

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	September 1, 2020	
Location	Teleconference via Microsoft Teams	Start of Meeting:	3:03 p.m.	End of Meeting: 4:19 p.m.
Present	<p>Chair Pro Tem Vonnell Ramos. Commissioners: Fely Faulkner, Richard Jose (<i>disconnected at 3:51 p.m.</i>), Beth Tokioka and Ricky Watanabe.</p> <p>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.</p>			
Excused	Chair Jeffrey Iida and Commissioner Jennifer Carter.			
Absent				
SUBJECT	DISCUSSION	ACTION		
	<p>Chair Pro Tem Vonnell Ramos, 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.</p>			
<p>Call To Order In Open Session /Roll Call</p>	<p>Chair Pro Tem Ramos called the Open Session meeting to order at 3:02 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 Carter was excused.</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>Chair Pro Tem Ramos replied here.</p> <p>Chair Iida was excused.</p> <p>Deputy 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>			<p>Quorum was established with five commissioners present.</p>

SUBJECT	DISCUSSION	ACTION
Public Comments and Testimony	No one from the public signed into the meeting.	
Approval of Minutes	<p>A. Open Session Minutes of August 4, 2020</p> <p>Administrator Ellen Ching said they received a correction from HR Director Annette Anderson to amend page 5, second paragraph under work schedule and change date from July 27 to August 27.</p>	Ms. Tokioka moved to approve the amended Open Session minutes of August 4, 2020, change July 27 to August 27 on page 5 second paragraph under work schedule. Mr. Watanabe seconded the motion. Motion carried 5:0.
Director's Report	<p><u>CSC 2020-18</u> <u>Director's Reports for the July/August 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. Access Office Structure and Productivity of Staff Assignments 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. <p>Human Resources Director Annette Anderson reviewed the July/August 2020 report with the Commission (on file).</p>	

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	<p><u>Human Resources Management System (HRMS) Project:</u> Ms. Anderson stated the selection committee completed several meetings to score and select the final vendors. The next meeting would involve a demonstration from the vendors. This would be a virtual meeting and would occur mid-September.</p> <p><u>Review and Comparison of Current Procedures with those from Audit Years:</u> Attachment A: Department of Human Resources Policy Changes Since 2015 Audit.</p> <ol style="list-style-type: none"> 1. At the request of the commission a “Date Completed” column was added. Ms. Anderson highlighted that since she assumed the HR Director position, six out of the seventeen audit procedures were completed. 2. The audit noted deficiencies in the county’s documentation of personnel transactions; however, Ms. Anderson reviewed the process and concluded that they were adequately documented. She said all documents were now electronically produced and filed, which made it easier and more manageable in comparison to the past when they used hard paper copies to file and retain. 3. The new HRMS system would interface with NEO gov and provide a clearer paper trail of documentation. <p>Attachment B: Number of County Employees as of June 30, 2020. The report was updated and clarifying information was noted in red. There are 53, 89-day hires with approximately half being bus drivers.</p> <p><u>Access Office Structure and Productivity of Staff Assignments:</u> Ms. Anderson said payroll department was now setup to take over the payroll from finance department. They developed an electronic timesheet stored on the County of Kauai Share Point Portal that could be accessed by all county employees. New hire orientation workload has transitioned from recruitment staff to administrative services division.</p>	

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	<p><u>Collective Bargaining:</u> Ms. Anderson reported that funding for all HGEA bills approved by the Legislation were still pending action by Governor Ige, who had until September 15 to veto. All 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 and was pending approval.</p> <p>Ms. Anderson reported that there had been an increase in grievances from various unions and the amount received in the last couple of months exceeded the entire amount from last year. She could not explain why it happened and there were no particular issues or trends.</p> <p>Ms. Faulkner asked for the difference between a civil service employee and an exempt employee. Ms. Anderson said exempt employees do not have civil service rights and protection. She explained that positions under the Mayor’s Officer were exempt and an exempt employee could be from any department and class titled a department head, clerk, or secretary.</p> <p>Ms. Faulkner asked if access to Neogov and HRMS records were open to the public or only county employees. Ms. Anderson replied that Neogov access was for HR administrative service staff, department & support staff who dealt with recruitment, the average employee would not have access. County employees have access to a Share Point Portal that was a document management and storage system. Share point stores classifications, organizational, and other documents. She explained that the county was transitioning to Power DMS, another portal that would store policy documents. All employees have access and are notified to read and acknowledge policies from Power DMS where it is retained and tracked.</p>	

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	<p>Ms. Faulkner asked about bullet three under recruitment and exam; the Western Regional Item Bank. Ms. Anderson said it allowed HR to access to use approved questions for recruitment. Under the same recruitment and exam bullet number four, Ms. Faulkner asked who were the transaction staff. Ms. Anderson confirmed transaction staff and administrative staff were the same.</p> <p>Mr. Jose inquired if Ms. Anderson could share the biggest grievance with the unions. Ms. Anderson replied that UPW wrote three letters to COK and other jurisdictions that Unit 1 bargaining unit should receive hazard pay because of COVID-19.</p> <p>Ms. Tokioka thanked Ms. Anderson for follow-up on the matrix and for bringing the grievance situations to the commission.</p> <p>With no further questions, Ms. Anderson disconnected from the Teams meeting at 3:31 p.m.</p>	
<p>Business</p>	<p><u>CSC 2020-19</u> <u>Review and possible decision-making on the second draft of 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. Review additional amendments on the September 1, 2020 Ramsayer Version regarding Subchapter 2 Proceedings Before The Commission §1-14 Filing of documents (b) Form and Subchapter 6 Rules Applicable To Appeals §1-39 Filing of appeal (a) Time. B. Review Notice of Public Hearing. C. Discussion on other related matters. <p>Ms. Ching reviewed the Ramsayer version document with the commission and brought attention to the highlighted amendments. She asked the commission to amend the</p>	<p>Ms. Tokioka moved to adopt the Ramsayer Version September 1, 2020 amendments to the Rules of the Civil Service Commission/Merit Appeals Board document, as circulated. Ms. Faulkner seconded the motion.</p>

SUBJECT	DISCUSSION	ACTION
	<p>highlighted verbiage on page 1-11 Subchapter 2 Proceedings Before The Commission §1-14 Filing of documents (b) Form, to read, “All appeals filed with the commission shall be completed on an Civil Service Commission Appeal Form; located on the County of Kauai Civil Service Commission website and submitted online or at the Office of Boards and Commissions.” She said that would identify the appeal form and would continue to identify the county website page in case of any changes.</p>	<p>Ms. Tokioka withdrew her motion. Ms. Faulkner withdrew her second.</p> <p>Ms. Tokioka moved to adopt the Ramsayer Version September 1, 2020 amendments to the Rules of the Civil Service Commission/Merit Appeals Board document with the verbal amendments made to Subchapter 2 Proceedings Before The Commission §1-14 Filing of documents (b) Form to read “All appeals filed with the commission shall be completed on an Civil Service Commission Appeal Form; located on the County of Kauai Civil Service Commission website and submitted online or at the Office of Boards and Commissions.” Mr. Jose seconded the motion. Roll Call Vote: 5-Ayes and 0-Nays. Motion carried 5:0.</p>

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	<p>The commissioner’s understood that the date of the notice of public hearing would change and was dependent on when the notice was published in the Garden Island newspaper.</p>	<p>Ms. Faulkner moved to adopt and publish the Notice of Public Hearing in the Garden Island newspaper. Mr. Watanabe seconded the motion. Roll Call Vote: 5-Ayes and 0-Nays. Motion carried 5:0.</p>
	<p><u>CSC 2020-20</u> <u>Review and possible decision-making on the second draft of amendments to the Rules of Appeal to the Civil Service Commission/Merit Appeals Board form.</u></p> <p>A. Review second draft of amendments to the Appeal Form. B. Review and possible decision-making on the first draft amendments to the Appeal Form Representative.</p> <p>Ms. Ching reviewed the changes to the appeal form and asked the commission to include these additional changes; change the title from “Appeal Form” to “Civil Service Commission Appeal Form” and keep number three “Appellant’s Authorized Representative Information (if any).”</p> <p>Ms. Ching explained that changes to the appeal form were made to allow electronic submission. She explained they discovered they were unable to allow two electronic signatures sign at the same time from different locations. A separate document, appeal form representative, was created to take care of that problem. Ms. Ching asked Mr. Ishmael if a</p>	<p>Mr. Watanabe moved to adopt the appeal form as circulated with the following verbal amendments; change the title to “Civil Service Commission Appeal Form” and keep number three “Appellant’s Authorized Representative Information (if any).” Ms. Tokioka seconded the motion. Roll Call Vote: 5-Ayes and 0-Nays. Motion carried 5:0.</p>

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	<p>statement, “they have read all the rules they are in compliance with the rules as listed on the form” should be included above the signature line. Mr. Ishmael said he would review it later and respond sometime this week.</p>	<p>Ms. Tokioka moved to adopt the appeal form-representative with the verbal amendment to add above the signature line “They have read all the rules and are in compliance with the rules listed on the form” or any other statement and guidance provided by Deputy County Attorney Mark Ishmael. Ms. Faulkner seconded the motion. Roll Call Vote: 5-Ayes and 0-Nays. Motion carried 5:0.</p>
<p>Executive Session</p>	<p>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>Commissioner Jose disconnected from Teams meeting at 3:51 p.m. and left the meeting.</p>	<p>Ms. Faulkner moved to enter into Executive Session. Mr. Jose seconded the motion. Roll Call Vote: 5-Ayes and 0-Nays. Motion carried 5:0.</p> <p>The commission and staff, except for Commissioner</p>

SUBJECT	DISCUSSION	ACTION
		Richard Jose, disconnected from open session at 3:50 p.m. and connected into executive session.
Return to Open Session	Chair Pro Tem Ramos, 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.	
Call To Order In Open Session /Roll Call	<p>Chair Pro Tem Ramos called the meeting back to order in open session at 4:17 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 present. Chair Pro Tem Ramos 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-018, ES-019 and ES-020.	Ms. Faulkner moved to ratify the actions taken in Executive Session for agenda items ES-018, ES-019 and ES-020. Mr. Watanabe seconded the motion. Roll Call Vote: 4-Ayes and 0-Nays. Motion carried 4:0.
Announcements	Next Meeting: Tuesday, October 6, 2020 – 3:00 p.m., Teleconference by Microsoft Teams	
Adjournment	With no further business to conduct, Chair Pro Tem Ramos called for a motion to adjourn the meeting.	Ms. Tokioka moved to adjourn the meeting. Ms. Faulkner

SUBJECT	DISCUSSION	ACTION
		seconded the motion. Motion carried 4:0 Chair Pro Tem Ramos adjourned the meeting at 4:19 p.m.

Submitted by: _____
Sandra Muragin, Commission Support Clerk

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

(X) Approved as circulated. 10/06/20

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