

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>October 6, 2020</b>
Location	Teleconference via Microsoft Teams	Start of Meeting: 3:01 p.m.	End of Meeting: 3:45 p.m.
Present	<p>Chair Jeffrey Iida. Vice Chair Vonnell Ramos. Commissioners: Jennifer Carter (<i>entered meeting at 3:06 p.m.</i>), Fely Faulkner, Richard Jose and Beth Tokioka.</p> <p>Deputy County Attorney Mark Ishmael. Human Resources Director Annette Anderson (<i>disconnected at 3:21 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.</p>		
Excused	Commissioner Ricky Watanabe		
Absent			
SUBJECT	DISCUSSION	ACTION	
	<p>Chair Iida, Vice Chair 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 called into Microsoft Teams and entered the meeting by audio.</p>		
<p><b>Call To Order In Open Session /Roll Call</b></p>	<p>Chair Iida called the Open Session meeting to order at 3:01 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 no reply.</p> <p>Commissioner Faulkner replied here.</p> <p>Commissioner Jose replied here.</p> <p>Commissioner Tokioka replied here.</p> <p>Commissioner Watanabe was excused.</p> <p>Vice Chair Ramos replied here.</p> <p>Chair Iida replied here.</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
<b>Public Comments and Testimony</b>	No one from the public signed into the meeting.	
<b>Approval of Minutes</b>	A. Open Session Minutes of September 1, 2020	Ms. Tokioka moved to approve the Open Session minutes of September 1, 2020, as circulated. Ms. Faulkner seconded the motion. Motion carried 5:0.
<b>Director's Report</b>	<p><b><u>CSC 2020-18</u></b> <u>Director's Reports for the August/September 2020 period.</u></p> <ul style="list-style-type: none"> <li>A. HRMS Project</li> <li>B. Telework Update</li> <li>C. Update on Review and Revisions to Internal Policies and/or Procedures</li> <li>D. Update on Complaints (Internal Complaints and others) and Grievances</li> <li>E. Update Regarding Payroll Office Structure</li> <li>F. New Hire Orientation</li> <li>G. Collective Bargaining</li> <li>H. Documentation Retention and Maintenance Policy</li> <li>I. Administrative Services and Benefits</li> <li>J. Employee Development and Health Services</li> <li>K. Classification and Pay and Labor Relations</li> <li>L. Recruitment and Exam</li> <li>M. Payroll</li> <li>N. EEO/ADA</li> </ul> <p>Human Resources Director Annette Anderson reviewed the August 2020 report with the Commission (on file).</p> <p><u>Human Resources Management System (HRMS) Project:</u>          Ms. Anderson shared that during a course of three days, four vendors demonstrated their</p>	

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	<p>products virtually to the selection committee and up to 40-50 county employees. They were scored and the top two were selected and completed reference checks. Negotiations should begin soon.</p> <p><u>Telework Update:</u>  <i>Commissioner Jennifer Carter joined the meeting.</i></p> <p>Reported that staff was productive and happy with continued teleworking schedules. Some staff members have experienced internet connectivity issues that they are attempting to remedy; however, if they are not able to have reliable internet they would report to the office for work.</p> <p><u>Update on Review and Revisions to Internal Policies and/or Procedures:</u>          Ms. Anderson said that one of her continued projects was to review existing policies and procedures. They are now in the process of examining the interview and selection procedures that were revised back in 1986.</p> <p><u>Update on Complaints (Internal Complaints and others) and Grievances:</u>          Ms. Anderson reported that there had been an increase in complaints and grievances from various unions and the amount received in the last couple of months exceeded the entire total from last year. She could not explain why it happened and there were no particular issues or trends. They are in the process of revamping internal schedules and devised a three-part plan to recruit personnel from other departments to assist with the handling of these lower level types of complaints and investigations.</p> <p><u>Update Regarding Payroll Office Structure:</u>          Ms. Anderson said finance departments payroll processing successfully transferred to payroll department. Payroll functions continue to transfer from other departments.</p>	

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	<p><u>New Hire Orientation</u> Recorded an updated new hire orientation video and provided web access to view at any time along with the power point presentation to refresh memory on what was covered that day.</p> <p><u>Collective Bargaining</u> Ms. Anderson shared that Hawaii Government Employees Association (HGEA) pay raises were approved. New pay raises will begin October 15 and retroactive pay from July 2019 will be caught up in the October 31 pay period. New bargaining unit 15 Ocean and Water Safety was signed on September 15 by Governor Ige. It will go now go through the labor board and the process to negotiate a new contract. They now have a total of eight bargaining units to negotiate with. Negotiations start next Tuesday with United Public Works (UPW) and the other unions, Hawaii Government Employees Association (HGEA), State of Hawaii Organization of Police Officers (SHOPO) and Fire, should start soon for new contracts to take effect July 2021. Ms. Anderson said the county does not anticipate any furloughs or pay cuts through June 30, 2021, but she could not confirm once the new fiscal year commences.</p> <p><u>Documentation Retention and Maintenance Policy</u> Completed and still pending review at the county attorney's office.</p> <p>Ms. Tokioka asked if there was a strategic plan on how collective bargaining negotiations would be handled. Ms. Anderson shared next week's UPW negotiations would include HR Manager Janine Rapozo and plans are in place to introduce HR Manager Jill Niitani and Human Resources Specialist Kris Nakamura to the process. Concerned with the county's bleak financial outlook, Ms. Tokioka remarked that potential furloughs <b><u>may be necessary</u></b> and requested that the commission be kept informed of any budget shortfall.</p> <p>With no further questions, Ms. Anderson disconnected from the Teams meeting at 3:21 p.m.</p>	

SUBJECT	DISCUSSION	ACTION
<p><b>Business</b></p>	<p><u><b>CSC 2020-22</b></u> <u>Review and possible decision-making on the third draft of substantive and non-substantive amendments to the Rules of the Civil Service Commission/Merit Appeals Board document.</u></p> <p>A. Review additional amendments on the October 6, 2020 Ramseyer Version            B. Discussion on other related matters.</p> <p>Ms. Ching summarized that the main reason for the amendments was to change the boards and commissions address and in the process update information to include electronic mailing (email) addresses and online application processing of appeals. If the commission approved the October 6 Ramseyer Version the public hearing notification would be published 30-days before the next meeting. The commission agreed with the amendments and had no further revisions.</p>	<p>Ms. Tokioka moved to accept the Ramsayer Version dated October 6, 2020 amendments to the Rules of the Civil Service Commission/Merit Appeals Board document, as circulated. Vice Chair Ramos seconded the motion. Roll Call Vote: 6-Ayes and 0-Nays. Motion carried 6:0.</p>
<p><b>Executive Session</b></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>Ms. Carter moved to enter into</p>

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		<p>Executive Session. Mr. Jose seconded the motion. Motioned carried 6:0.</p> <p>The commission and staff, disconnected from open session at 3:27 p.m. and connected into executive session.</p>
<p><b>Return to Open Session</b></p>	<p>Chair Iida, Vic Chair Ramos, Commissioner Carter, Commissioner 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 called into Microsoft Teams and entered the meeting by audio.</p>	
<p><b>Call To Order In Open Session /Roll Call</b></p>	<p>Chair Iida called the meeting back to order in open session at 3:38 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 replied present.</p> <p>Commissioner Faulkner replied here.</p> <p>Commissioner Jose replied here.</p> <p>Commissioner Tokioka replied here.</p> <p>Vice Chair Ramos replied here.</p> <p>Chair Iida replied here.</p> <p>Deputy County Attorney Mark Ismael replied here.</p> <p>Administrator Ellen Ching replied here.</p> <p>Commission Support Clerk Sandra Muragin replied here.</p>	<p>Quorum was established with six commissioners present.</p>
<p><b>Ratify Actions</b></p>	<p>Ratify actions taken by the Civil Service Commission in executive session for agenda items: ES-021 and ES-022.</p>	<p>Ms. Faulkner moved to ratify the actions taken in Executive Session for agenda items ES-021 and ES-022. Ms. Tokioka</p>

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		seconded the motion. Roll Call Vote: 6-Ayes and 0-Nays. Motion carried 6:0.
<b>Announcements</b>	<p>Next Meeting: Tuesday, November 10, 2020 – 3:00 p.m., Teleconference by Microsoft Teams.</p> <p>The commission welcomed Jennifer Carter and requested a brief introduction.</p> <p>Ms. Carter shared that she was a resident of Kaua‘i for over five years and worked at the YWCA as a professional therapist that specialized in dealing with trauma victims. She oversaw the domestic violence program. She asked the commission to introduce themselves and each commissioner gave a short introduction. Ms. Carter closed by saying that she hoped to meet them in person one day and looked forward to learning more about the commission.</p>	
<b>Adjournment</b>	With no further business to conduct, Chair Iida called for a motion to adjourn the meeting.	<p>Ms. Faulkner moved to adjourn the meeting. Ms. Carter seconded the motion. Motion carried 6:0</p> <p>Chair Iida adjourned the meeting at 3:45 p.m.</p>

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

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

- ( ) Approved as circulated.
- ( X ) Approved with amendments. See minutes of 11/10/20 meeting.