

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	November 10, 2020
Location	Teleconference via Microsoft Teams	Start of Meeting: 3:00 p.m.	End of Meeting: 4:19 p.m.
Present	<p>Chair Jeffrey Iida. Vice Chair Vonnell Ramos. Commissioners: Jennifer Carter, Fely Faulkner, Beth Tokioka and Ricky Watanabe (<i>disconnected at 3:36 p.m.</i>).</p> <p>Deputy County Attorney Mark Ishmael. Human Resources Director Annette Anderson (<i>disconnected at 3:31 p.m.</i>) and Human Resources Manager Janine Rapozo(<i>entered meeting at 3:03 p.m. and disconnected at 3:31 p.m.</i>) . Office of Boards and Commissions Staff: Administrator Ellen Ching (<i>entered meeting at 3:02 p.m.</i>) and Commission Support Clerk Sandra Muragin.</p>		
Excused	Commissioner Richard Jose		
Absent			
SUBJECT	DISCUSSION	ACTION	
	<p>Chair Iida, Vice Chair Ramos, Commissioner Carter, Commissioner Tokioka, Deputy County Attorney Mark Ishmael, Human Resources Director Annette Anderson 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 Iida 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 Carter replied here.</p> <p>Commissioner Faulkner replied here.</p> <p>Commissioner Jose was excused.</p> <p>Commissioner Tokioka replied here.</p> <p>Commissioner Watanabe 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>Human Resources Director Annette Anderson replied here.</p> <p>Administrator Ellen Ching no reply.</p>	<p>Quorum was established with</p>	

SUBJECT	DISCUSSION	ACTION
	Commission Support Clerk Sandra Muragin replied here.	six commissioners present.
Public Comments and Testimony	No one from the public signed into the meeting.	
Approval of Minutes	<p>A. Open Session Minutes of October 6, 2020</p> <p><i>Administrator Ellen Ching joined the meeting.</i> <i>Human Resources Manager Janine Rapozo joined the meeting.</i></p> <p>Ms. Tokioka referenced correction to the minutes on the bottom of page 4, last sentence under Documentation Retention and Maintenance Policy. Delete “are eminent” and replace with “may be necessary”. Corrected sentence should read “Concerned with the county’s bleak financial outlook, Ms. Tokioka remarked that potential furloughs may be necessary and requested that the commission be kept informed of any budget shortfall.” Chair Iida concurred with the corrections.</p>	<p>Ms. Tokioka moved to approve the amended Open Session minutes of October 6, 2020, with corrections to the last paragraph sentence on page 4, delete “are eminent” and replace with “may be necessary”. Mr. Watanabe seconded the motion. Motion carried 6:0.</p>
Human Resources Director’s Report	<p><u>CSC 2020-23</u> <u>Director’s Reports for the September/October 2020 period.</u></p> <ul style="list-style-type: none"> A. HRMS Project B. COVID-19-Quarantine, Exemptions, Leave of Absence for Employees Who Travel C. Training D. Investigations E. Teleworking Update F. Update on Review and Revisions to Internal Policies and/or Procedures G. Update Regarding Payroll Office Structure H. Collective Bargaining I. Documentation Retention and Maintenance Policy J. Administrative Services and Benefits K. Employee Development and Health Services L. Classification and Pay and Labor Relations M. Recruitment and Exam 	

SUBJECT	DISCUSSION	ACTION
	<p>N. Payroll O. EEO/ADA</p> <p>Human Resources Director Annette Anderson reviewed the September/October 2020 report with the Commission (on file).</p> <p><u>Human Resources Management System (HRMS) Project:</u> Ms. Anderson shared that the selection committee was in active negotiations with the top vendor. She said the final cost might exceed the designated CIP funds, so they have started discussions with the County Council on the possible transfer of CIP funds from other departments as a possible source of additional funds, if needed. Once the final cost is agreed upon they can enter into the final phase of the contract. The transfer of additional CIP funds would delay the timeline and take approximately two months to complete.</p> <p><u>COVID 19-Quarantine, Exemptions, Leave of Absence for Employees Who Travel:</u> HR department continues to draft advisories to county employees with updates from the Governor's and Mayor's office. The latest was an update was Advisory #9 for employees who travel off island and steps they need to take before returning back to work. The County started free COVID testing every Sunday around the island.</p> <p><u>Training:</u> HR staff attended an online Neogov conference. Information obtained from the training is being discussed to see if some of the information could be used in different areas.</p> <p><u>Investigations:</u> Ms. Anderson stated that she was conducting two highly confidential investigations that have consumed a lot of her time.</p> <p><u>Teleworking Update:</u> No updates to report.</p>	

SUBJECT	DISCUSSION	ACTION
	<p><u>Update on Review and Revisions to Internal Policies and/or Procedures:</u> Ms. Anderson said that HR continues to review existing policies and procedures. They recently discovered that the Police Departments General Orders overlapped and superseded HR policies and procedures. This would be reviewed and addressed to avoid inconsistency.</p> <p><u>Update Regarding Payroll Office Structure:</u> Ms. Anderson said the new HRMS system would result in a reduction of hiring future payroll staff due to the automated processing of payroll.</p> <p><u>Collective Bargaining</u> Ms. Anderson said they are participating in the negotiations with UPW and HGEA concerning furlough of state employees. She reiterated that the County of Kaua‘i does not anticipate any furloughs or pay cuts through this fiscal year; however, it will be reviewed in the new fiscal year.</p> <p><u>Documentation Retention and Maintenance Policy</u> Completed, but still pending review from the county attorney’s office.</p> <p><u>Administrative Services and Benefits</u> Ms. Anderson pointed out that information was included on the pay increases of over 550 employees that incurred from the HGEA contract. She said they had to manually generate 950 paper documents to complete the process and that once the new HRMS system is up and running it would be automatically done.</p> <p>Mr. Watanabe asked for an explanation on the difference between essential and non-essential workers. Ms. Anderson said at the beginning of COVID they needed to identify essential and non-essential workers and basically essential workers were 24/7 county employees. Non-essential were clerical office worker positions.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>With no further questions, Chair Iida asked Ms. Anderson to remain in the meeting to discuss the next agenda item.</p>	
<p>Business</p>	<p><u>CSC 2020-24</u> <u>DHR response to the commission seeking clarification on the particulars of determining minimum qualification requirements on employment applications</u></p> <p>Ms. Anderson explained that they now review all class specifications as new postings come up. They are standardizing substitutions and work experience to be more consistent and contact other jurisdictions to align with their review process.</p> <p>Ms. Anderson introduced the head of recruitment and classifications Janine Rapozo to comment on the process. Ms. Rapozo said they have reviewed and updated about a dozen classes, especially clarifying substitutions. In the past they added substitutions onto the job posting which created inconsistency. This review process would continue until all classes are updated, reviewed and standardized.</p> <p>Chair Iida asked if an applicant did not have a bachelor’s degree could they substitute with work experience and could they then also use the work experience as fulfilling the years of work requirement. Ms. Rapozo said work experience could not be used to fulfill two requirements. Chair Iida asked that it be placed on the posting to avoid confusion and Ms. Rapozo thought it was already stated but would double check.</p> <p>With no further questions Chair Iida thanked them. Ms. Anderson and Ms. Rapozo disconnected from the Teams meeting at 3:31 p.m.</p>	
	<p><u>CSC 2020-25</u> <u>Update on the final 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. <u>Publication of Notice of Public Hearing</u> B. <u>Timeline overview</u> C. <u>Discussion on other related matters</u> <p>Support clerk Sandra Muragin reported that the Notice of Public Hearing was published in</p>	

SUBJECT	DISCUSSION	ACTION
	<p>the newspaper and posted on the civil service website. Their packets contained copies of the notice as well as an updated timeline overview.</p>	
	<p><u>CSC 2020-26</u> <u>Discussion and possible decision-making on the process and tools for the evaluation of the Director of Human Resources.</u></p> <ul style="list-style-type: none"> A. <u>Review and possible decision-making on use of the six-month evaluation form</u> B. <u>Review and possible decision-making on the use of the 360 evaluation</u> C. <u>Discussion on other related matters</u> <p><i>Commissioner Watanabe disconnected from the Teams meeting at 3:36 p.m. and left the meeting.</i></p> <p>The commission reviewed an eight page document that was brought up on the Team screen that was not included in their packet. Ms. Ching said the commission could decide if they wanted to include a 360 survey as part of the evaluation that would be sent to staff and department heads. The document included a list of possible questions to include in the survey.</p> <p>Ms. Tokioka commented that some of the questions listed do not fit the various individuals and their role in the county. She requested that the questions be scrubbed and preferred that the 360 survey be separated into three different surveys and tailored to department employees, peers/department heads, and the Mayor.</p> <p>Ms. Ching suggested the commission form a working group of no more than two to speed along the process and finish the evaluation by the February 15, 2021 due date.</p> <p>The commission discussed the timeline and suggested options on how to process the evaluation by the due date. Chair Iida volunteered to be part of the working group and assist with scrubbing the questions with Ellen Ching.</p> <p>The commission agreed to create three separate surveys; staff, department heads and mayor.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>The commission agreed to schedule a special meeting. The commission agreed to use the six month evaluation for the annual evaluation.</p> <p>Vice Chair Ramos inquired on how they would include the goals and objectives in the evaluation. Ms. Carter replied that the last page of the evaluation had a section titled “Achievement of Goals” that could be used.</p> <p>Chair Iida suggested a special meeting be scheduled after the December 1 meeting and unanimously the commission selected December 9 as the date.</p>	<p>Ms. Tokioka moved to adopt use of the six month evaluation form for the annual evaluation of Human Resources Director Annette Anderson. Ms. Faulkner seconded the motion. Roll Call Vote: 5-Ayes and 0-Nays. Motion carried 5:0.</p> <p>Ms. Tokioka approved the formation of a working group that would include Chair Jeffrey Iida and possibly another commissioner to work with Administrator Ellen Ching and draft three separate 360 survey’s one for Human Resources staff, second for department heads and third for the Mayor. Vice Chair Ramos 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</p>	

SUBJECT	DISCUSSION	ACTION
	<p>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. Carter seconded the motion. Motioned carried 5:0.</p> <p>The commission and staff, disconnected from open session at 4:10 p.m. and connected into executive session.</p>
<p>Return to Open Session</p>	<p>Chair Iida, Vice Chair Ramos, Commissioner Carter, 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>Call To Order In Open Session /Roll Call</p>	<p>Chair Iida called the meeting back to order in open session at 4:18 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 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 five commissioners present.</p>

SUBJECT	DISCUSSION	ACTION
Ratify Actions	Ratify actions taken by the Civil Service Commission in executive session for agenda items: ES-023 and ES-024.	Ms. Faulkner moved to ratify the actions taken in Executive Session for agenda items ES-023 and ES-024. Ms. Tokioka seconded the motion. Motion carried 5:0.
Announcements	Next Meeting: Tuesday, December 1, 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. Tokioka moved to adjourn the meeting. Ms. Carter seconded the motion. Motion carried 5:0 Chair Iida adjourned the meeting at 4:19 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Jeffrey Iida, Chair

- (X) Approved as circulated. 12/01/20 meeting
 () Approved with amendments. See minutes of _____ meeting.