

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>December 1, 2020</b>
Location	Teleconference via Microsoft Teams	Start of Meeting: 3:00 p.m.	End of Meeting: 4:11 p.m.
Present	<p>Chair Jeffrey Iida. Vice Chair Vonnell Ramos. Commissioners: Jennifer Carter, Fely Faulkner, Richard Jose, Beth Tokioka and Ricky Watanabe.</p> <p>Deputy County Attorney Mark Ishmael. Human Resources Director Annette Anderson (<i>disconnected at 3:54 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.</p>		
Excused			
Absent			
SUBJECT	DISCUSSION	ACTION	
	<p>Chair Iida, Vice Chair Ramos, Commissioner Carter, 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><b>Call To Order In Open Session /Roll Call</b></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 present.</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 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 seven commissioners present.</p>	

SUBJECT	DISCUSSION	ACTION
<b>Public Hearing – Proposed Amendments to the Rules of the Civil Service Commission/Merit Appeals Board</b>	<p>A. Read the Notice of Public Hearing            B. Public comments and testimony            C. Discussion on other related matters</p> <p>Administrator Ellen Ching read the Notice of Public Hearing published in the Garden Island Newspaper on Wednesday, October 28, 2020, ad # 0001299788 and notarized by Colleen E. Soranaka, Notary Public of the First Judicial Circuit, State of Hawai‘i on October 28, 2020 (on file).</p> <p>Ms. Muragin reported no receipt of testimonies and no one from the public called into the meeting.</p>	
<b>Public Comments and Testimony</b>	<p>No one from the public signed into the meeting.</p>	
<b>Approval of Minutes</b>	<p>A. Open Session Minutes of November 10, 2020</p>	<p>Ms. Tokioka moved to approve the Open Session minutes of November 10, 2020, as circulated. Vice Chair Ramos seconded the motion. Motion carried 7:0.</p>
<b>Human Resources Director’s Report</b>	<p><b><u>CSC 2020-27</u></b> <u>Director’s Reports for the October/November 2020 period.</u></p> <p>A. HRMS Project            B. Update on Review and Revisions to Internal Policies and/or Procedures            C. Personnel Documents and Retrieval            D. Update regarding HR Organizational Structure            E. Cross training, Career Paths, and Succession Planning            F. Collective Bargaining            G. Documentation Retention and Maintenance Policy            H. Administrative Services and Benefits            I. Employee Development and Health Services</p>	

SUBJECT	DISCUSSION	ACTION
	<p>J. Classification and Pay and Labor Relations            K. Recruitment and Exam            L. Payroll            M. EEO/ADA</p> <p>Human Resources Director Annette Anderson reviewed the October/November 2020 report with the Commission (on file).</p> <p><u>Human Resources Management System (HRMS) Project:</u>            Ms. Anderson shared updated data not included in the report. The council committee passed the transfer of CIP funds and it would be reviewed by the full council at its next meeting. The selection committee was meeting with Maui to review their HRMS program. Maui's HRMS program was contracted under the same vendor that Kaua'i is pursuing.</p> <p><u>Personnel Documents and Retrieval:</u>            The department reviewed and analyzed how information was documented and filed. They summarized that each department had its own files, which should have been uploaded into the AS400 system. What they discovered was that older files were not. Instead of spending time gathering old files, the department decided their time would be best utilized preparing for the transition to the HRMS system. The new goal was to now concentrate on converting paper to electronic files.</p> <p><u>Classification and Pay and Labor Relations:</u>            Ms. Anderson shared that HR Manager Janine Rapozo assisted in honoring employees with an annual service award. A virtual event was held with the Mayor handing out plaques to the honored employees.</p> <p>Ms. Tokioka asked if the commission show of support was needed for the CIP funds transfer hearing before council. Ms. Anderson stated most members in the council supported it but would reach out to the new councilmember and brief him on the subject.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Iida also requested for an information on the council meeting.</p> <p>With no further questions, Ms. Anderson asked to remain in the meeting.</p>	
<p><b>Business</b></p>	<p><u><b>CSC 2020-28</b> Discussion and possible decision-making on the 360 Survey for evaluation of the Director of Human Resources.</u></p> <ul style="list-style-type: none"> <li>A. Chair Iida to share recommendations from consultation with the Office of Boards and Commissions Administrator regarding the 360 Survey questions.</li> <li>B. Discussion on other related matters.</li> </ul> <p>Chair Iida presented the draft list of questions and opened the floor to questions. Ms. Carter stated that the questions referred to both the director and department and was curious as to how they could separate the question if someone only wanted to direct their answer to the director. Administrator Ching said they would restate the questions to either one. Ms. Tokioka requested question #1 be clarified as to what were they recommending the HR director for? She suggested question #1 be changed to: “How likely is it that you would recommend the HR Director to a colleague for assistance or problem?” She also felt question #15 should be clarified and suggested it be changed to “Overall, with the HR Director, are you:” Ms. Tokioka and Mr. Watanabe agreed that question #14 should be taken out. With concurrence from the other commissioners regarding the changes, Chair Iida requested a motion.</p> <p>Ms. Ching said there were different surveys one for department heads, second for the Mayor</p>	<p>Mr. Watanabe moved to accept the amended 360 survey with the changes to questions #1 and #15, and to separate the questions to either the HR Director or HR Department and remove question #14. Ms. Tokioka seconded the motion. Roll Call Vote: 7-Ayes and 0-Nays. Motion carried 7:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p>&amp; staff and third for HR staff. With the questions approved by the commission, Ms. Ching outlined a timeline for Support Clerk Sandra Muragin to complete;</p> <ol style="list-style-type: none"> <li>1. Input questions into survey software.</li> <li>2. January 4 – email survey with a January 8 deadline.</li> <li>3. January 11-15 complete a report.</li> <li>4. January 18-22 email report to commissioners along with evaluation form.</li> <li>5. January 25-29 collate completed evaluation.</li> <li>6. February 2 review and approve collated evaluation and survey results.</li> </ol>	
	<p><b><u>CSC 2020-29</u></b> <u>Director of Human Resources Goals and Objectives (on-going).</u></p> <ol style="list-style-type: none"> <li>A. Review updated report.</li> <li>B. Discussion on other related matters.</li> </ol>	<p>Ms. Tokioka moved to defer CSC 2020-29 Director of Human Resources Goals and Objectives. Ms. Faulkner seconded the motion. Motion carried 7:0.</p>
	<p><b><u>CSC 2020-30</u></b> <u>Review and approval of 2021 meeting schedule.</u></p>	<p>Ms. Tokioka moved to approve the 2021 meeting schedule, as circulated. Ms. Faulkner seconded the motion. Motion carried 7:0.</p>
	<p><b><u>CSC 2020-31</u></b> <u>Election of Chair and Vice Chair to serve a one-year term for calendar year 2021.</u></p> <p>As a normal succession Ms. Tokioka defaulted to Vice Chair Ramos if he wanted to serve as Chair. Vice Chair Ramos requested to remain in the same position. Ms. Ching clarified that Charter rules were silent on Vice Chair’s serving consecutive terms.</p>	<p>Ms. Faulkner moved to nominate Commissioner Beth Tokioka to serve as Chair for calendar year 2021. Mr. Watanabe seconded the motion.</p> <p>Roll Call Vote: 7-Ayes and 0-Nays. Motion carried 7:0.</p> <p>Mr. Watanabe moved to nominate Vice Chair Ramos to</p>

SUBJECT	DISCUSSION	ACTION
		<p>serve as Vice Chair for calendar year 2021. Ms. Faulkner seconded the motion. Roll Call Vote: 7-Ayes and 0-Nays. Motion carried 7:0.</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. Faulkner moved to enter into Executive Session. Ms. Carter seconded the motion. Motioned carried 7:0.</p> <p>The commission and staff, disconnected from open session at 3:41 p.m. and connected into executive session.</p>
<p><b>Return to Open Session</b></p>	<p>Chair Iida, Vice Chair Ramos, Commissioner Carter, Commissioner Jose, Commissioner Tokioka, Deputy County Attorney Mark Ishmael, Administrator Ellen Ching, and Commission Support Clerk Sandra Muragin logged onto Microsoft Teams by video. Commissioner Faulkner and Commissioner Watanabe called into Microsoft Teams and entered the meeting by audio.</p>	
<p><b>Call To Order In Open Session</b></p>	<p>Chair Iida called the meeting back to order in open session at 4:06 p.m. and requested a roll call.</p>	

SUBJECT	DISCUSSION	ACTION
<b>/Roll Call</b>	<p>Commission support clerk Sandra Muragin verified attendance and requested a verbal response of present or here;            Commissioner Carter replied present.            Commissioner Faulkner replied here.            Commissioner Jose replied here.            Commissioner Tokioka replied here.            Commissioner Watanabe 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>	<p>Quorum was established with seven commissioners present.</p>
<b>Ratify Actions</b>	<p>Ratify actions taken by the Civil Service Commission in executive session for agenda items: ES-025 and ES-026.</p>	<p>Mr. Watanabe moved to ratify the actions taken in Executive Session for agenda items ES-025 and ES-026. Ms. Tokioka seconded the motion. Motion carried 7:0.</p>
<b>Announcements</b>	<p>Next Meeting: Tuesday, January 5, 2021 – 3:00 p.m., Teleconference by Microsoft Teams.</p> <p>Chair Iida thanked Commissioner Richard Jose for his six years of service on the commission and announced that this would be Commissioner Jose’s last meeting. He thanked the commission for their support in this trying year and wished them happy holidays.</p> <p>Ms. Ching wished everyone happy holidays and also thanked Commissioner Jose for his dedication. She said Chair Iida agreed to extend his term for an additional three months. She wished everyone happy holidays and thanked them for their commitment, cooperation and support to the County during these challenging times.</p>	

SUBJECT	DISCUSSION	ACTION
<b>Adjournment</b>	With no further business to conduct, Chair Iida called for a motion to adjourn the meeting.	Vice Chair Ramos moved to adjourn the meeting. Ms. Tokioka seconded the motion. Motion carried 7:0  Chair Iida adjourned the meeting at 4:11 p.m.

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

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

- ( X ) Approved as circulated. 01/05/21 meeting.
- ( ) Approved with amendments. See minutes of \_\_\_\_\_ meeting.