

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

| Board/Commission: | CIVIL SERVICE COMMISSION | Meeting Date: | March 3, 2020 |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Location | Mo'ikeha Building, Liquor Conference Room 3 | Start of Meeting: 3:00 p.m. | End of Meeting: 3:30 p.m. |
| Present | Chair Pro Tem Vonnell Ramos. Commissioners: Fely Faulkner, Elizabeth Hahn, Richard Jose, Beth Tokioka and Ricky Watanabe. Deputy County Attorney Todd Jenson. Human Resources Director Annette Anderson (<i>left at 3:24</i>), Human Resources Manager Janine Rapozo (<i>left at 3:06 p.m.</i>). Office of Boards and Commissions Staff: Administrative Specialist Anela Segreti and Commission Support Clerk Sandra Muragin. | | |
| Excused | Chair Jeffrey Iida. | | |
| Absent | | | |
| | | | |
| SUBJECT | DISCUSSION | ACTION | |
| Call To Order/Roll Call | | Chair Pro Tem Ramos called the meeting to order at 3:00 p.m. with six members present constituting a quorum. | |
| Approval of Minutes | A. Open Session Minutes of February 4, 2020 | Mr. Watanabe moved to approve the Open Session minutes of February 4, 2020, as circulated. Ms. Tokioka seconded the motion. Motion carried 6:0. | |
| Acting Director's Report | <u>CSC 2020-08</u> <u>Acting Director's Reports for the February 2020 period.</u> 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 Human Resources Manager Janine Rapozo reviewed the February report with the Commission (on file). The labor contract for Unit 4 was out for ratification vote this week | | |

| SUBJECT | DISCUSSION | ACTION |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| | <p>and if approved it would go to council for funding approval. Payroll Department was targeting the end of May to process retroactive pay for employees of Units 3,4,13 and 2. Unit 14, the last outstanding labor contract, completed arbitration last month and they were waiting to hear from the arbitrators on their final decision. Ms. Rapozo reported that today was the first meeting with the HRMS (Human Resources Management System) project consultants, BerryDunn. They were on island for three days of meetings to gather information for completion of the RFP (Request For Proposal).</p> <p>Ms. Rapozo announced that this would be her last director's report and thanked the commission for their time.</p> <p>Chair Pro Tem Ramos recognized Ms. Rapozo for her years of service and presented her with an orchid plant and read the letter of commendation in lieu of an annual review on behalf of the commissioners.</p> <p><i>Ms. Janine Rapozo left the meeting room.</i></p> <p>With consent from the commission, Human Resources Director Annette Anderson passed out a BerryDunn handout that outlined the projects timeline in three phases; phase 3: request for proposals development, phase 4: system selection assistance and phase 5: contract negotiations. Ms. Anderson said today was the first of three days of scheduled meetings with BerryDunn consultants. Included in the meetings were Human Resources staff, payroll staff, IT (Information Technology) staff and other departments. She said her goal was to remain diligent on the projects timeline and that would include working closely with IT department heads and staff. Ms. Anderson spoke with the consultants on the June 30, 2020, RFP (Request For Proposal) deadline and received confirmation that BerryDunn was confident they could complete the RFP within the timeframe. However, they projected the contract to be completed in the September-October 2020 timeline which was past the commissions June 30 deadline. Ms. Anderson said she was advised that the RFP would trigger encumbrance of CIP (Capital Improvement Plan) funds. She also noted that she was prepared to add to BerryDunn's scope of duties with additional task. Ms. Anderson said</p> | |

| SUBJECT | DISCUSSION | ACTION |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>currently HR uses a multitude of systems that do not communicate with each other and she would ask the consultant if they could combine these systems with the new HRMS. She wasn't sure if that could be incorporated into part of their contract, but they would ask.</p> <p>Ms. Hahn pointed out that in phase 4 it noted "conduct reference checks and site visits"; Ms. Anderson could not confirm but said Maui may have the HRMS system and that may become a visit, if necessary.</p> <p>Ms. Tokioka asked that Ms. Anderson remain vigilant during budget sessions and safeguard the CIP budget for the HRMS system. She said that was the main reason why the commission placed the June 2020 deadline, so that it could be held and kept for the HRMS project. Ms. Anderson acknowledged the commissions concerns and would be attentive to the process. She briefly described her first two weeks on the job as exciting and looked forward to working with the commission and thanked them for the opportunity.</p> <p>Chair Pro Tem Ramos presented Ms. Anderson with an orchid plant on behalf of the commission.</p> <p><i>Ms. Annette Anderson left the meeting room.</i></p> | |
| <p>Business</p> | <p><u>CSC 2020-09</u> Discussion on the plans and actions regarding audits performed for the following (on-going):</p> <ul style="list-style-type: none"> 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) <p>Chair Pro Tem Ramos recommended the commission defer this agenda item.</p> | <p>Ms. Hahn moved to defer CSC 2020-09 Discussion on the plans and actions regarding audits performed for the following (ongoing):</p> <ul style="list-style-type: none"> 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 |

| SUBJECT | DISCUSSION | ACTION |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | (Report no. 18-01) Ms. Faulkner seconded the motion. Motion carried 6:0. |
| | <p><u>CSC 2020-10</u> Discussion and possible outline of job expectations for the Human Resources Director (on-going).</p> <p>A. Review samples evaluation. B. Discussion on other related matters.</p> <p>Chair Pro Tem Ramos asked for any comments on the evaluation; there were none. Ms. Tokioka requested the commission individually complete the “success measurements” and “desired outcomes” for each of the seven goals and email their input to Ellen Ching and Sandra Muragin before the April 7 meeting. She suggested they also request Ms. Anderson complete the same and share her ideas at the next meeting. The commission unanimously agreed to invite Ms. Anderson to the next meeting to mutually discuss her job expectations.</p> | <p>Ms. Tokioka moved to defer CSC 2020-10 Discussion and possible outline of job expectations for the Director of Human Resources and email input on success measurements and desired outcomes to Ellen Ching and Sandra Muragin before the April 7 meeting. Mr. Jose seconded the motion. Motion carried 6:0.</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 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><u>ES-008</u> Executive Session Minutes of February 4, 2020.</p> <p>Chair Pro Tem stated that if the commission did not have any questions or comments on the executive session minutes it could be approved in open session. They would not need to go into executive session.</p> | <p>Ms. Tokioka moved to approve the Executive Session minutes of February 4, 2020, as circulated. Ms. Faulkner seconded the motion. Motion carried 6:0.</p> |

| SUBJECT | DISCUSSION | ACTION |
|-------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Return to Open Session | The commission did not enter into executive session. | |
| Announcements | Next Meeting: Tuesday, April 7, 2020 – 3:00 p.m., Mo'ikeha Building, Liquor Conference Room 3. | |
| Adjournment | | With no objections, Chair Pro Tem adjourned the meeting at 3:30 p.m. |

Submitted by: _____
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Vonnell Ramos, Chair Pro Tem

(X) Approved as circulated. 05/05/20

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