

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	August 4, 2020
Location	Teleconference via Microsoft Teams	Start of Meeting: 3:02 p.m.	End of Meeting: 4:03 p.m.
Present	Chair Pro Tem Richard Jose. Commissioners: Fely Faulkner, Beth Tokioka and Ricky Watanabe. Deputy County Attorney Mark Ishmael. Human Resources Director Annette Anderson (<i>disconnected at 3:31 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Chair Jeffrey Iida and Vice Chair Vonnell Ramos.		
Absent			
SUBJECT	DISCUSSION	ACTION	
	Commissioner Jose, Commissioner Tokioka, Deputy County 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 and Commissioner Watanabe called into Microsoft Teams and entered the meeting by audio.		
Call To Order In Open Session /Roll Call	<p>Commissioner Jose called the Open Session meeting to order at 3:00 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 here.</p> <p>Commissioner Jose replied here.</p> <p>Commissioner Tokioka replied here.</p> <p>Commissioner Watanabe replied here.</p> <p>Vice Chair Ramos was excused.</p> <p>Chair Iida was excused.</p> <p>Deputy County Attorney Mark Ismael replied here.</p> <p>Human Resources Director Annette Anderson replied present.</p> <p>Administrator Ellen Ching replied present.</p> <p>Commission Support Clerk Sandra Muragin replied here.</p>	<p>Quorum was established with four commissioners present.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Administrator Ellen Ching directed the commission to appoint a Chair Pro Tem in the absence of the Chair and Vice Chair, before the meeting could move forward.</p>	<p>Ms. Faulkner moved to appoint Richard Jose as Chair Pro Tem for the August 4, 2020 meeting. Ms. Tokioka seconded the motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.</p>
<p>Public Comments and Testimony</p>	<p>No one from the public signed into the meeting.</p>	
<p>Approval of Minutes</p>	<p>A. Open Session Minutes of July 7, 2020</p>	<p>Ms. Tokioka moved to approve the Open Session minutes of July 7, 2020, as circulated. Ms. Faulkner seconded the motion. Motion carried 4:0.</p>
<p>Director's Report</p>	<p><u>CSC 2020-18</u> <u>Director's Reports for the June/July 2020 period.</u></p> <ul style="list-style-type: none"> A. HRMS Project B. Review and Comparison of Current Procedures with those from Audit Years C. Work Schedule D. Collective Bargaining E. Documentation Retention and Maintenance Policy F. Administrative Services and Benefits G. Employee Development and Health Services H. Classification and Pay and Labor Relations I. Recruitment and Exam J. Payroll K. EEO/ADA L. Attachment A: Department of Human Resources Policy Changes Since 2015 Audit M. Attachment B: Number of County Employees as of June 30, 2020. N. Attachment C: COK Department of Human Resources Internal Policy and 	

SUBJECT	DISCUSSION	ACTION
	<p>Procedures-Human Resources Document Retention & Destruction, Document Number 2020-000, Revision Number/Date 001/July 2020</p> <p>Human Resources Director Annette Anderson reviewed the June/July 2020 report with the Commission (on file).</p> <p><u>Human Resources Management System (HRMS) Project:</u> Ms. Anderson confirmed they fulfilled the commission’s request to recruit someone outside of human resources department to be part of the selection committee. She shared that they received eight proposals and a status meeting with BerryDunn was scheduled on Monday, August 17, 2020 to review and update the projects progress. To date they were on schedule and moving forward.</p> <p><u>Review and Comparison of Current Procedures with those from Audit Years:</u> Ms. Anderson reviewed Attachment A and Attachment B with the commission.</p> <p>Attachment A: Department of Human Resources Policy Changes Since 2015 Audit: The report detailed 17 procedures that had been changed or updated since the 2015 audit. The “after audit” column specified internal procedures and processes that resulted in improvements and streamlined the methodology of how the department handled these areas. She covered each procedure with the commission (see attachment A for details) and highlighted the following;</p> <ol style="list-style-type: none"> 1. Overall Recruitment and Hiring: created a centralized section that reviewed and processed all reference checks, background checks, and communication of conditional employment and non-selection notices. 2. Skilled/Unskilled Positions: process in place to identify and eliminate the bypass of essential qualifications. 3. Application-Citizenship Language: question added to identify citizenship requirements. 	

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	<p><i>At 3:11 p.m. a public person [REDACTED] called and joined the meeting.</i></p> <ol style="list-style-type: none"> 4. Exemption from Civil Service Recruitment: this was part of the audit findings and added onto the NEOGOV system. 5. Grant Funded Positions: added onto NEOGOV to verify positions are authorized and funded. 6. NEOGOV-Department of Water (DOW) funding approval: added onto NEOGOV to verify positions are authorized and funded. 7. Recruitment Above the Minimum (RAM): created a process to analyze public and private salary for recruitment of positions at a salary above minimum. 8. Examination Admittance: created a process of no admittance once testing doors are closed and allow view of admission letters online instead of providing a paper copy. 9. Interviews: departments must now substantiate interviews through NEOGOV, which allows HR recruitment staff to review that all requirements were met. 10. NEOGOV-Classification Actions: streamlined approval process and made paperless. 11. Reallocations: created a process to now require appropriate documentation. 12. Class Specification-Gender Language: reviewed and changed to gender neutral language. 13. Driver's License: to avoid discrimination, driver licenses are now requested once a conditional offer of employment is made. 14. Hire Above the Minimum (HAM): created a process to determine a fair and equitable starting pay for applicants with above the minimum education and experience. 15. Administrative Review Process: created a process for recruitment staff to clarify information prior to rejecting an application. The process has proven successful outcomes. 16. Class Specifications-Consistent Education Requirements: updated for consistency in education requirements. 17. Qualifications-Substitutions: updated specifications to include substitutions and reviewed all classes for consistency. 	

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	<p>Attachment B: Number of County Employees as of June 30, 2020. The report detailed breakdown of positions in each department and identified type of positions. This was part of the audit findings.</p> <p><u>Work schedule:</u> The 4/10 pandemic work schedule was terminated []July 27 and most county offices are back on the 5/8 schedule. Department heads were able to submit a request to HR to adjust back to the 4/10 schedule and maintain teleworking capability for their staff.</p> <p><u>Collective Bargaining:</u> Ms. Anderson reported that funding for all HGEA bills approved by the Legislation were pending action by Governor Ige. Unit 14 Ocean Safety Officers final funding approval will be heard at tomorrows county council meeting. All the jurisdictions have started preliminary meetings on negotiations for new contracts.</p> <p><u>Documentation Retention and Maintenance Policy:</u> Ms. Anderson referenced Attachment C: COK Department of Human Resources Internal Policy and Procedures-Human Resources Document Retention & Destruction, Document Number 2020-000, Revision Number/Date 001/July 2020. She said the document was sent to the County Attorney’s Office for review.</p> <p>Ms. Tokioka thanked Ms. Anderson for acting on the suggestion to include another committee member into the selection committee process. She asked if 89-day contracts were listed into the temporary column on Exhibit B. Ms. Anderson would confirm but assumed it was included in the temporary column. Ms. Tokioka also inquired where Boards and Commissions stats were since the Exempt note included that boards and commissions were excluded.</p> <p><i>Meeting was temporarily suspended from 3:27 p.m. to 3:30 p.m. when Commissioner</i></p>	

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	<p><i>Faulkner lost connection.</i></p> <p><i>At 3:30 p.m. the public person (808-241-4831) disconnected from the meeting.</i></p> <p>With no further questions, Ms. Anderson disconnected from the Teams meeting at 3:31 p.m.</p> <p>Ms. Ching verified that the Mayors' Office exempt numbers included boards and commissions staff.</p>	
Business	<p><u>CSC 2020-19</u> <u>Review and possible decision-making on the first draft of substantive and non-substantive amendments to the Rules of the Civil Service Commission/Merit Appeals Board document.</u></p> <p>Administrator Ellen Ching reviewed the Ramsayer version document with the commission and highlighted the amendments.</p>	<p>Ms. Tokioka moved to approve amendments to the Ramsayer Version August 4, 2020 amendments to the Rules of the Civil Service Commission/Merit Appeals Board document and Appeal Form. Ms. Faulkner seconded the motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.</p>
	<p><u>CSC 2020-20</u> <u>Review and possible decision-making on the first draft of amendments to the Rules of Appeal to the Civil Service Commission/Merit Appeals Board form.</u></p> <p>Completed in CSC 2020-19, no further action required.</p>	
Executive Session	<p>Administrator Ellen Ching read the Hawaii Revised Statutes to move the meeting into Executive Session.</p>	

SUBJECT	DISCUSSION	ACTION
	<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>Mr. Watanabe 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 3:43 p.m. and connected into executive session.</p>
<p>Return to Open Session</p>	<p>Chair Pro Tem Jose, Commissioner Tokioka, Deputy County Attorney Mark Ishmael, Administrator Ellen Ching, and Commission Support Clerk Sandra Muragin were logged onto Microsoft Teams by video. Commissioner Faulkner and Commissioner Watanabe called into Microsoft Teams and entered the meeting by audio.</p>	
<p>Call To Order In Open Session /Roll Call</p>	<p>Chair Pro Tem Jose called the meeting back to order in open session at 4:00 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 here. Commissioner Tokioka replied here. Commissioner Watanabe replied here. Chair Pro Tem Jose replied here. Deputy County Attorney Mark Ismael replied here.</p>	

SUBJECT	DISCUSSION	ACTION
	Administrator Ellen Ching replied here. Commission Support Clerk Sandra Muragin replied here.	Quorum was established with four commissioners present.
Ratify Actions	Ratify actions taken by the Civil Service Commission in executive session for agenda items: ES-016 and ES-017.	Mr. Watanabe moved to ratify the actions taken in Executive Session for agenda items ES-016 and ES-017. Ms. Tokioka seconded the motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.
Announcements	Next Meeting: Tuesday, September 1, 2020 – 3:00 p.m., Teleconference by Microsoft Teams	
Adjournment	With no further business to conduct, Chair Pro Tem Jose called for a motion to adjourn the meeting.	Ms. Faulkner moved to adjourn the meeting. Ms. Tokioka seconded the motion. Motion carried 4:0 Chair Pro Tem Jose adjourned the meeting at 4:03 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Richard Jose, Chair Pro Tem

- () Approved as circulated.
- (X) Approved with amendments. See minutes of 09/01/20 meeting.