

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>May 5, 2020</b>	
Location	Teleconference via Microsoft Teams	Start of Meeting:	1:00 p.m.	End of Meeting: 1:53 p.m.
Present	Chair Jeffrey Iida. Vice Chair Vonnell Ramos. Commissioners: Fely Faulkner, Richard Jose, Beth Tokioka and Ricky Watanabe. Deputy County Attorney Todd Jenson. Human Resources Director Annette Anderson ( <i>disconnected at 1:30 p.m.</i> ). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.			
Excused				
Absent				
SUBJECT	DISCUSSION	ACTION		
	Chair Iida, Vice Chair Ramos, Commissioner Jose, Commissioner Tokioka, Deputy Attorney Todd Jenson, Human Resources Director Annette Anderson and Commission Support Clerk Sandra Muragin were logged onto Microsoft Teams by video. Commissioner Faulkner, Commissioner Watanabe and Administrator Ellen Ching called into Microsoft Teams and entered the meeting by audio.			
<b>Call To Order/Roll Call</b>		Chair Iida called the meeting to order at 1:00 p.m. Attendance by Roll Call: Commissioner Faulkner-Present, Commissioner Jose-Present, Commissioner Tokioka-Present, Commissioner Watanabe-Present, Vice Chair Ramos-Present, Chair Iida-Here, County Attorney Todd Jenson-Present, Human Resources Director Annette Anderson-Present, Administrator Ellen Ching-Present and Support Clerk Sandra Muragin-Present. Quorum established with six members present.		
	At the request of Chair Iida, Administrator Ellen Ching reviewed the General Meeting			

SUBJECT	DISCUSSION	ACTION
<p><b>Approval of Minutes</b></p>	<p>Guidelines for Open Session with the Commissioners (on file).</p> <p>A. Open Session Minutes of March 3, 2020</p>	<p>Mr. Watanabe moved to approve the Open Session minutes of March 3, 2020, as circulated. Ms. Tokioka seconded the motion. Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.</p>
<p><b>Director's Report</b></p>	<p><u><b>CSC 2020-11</b></u> Director's Reports for the February/March 2020 period.</p> <p>A. COVID-19          B. Collective Bargaining          C. HRMS Project          D. Administrative Services and Benefits          E. Classification and Pay and Labor Relations          F. Recruitment and Exam          G. Payroll          H. Employee Development and Health Services          I. EEO/ADA</p> <p><u><b>CSC 2020-12</b></u> Director's Reports for the March/April 2020 period.</p> <p>A. COVID-19          B. Collective Bargaining          C. HRMS Project          D. Administrative Services and Benefits          E. Classification and Pay and Labor Relations          F. Recruitment and Exam          G. Payroll          H. Employee Development and Health Services          I. EEO/ADA</p>	

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	<p>Human Resources Director Annette Anderson reviewed the March and April reports with the Commission (on file). Ms. Anderson reported that after a week on the job COVID19 consumed approximately 90% of her time with meetings, phone calls and resolving issues. She stated that Human Resources Department worked closely with the Mayor's Office and was challenged to quickly and efficiently create and disseminate important COVID19 communications out to County employees and the public. They were also tasked with the Federal Governments new law called the Family First Corona Virus Response Act that provided additional paid sick leave and expanded family medical leave for related COVID matters. They needed to identify employees that qualified and, also, identify emergency workers exempted from this law.</p> <p>Human Resources Department assisted the Mayor with details and communication on telework and stay at home-work orders with affected County employees. At the request of the Mayor's Office they recently polled employees to inquire how they felt and adjusted to telework. From the responses received the employees adjusted to telework and were able to accomplish work assignments. Department heads were tasked with scheduling daily Teams meeting with their telework employees and the employees were assigned to submit daily work logs that list assigned task. These are compiled by the department head and forwarded to the Mayor's office daily.</p> <p>Effective Monday, May 4, the Mayor implemented a 4-10 work schedule for certain employees. There was push back from HGEA, which required consultation with union members first. From this, HR and the Mayor's Office was able to allow employees to seek exemption for personal issues. The new 4-10 work schedule is only in effect until the emergency rule is rescinded or school starts.</p> <p>On a good note, due to COVID19, HR converted all county employees to enroll in direct payroll deposit. This means 100% of county employees will now receive their paychecks through direct deposit.</p> <p>In regard to collective bargaining, they were unsure when the Legislature would resume</p>	

SUBJECT	DISCUSSION	ACTION
	<p>back in session to approve or not approve all HGEA bargaining units that are in limbo. This includes Units 2, 3, 4, 13 and 14.</p> <p>A Teams meeting was held on April 29 and 30, with BerryDunn consultants who confirmed that they are on schedule. BerryDunn submitted a draft request for proposal (RFP) and it was forwarded to the county attorney's office and procurement for review. The final RFP would be ready before the June 30 deadline and they are on track to select a vendor by September 2020.</p> <p>Mr. Jose asked about the HGEA complaint. Ms. Anderson said HGEA filed a complaint with the Labor Board and due to change in work hours it required a formal consult and confer or mutual agreement. Through informal consultation with HGEA they created the exemption process and frequently asked questions (FAQ) sheet.</p> <p>Ms. Tokioka inquired about the extended work period from eight to ten hours and if they were required to pay overtime. Ms. Anderson said they are waiting for a decision from the Labor Board. The worst-case scenario would be that members could claim two hours overtime.</p> <p>Ms. Tokioka asked if there was any flexibility to defer raises due to the current budget conditions from COVID19. Ms. Anderson shared that all jurisdictions would be meeting and proposing to the unions to postpone negotiations on bargaining contracts. She said UPW, Unit 1 and 10 and SHOPO raises were approved earlier and are set to begin July 1 with another raise on January 2021.</p> <p>Ms. Anderson also mentioned that the reduced County budgets would be discussed on May 8 with the County Council.</p> <p>With no further questions, Chair Iida thanked Ms. Anderson and asked her to disconnect.</p> <p><i>Ms. Annette Anderson disconnected from the Teams meeting.</i></p>	

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<p><b>Business</b></p>	<p><b><u>CSC 2020-13</u></b> Discussion and possible outline of job expectations for the Human Resources Director (on-going):</p> <ul style="list-style-type: none"> <li>A. Review sample evaluation.</li> <li>B. Discussion on other related matters.</li> </ul> <p>Ms. Tokioka shared that she appreciated the response back from Ms. Anderson and after reviewing the samples submitted by Ms. Faulkner, Ms. Anderson and herself the content was similar. She suggested they use the sample sent in by Ms. Anderson and suggested they request that she complete objectives for Goals #6 and #7 and set timelines for progress reporting back to the commission. Ms. Faulkner agreed and stated that the timelines were critical for the commission to accurately assess Ms. Anderson’s progress.</p>	<p>Ms. Tokioka moved to adopt Annette Anderson’s job expectation draft and request that she complete the objectives for goals #6 and #7 and include timeframes for each goal on reporting back to commission. Ms. Faulkner seconded the motion. Roll Call Vote: 6-ayes 0-nays. Motion carried 6:0.</p>
	<p>Chair Iida requested Administrator Ellen Ching review the General Meeting Guidelines for Executive Session (on file).</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.</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. Mr. Jose seconded the motion. Roll Call Vote: 6-Ayes, 0-Nays. Motion carried 6:0.</p> <p>The commission and staff</p>

SUBJECT	DISCUSSION	ACTION
		disconnected from open session at 1:39 p.m. and connected into executive session.
<p><b>Return to Open Session</b></p>	<p>Ratify the actions taken by the Civil Service Commission in executive session for agenda item: ES-009.</p>	<p>Chair Iida called the open session meeting back to order. Attendance by Roll Call: Commissioner Faulkner-Here, Commissioner Jose-Here, Commissioner Tokioka-Here, Commissioner Watanabe-Present, Vice Chair Ramos-Here, Chair Iida-Here, County Attorney Todd Jenson-Present, Administrator Ellen Ching-Present and Support Clerk Sandra Muragin-Present. Quorum established with six members remotely present.</p> <p>The meeting resumed in open session at 1:46 p.m.</p> <p>Mr. Watanabe ratified the actions taken in Executive Session for agenda item ES-009. Vice Chair Ramos seconded the motion. Roll Call Vote: 6-Ayes and 0-Nays. Motion carried 6:0.</p>
<p><b>Announcements</b></p>	<p>Next Meeting: Tuesday, June 2, 2020 – 1:00 p.m., Teleconference by Microsoft Teams</p>	

SUBJECT	DISCUSSION	ACTION
<b>Adjournment</b>		Mr. Watanabe moved to adjourn the meeting. Mr. Jose seconded the motion. Roll Call Vote: 6-Ayes and 0-Nays. Motion carried 6:0  Meeting adjourned at 1:53 p.m.

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

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

( ) Approved as circulated.

( X ) Approved with amendments. See minutes of June 2, 2020 meeting.