u>Acting Director's Reports for the January 2020 period.</u></p> <ul style="list-style-type: none"> <li>A. Labor contracts and negotiations</li> <li>B. Administrative Services and Benefits</li> <li>C. Classification and Pay and Labor Relations</li> <li>D. Recruitment and Exam</li> <li>E. Payroll</li> <li>F. Employee Development and Health Services</li> <li>G. EEO/ADA</li> </ul> <p>Acting Director of Human Resources Janine Rapozo reviewed the January report with the Commission (on file). She shared that all labor contracts were completed and because the</p>		

SUBJECT	DISCUSSION	ACTION
	<p>contracts expired June 2019, there would be lump sum or retro payments to settle. Unit 4 and Unit 14 are pending arbitration awards and all units need final approval from the Legislature for funding. There is a bill in the Legislature to split Unit 14 Ocean Safety Officers and State Law Enforcement Sheriffs Division. If the bill passes Unit 15 would be the Ocean Safety Officers and Unit 14 would be for the State Law Enforcement Sheriffs Division. There is also another bill in the legislature to extend the required electronic Employee Retirement System (ERS) to the state for another five years.</p> <p>Ms. Rapozo said they secured and have a signed contract with BerryDunn who would prepare an Request For Proposal (RFP) before the end of June.</p> <p>Ms. Tokioka asked if the 26 short term under transactions were 89-day contracts and if that number included new contracts or a carryover from last month. Ms. Rapozo explained there were approximately 12-15, 89-day contracts included in that count. The count included 89-day contract hires and 89-day contract terminations.</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>Administrator Ellen Ching read the Hawai‘i Revised Statutes to move the meeting into Executive Session.</p> <p>Ms. Tokioka moved to enter into Executive Session. Ms. Hahn seconded the motion. Motion carried 7:0.</p> <p>At 3:08 p.m. the Commission entered into Executive Session.</p>
<b>Return to Open</b>	At 3:21 p.m. the Commissioners reconvened in Open Session.	Ms. Hahn ratified the actions

SUBJECT	DISCUSSION	ACTION
<b>Session</b>		taken in Executive Session for agenda items: ES-005, ES-006, and ES-007. Ms. Faulkner seconded the motion. Motion carried 7:0.
<b>Business</b>	<p><b><u>CSC 2020-05</u></b> <u>Update on the hiring process of the Director of Human Resources (ongoing):</u></p> <ul style="list-style-type: none"> <li>A. Coordination of protocol announcement procedures.</li> <li>B. Discussion and decision making on the notification to all applicants.</li> <li>C. Discussion on other related matters.</li> </ul> <p>CSC 2020-05 was discussed in executive session and no further comments were required.</p>	
	<p><b><u>CSC 2020-06</u></b> <u>Discussion on the plans and actions regarding audits performed for the following (on-going):</u></p> <ul style="list-style-type: none"> <li>A. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report no. 15-01)</li> <li>B. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report no. 18-01)</li> </ul>	<p>Ms. Tokioka moved to defer CSC 2020-06 Discussion on the plans and actions regarding audits performed for the following (ongoing):</p> <ul style="list-style-type: none"> <li>C. Fiscal Year 2015-2016 Audit of County Hiring Practices (Report no. 15-01)</li> <li>D. Fiscal Year 2017-2018 Follow-up Audit of County Hiring Practices (Report no. 18-01)</li> </ul> <p>Ms. Hahn seconded the motion. Motion carried 7:0.</p>
	<b><u>CSC 2020-07</u></b> <u>Discussion and possible outline of job expectations for the Director of</u>	

SUBJECT	DISCUSSION	ACTION
	<p><u>Human Resources (on-going).</u></p> <p>A. Review samples of evaluation tools.</p> <ol style="list-style-type: none"> <li>a. Department of Water Goals and Objectives</li> <li>b. Evaluation Factors: Appointees/Managers</li> <li>c. Self-Evaluation Letter</li> <li>d. Position description and Charter</li> </ol> <p>Ms. Ching proposed several options and advised a clear outline of job expectations for the new HRD. She suggested they formulate a six month evaluation with a list of preliminary expectations and guidelines that would evolve into an in-depth assessment. Ms. Ching also suggested they consider developing a digital survey for the HR staff to complete that would compile interaction and the internal function of the department. They should also plan to address the HRMS (human resources management system) system and set June 30, 2020 to encumber the CIP (capital improvement program) funds.</p> <p>Ms. Tokioka advised the first responsibility should be to review the audit and develop an action plan. There should also be an area that would look at the office structure, how things are assigned and come up with a preliminary report on her findings for the commission to review.</p> <p>With no further discussion, Chair Iida asked the question.</p>	<p>Ms. Tokioka moved to defer CSC 2020-07 Discussion and possible outline of job expectations for the Director of Human Resources. Ms. Faulkner seconded the motion. Motion carried 7:0.</p>
<b>Announcements</b>	Next Meeting: Tuesday, March 3, 2020 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3.	
<b>Adjournment</b>		With no objections, Chair Iida adjourned the meeting at 3:31 p.m.

Civil Service Commission  
Open Session  
February 4, 2020

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Submitted by: \_\_\_\_\_  
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
Jeffrey Iida, Chair

Approved as circulated. 03/03/20

Approved with amendments. See minutes of \_\_\_\_\_ meeting.