

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	July 7, 2020
Location	Teleconference via Microsoft Teams	Start of Meeting: 3:04 p.m.	End of Meeting: 4:21 p.m.
Present	Chair Jeffrey Iida (<i>joined at 3:03pm</i>). Vice Chair Vonnell Ramos. Commissioners: Fely Faulkner and Beth Tokioka. Deputy County Attorney Mark Ishmael. Human Resources Director Annette Anderson (<i>disconnected at 3:25 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching, Commission Support Clerk Mercedes Omo and Commission Support Clerk Sandra Muragin.		
Excused	Commissioner Richard Jose and Commissioner Watanabe		
Absent			
SUBJECT	DISCUSSION	ACTION	
	Chair Iida, Vice Chair Ramos, Commissioner Tokioka, Deputy County Attorney Mark Ishmael, Human Resources Director Annette Anderson, Administrator Ellen Ching, Commission Support Clerk Mercedes Omo and Commission Support Clerk Sandra Muragin were logged onto Microsoft Teams by video. Commissioner Faulkner called into Microsoft Teams and entered the meeting by audio.		
Call To Order In Open Session /Roll Call	Chair Iida called the Open Session meeting to order at 3:04 p.m. and requested a roll call. Commission support clerk Sandra Muragin verified attendance by roll call and requested a verbal response of present or here; Commissioner Faulkner replied present. Commissioner Tokioka replied here. Vice Chair Ramos replied here. Chair Iida replied here. Deputy County Attorney Mark Ismael replied here. Human Resources Director Annette Anderson replied here. Administrator Ellen Ching replied present. Commission Support Clerk Sandra Muragin replied here.	Quorum was established with four commissioners present.	
Public Comments and Testimony	A member of the public signed into the meeting and declined to testify or comment.		

SUBJECT	DISCUSSION	ACTION
Approval of Minutes	A. Open Session Minutes of June 2, 2020	Ms. Faulkner moved to approve the Open Session minutes of June 2, 2020, as circulated. Ms. Tokioka seconded the motion. Motion carried 4:0.
Director's Report	<p><u>CSC 2020-15</u> <u>Director's Reports for the May/June 2020 period.</u></p> <ul style="list-style-type: none"> A. HRMS Project B. COVID-19 and Stay at Home Order C. Collective Bargaining D. Documentation Retention and Maintenance Policy E. Administrative Services and Benefits F. Employee Development and Health Services G. Classification and Pay and Labor Relations H. Recruitment and Exam I. Payroll J. EEO/ADA <p>Human Resources Director Annette Anderson reviewed the May/June report with the Commission (on file).</p> <p>Human Resources Management System (HRMS) Project: Ms. Anderson reported that on May 28, 2020 a pre-proposal conference via Microsoft Teams was held to allow interested vendors an opportunity to provide questions for additional details regarding the request for proposal (RFP) process. They have also established a Selection Committee that would review submitted RFP's. Ms. Anderson explained that up until June 19, vendors were allowed to submit written inquiries. They received 31+ inquiries; which are being reviewed and responded to. She said they are pleased with the number of interested vendors and the process has been moving forward meeting all deadlines. The deadline to submit an RFP is Thursday, July 9.</p>	

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	<p>COVID 19 and Stay at Home Order: Ms. Anderson reported that the HR staff continue to telework and have been productive in meeting deadlines and completing required task. The daily Teams meeting has made improvements and resolved several problems on routine assignments. Overall, she was pleased with how her staff has adjusted to these changes.</p> <p>Collective Bargaining: Ms. Anderson reported that Unit 14 Ocean Safety Officers are up for committee hearing at the County Council tomorrow with a final reading this month. The Legislators have approved funding for all HGEA bills and was now pending action by Governor Ige, who has up until September to decide to sign, veto or not sign. All the jurisdictions have come up with proposals on future contracts and bargaining proposals and submitted to HGEA. The jurisdictions have mutually agreed to wait before starting any new bargaining or contract negotiations.</p> <p>Department Retention and Maintenance Policy: Ms. Anderson reported that one of the audit citations noted was the lack of a sufficient document retention maintenance policy. She said there was a seven-year retention policy that was followed by all the departments and governed by HRS §46-43 and Kauai County Council Resolutions No. 2008-39 and 2016-2. She proposed to create a HR policy statement for personnel documents kept by HR that would be retained for seven years. The only exception was for the State of Hawaii Employees Retirement System and Workers Compensation claims that required a retention period of 30 years.</p> <p>Payroll: Ms. Anderson reported that HR was centralizing payroll and taking over payroll processing for the county. They recently hired a Payroll Technician to process payroll from Parks & Recreation in June and the next step was to train a payroll employee on the complicated processing of Kauai Police Department's payroll. They plan to assume payroll processing from Finance department in August.</p>	

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	<p>Ms. Tokioka thanked Ms. Anderson for her quick action in addressing one of the audit citations. She inquired if funds appropriated for the HRMS project was encumbered and still available in this new fiscal year. Ms. Anderson replied that there were no changes and funds were still available. Ms. Tokioka then suggested that she consider placing someone from another department on her selection committee, to get a broader perspective. She worried that the committee which consisted of HR personnel would narrow their ability to seek a system that would be inclusive of the needs of the entire County. Ms. Anderson said that due to the high technical aspects of the HRMS system they have the IT department involved.</p> <p>With no further questions, Ms. Anderson disconnected from the Teams meeting.</p>	
<p>Business</p>	<p><u>CSC 2020-16 Discussion and possible decision-making on identifying and proposing substantive and non-substantive amendments to the Rules of the Civil Service Commission/Merit Appeals Board document.</u></p> <ul style="list-style-type: none"> A. Update Office of Boards and Commissions address. B. Change Department of Personnel Services to Department of Human Resources. C. Change Director of Personnel Services to Director of Human Resources. D. Possible discussion on the addition of a Subchapter 7 Rules on the Selection, Evaluation and Dismissal of the Director of Human Resources. <ul style="list-style-type: none"> a. Overview to amend rules. b. Review past discussions from approved minutes dated 2014-2016. c. Review Police Commission and Planning Departments Selection, Evaluation and Dismissal outline. E. Discussion on other related matters. <p>Ms. Tokioka inquired about section D. and asked why it was placed on the agenda. Chair Iida explained that Subchapter 7 Rules on the Selection, Evaluation and Dismissal of the Director of Human Resources was deferred back in 2016. No decision was finalized, and it needed to be cleared up. Commission Support Clerk Sandra Muragin explained that since</p>	

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	<p>the rules needed to be amended with the new address for Boards and Commissions now would be the time to bring this before the Commission if they choose to include this in their rules. Administrator Ellen Ching recommended the commission delete the address of Boards and Commissions in sections 1-4 and 1-20. Ms. Ching volunteered to work with two commissioners or a permitted interaction group to scrub through the rules and implement changes.</p> <p>Ms. Ching commented that they would take care of making the necessary changes to the rules and present it to the commission for their approval at the next meeting. Deputy County Attorney Mark Ishmael said that regardless of whether the changes were non-substantive or substantive any change to the rules would require a public hearing as outlined in HRS 91-3.</p> <p>Chair Iida asked the commission on their thoughts about item D. Ms. Tokioka agreed to the non-substantive changes as noted in A, B and C to clean up the document but did not agree with adding D. Ms. Tokioka felt that the process developed in the recent hiring of Annette Anderson worked well and it should be documented for future commissions as an reference. Chair Iida said that implementing guidelines or changing the rules was one of the issues that the previous commission could not decide. Ms. Faulkner and Vice Chair Ramos both agreed with Ms. Tokioka.</p> <p>Chair asked about the process involved in creating a guidelines. Ms. Tokioka suggested it could be presented at a future meeting and received as part of the official records for</p>	<p>Ms. Tokioka moved to approve amendments to the Rules of the Civil Service Commission/Merit Appeals Board document pursuant to items A, B and C as noted in agenda item CSC 2020-16. Vice Chair Ramos seconded the motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.</p> <p>Ms. Tokioka moved to receive with no further action item D as noted in CSC 2020-16.</p> <p>Vice Chair Ramos seconded the</p>

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	reference at a later time.	motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.
	<p><u>CSC 2020-17 Discussion and possible decision-making on editing the content of the Rules of Appeal to the Civil Service Commission/Merit Appeals Board form.</u></p> <ul style="list-style-type: none"> A. Update Office of Boards and Commission address. B. Add information to receive an email address. C. Possible discussion to amend form and rules to allow online submission. D. Discussion on other related matters. <p>Ms. Tokioka wanted feedback on the benefits of creating an online form or continue with the same process. Ms. Ching commented that Boards and Commissions implemented an effort to change processes to online, prior to COVID-19. Since then it has become more apparent and beneficial to minimize paper and face to face contact. Ms. Ching said the office has made a huge effort to make everything online, with scanning of files and minimizing paper storage. Ms. Tokioka appreciated the explanation and wanted to support the efforts to decrease paper records.</p> <p>Ms. Ching asked if the commission wanted a working group of one or two commissioners or a permitted interaction group with three commissioners. Chair Iida and Commission Tokioka volunteered to be on the working group.</p>	<p>Ms. Tokioka moved to adopt A and B in CSC 2020-17 and volunteered to be part of a working group to implement C. Vice Chair Ramos seconded the motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.</p> <p>Ms. Faulkner motioned to approve forming a working group to discuss and implement C. Vice Chair Ramos seconded the motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion</p>

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	<p>Ms. Ching asked for a clarification to name the commissioners who would be part of the working group.</p>	<p>carried 4:0.</p> <p>Ms. Faulkner motioned to amend her motion that the working group included Chair Iida, Commissioner Tokioka and Administrator Ellen Ching. Vice Chair Ramos seconded the motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.</p>
<p>Executive Session</p>	<p>Chair Iida requested Administrator Ellen Ching read the Hawaii Revised Statutes to move the meeting into Executive Session.</p> <p>Pursuant to Hawai‘i Revised Statutes §§92-4, 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 and take such appropriate action.</p>	<p>Ms. Tokioka moved to enter into Executive Session. Ms. Faulkner seconded the motion. Motion carried 4:0.</p> <p>The commission and staff disconnected from open session at 3:47 p.m. and connected into executive session.</p>

SUBJECT	DISCUSSION	ACTION
Return to Open Session	Chair Iida, Vice Chair Ramos, Commissioner Tokioka, Deputy Attorney Mark Ishmael, Human Resources Director Annette Anderson, Administrator Ellen Ching and Commission Support Clerk Sandra Muragin were logged onto Microsoft Teams by video. Commissioner Faulkner called into Microsoft Teams and entered the meeting by audio.	
Call To Order In Open Session /Roll Call	<p>Chair Iida called the meeting back to order in open session at 4:19 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; Commissioner Faulkner replied present. Commissioner Tokioka replied here. Vice Chair Ramos replied here. Chair Iida replied here. Deputy County Attorney Mark Ismael replied here. Administrator Ellen Ching replied here. Commission Support Clerk Sandra Muragin replied here.</p>	Quorum was established with four commissioners present.
Ratify Actions	Ratify actions taken by the Civil Service Commission in executive session for agenda items: ES-013, ES-014 and ES-015.	Ms. Faulkner moved to ratify the actions taken in Executive Session for agenda items ES-013, ES-014 and ES-015. Vice Chair Ramos seconded the motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.
Announcements	Next Meeting: Tuesday, August 4, 2020 – 3:00 p.m., Teleconference by Microsoft Teams	
Adjournment	With no further business to conduct, Chair Iida called for a motion to adjourn the meeting.	Ms. Faulkner moved to adjourn the meeting. Vice Chair Ramos seconded the motion. Motion carried 4:0

SUBJECT	DISCUSSION	ACTION
		Chair Iida adjourned the meeting at 4:21 p.m.

Submitted by: _____ Reviewed and Approved by: _____
Sandra Muragin, Commission Support Clerk Jeffrey Iida, Chair

- (X) Approved as circulated. 08/05/20
- () Approved with amendments. See minutes of _____ meeting.