

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:		CIVIL SERVICE COMMISSION	Meeting Date:	June 2, 2020
Location	Teleconference via Microsoft Teams		Start of Meeting: 3:14 p.m.	End of Meeting: 3:28 p.m.
Present	Chair Jeffrey Iida. Vice Chair Vonnell Ramos. Commissioners: Fely Faulkner, Beth Tokioka and Ricky Watanabe. Deputy County Attorney Mark Ishmael. Human Resources Director Annette Anderson (<i>disconnected at 3:27 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.			
Excused	Commissioner Richard Jose			
Absent				
SUBJECT	DISCUSSION			ACTION
Return to Open Session	Chair Iida, Vice Chair Ramos, Commissioner Tokioka, Deputy Attorney Mark Ishmael, 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.			
Call To Order In Open Session /Roll Call	<p>Chair Iida called the meeting to order in open session at 3:14 p.m. and requested a roll call.</p> <p>Commission support clerk Sandra Muragin verified attendance by roll call and requested a verbal response of present or here;</p> <p>Commissioner Faulkner replied present.</p> <p>Commissioner Tokioka replied here.</p> <p>Commissioner Watanabe replied present.</p> <p>Vice Chair Ramos replied here.</p> <p>Chair Iida replied here.</p> <p>County Attorney Mark Ismael replied here.</p> <p>Human Resources Director Annette Anderson replied here.</p> <p>Administrator Ellen Ching replied here.</p> <p>Commission Support Clerk Sandra Muragin replied here.</p>			Quorum was established with five commissioners present.
Ratify Actions	Ratify actions taken by the Civil Service Commission in executive session for agenda items: ES-010, ES-011 and ES-012.			Ms. Faulkner moved to ratify the actions taken in Executive Session for agenda items ES-010, ES-011 and ES-012. Ms. Tokioka seconded the motion.

SUBJECT	DISCUSSION	ACTION
		Roll Call Vote: 5-Ayes and 0-Nays. Motion carried 5:0.
Public Comments and Testimony	No one from the public logged into the meeting.	
Approval of Minutes	<p>A. Open Session Minutes of May 5, 2020</p> <p>Chair announced corrections to the minutes on page 4, third paragraph, last sentence, change “through negotiations with HGEA” to “through informal consultation with HGEA”.</p>	Ms. Tokioka moved to approve the Open Session minutes of May 5, 2020, with amendments to page 4, third paragraph, last sentence, change “through negotiations with HGEA” to “through informal consultation with HGEA.” Mr. Watanabe seconded the motion. Motion carried 5:0.
Director’s Report	<p><u>CSC 2020-14</u> <u>Director’s Reports for the April/May 2020 period.</u></p> <ul style="list-style-type: none"> 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>Human Resources Director Annette Anderson reviewed the April/May report with the Commission (on file).</p> <p>Human Resources Management System (HRMS): Ms. Anderson reported that consultants BerryDunn posted the Request for Proposal (RFP)</p>	

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	<p>on May 14, 2020. They scheduled a telephone conference with 19 potential vendors on May 28, 2020, of which 15 participated in the conference call. The next step would be that potential vendors could submit RFP questions by June 19. The deadline for vendors to submit their proposals was July 9.</p> <p>COVID 19: Ms. Anderson reported that to date they have not received any complaints or issues with regards to the temporary 4-10 work schedule. She said that HR continued to accept and grant exemptions from the 4-10 work schedule even though the deadline passed. As far as the HR Department, most of her staff telework at home and they continue to schedule daily meetings and report a daily work list to the Mayor's office.</p> <p>Collective Bargaining: Ms. Anderson reported that funding for Unit 4, clerical supervisors was approved. Ocean Safety Officer Unit 14 had its first reading at the County Council on May 20 and should conclude in July. They are pending an updated status of funding from the Legislature for the remainder of the bargaining units. The Legislature is anticipated to resume session in June.</p> <p>Negotiations: Ms. Anderson reported that she has been in discussions with the other jurisdictions on the uncertainty and financial crisis from the COVID 19 pandemic. Most unions have agreed to postpone bargaining negotiations and formal proposal deadlines. She said that all jurisdictions are uncertain on how they would accommodate contract negotiations that were approved before the pandemic.</p> <p>Recruitment Process: Ms. Anderson reported changes were made to their recruitment process to ensure fairness to all applicants. The new procedure would only consider information and documents submitted within the recruitment announcement period. They eliminated acceptance of new information or documentation after the recruitment closure date, which was allowed in the</p>	

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	<p>past. An HR recruitment specialist would work with the applicant to clarify information from the application received. The applicant would continue to be offered an administrative review, which would involve Ms. Anderson’s review of the information that the HR recruitment specialist verified. If after the administrative review Ms. Anderson sustains its decision, the applicant could file an appeal to the Civil Service Commission.</p> <p>Ms. Faulkner expressed concern that only five exit interviews were conducted after 15 separations/terminations. She felt strongly about the importance of obtaining data from these individuals were valuable in identifying improvement. Exit interviews contained valuable information that could strengthen the Counties recruitment and retention of employees. Ms. Anderson agreed with Ms. Faulkner. She said her staff explained that the numbers vary due to different cycle periods; however, they confirmed that they contact 100% of these separated and terminated individuals.</p> <p>With no further questions, Ms. Anderson disconnected from the Teams meeting.</p>	
Announcements	Next Meeting: Tuesday, July 7, 2020 – 3:00 p.m., Teleconference by Microsoft Teams	
Adjournment		<p>Ms. Faulkner moved to adjourn the meeting. Mr. Watanabe seconded the motion. Motion carried 5:0</p> <p>Meeting adjourned at 3:28 p.m.</p>

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Jeffrey Iida, Chair

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

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