

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>February 02, 2021</b>		
Location	Teleconference via Microsoft Teams	Start of Meeting:	3:02 p.m.	End of Meeting:	3:51 p.m.
Present	Chair Beth Tokioka. Vice Chair Vonnell Ramos. Commissioners: Jennifer Carter and Fely Faulkner. Deputy County Attorney Mark Ishmael. Human Resources Director Annette Anderson ( <i>left at 3:29pm</i> ) and Human Resources Manager Jill Niitani ( <i>left at 3:29pm</i> ). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.				
Excused	Commissioner Jeffrey Iida				
Absent					
SUBJECT	DISCUSSION	ACTION			
	Chair Tokioka, Vice Chair Ramos, Commissioner Carter, Commissioner Faulkner, Deputy County Attorney Ishmael, Human Resources Director Anderson, Human Resources Manager Niitani, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Public Person [REDACTED] ( <i>entered at 3:03pm and left at 3:28pm</i> ) called into Microsoft Teams and entered the meeting by audio.				
<b>Call To Order In Open Session /Roll Call</b>	Chair Tokioka called the Open Session meeting to order at 3:02 p.m. and requested a roll call.  Commission Support Clerk Sandra Muragin verified attendance by roll call and requested a verbal response of present or here; Commissioner Carter replied present. Commissioner Faulkner replied here. Commissioner Iida was excused. Vice Chair Ramos replied here. Chair Tokioka replied here. Deputy County Attorney Ishmael replied here. Human Resources Director Anderson replied here. Human Resources Manager Niitani replied here. Administrator Ching replied here. Support Clerk Muragin replied here.	Quorum was established with four commissioners present.			

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 January 5, 2021 B. Open Session Special Minutes of January 14, 2021	Vice Chair Ramos moved to approve the Open Session minutes of January 5, 2021 and Open Session Special minutes of January 14, 2021, as circulated. Ms. Carter seconded the motion. Motion carried 4:0.
<b>Human Resources Director's Report</b>	<p><b><u>CSC 2021-01</u></b> <u>Director's Reports for the December 2020/January 2021 period.</u></p> <ul style="list-style-type: none"> <li>A. HRMS Project</li> <li>B. Update on Review and Revisions to Internal Policies and/or Procedures</li> <li>C. Collective Bargaining</li> <li>D. Documentation Retention and Maintenance Policy</li> <li>E. Administrative Services and Benefits</li> <li>F. Employee Development and Health Services</li> <li>G. HR Manager, Classification and Pay and Labor Relations</li> <li>H. Payroll</li> <li>I. EEO/ADA</li> </ul> <p>Human Resources Director Annette Anderson reviewed the December 2020/January 2021 report with the Commission (on file).</p> <p><u>HRMS Project:</u>            Ms. Anderson reported that they had a virtual demonstration of the HRMS system with the top vendor. They were now moving forward with finalizing the contract in February or March and once awarded they would implement testing and training. The plan was to go live with the new system on January 1, 2022 with HR payroll and stagger the roll out of the other modules. Ms. Anderson thanked HR Manager Jill Niitani for her contributions in</p>	

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	<p>keeping the administration and everyone updated on the progress of the project.</p> <p><u>Update on Review and Revisions to Internal Policies and/or Procedures:</u>            Ms. Anderson shared her disappointment with the county staff's response to policies and procedures uploaded into the PowerDMS system. From the start majority have been unresponsive to acknowledging receipt of policies and procedures uploaded into PowerDMS. Currently the Motor Vehicle Policy was uploaded and staff with a county email address were automatically notified that it required their attention and they need to acknowledge. Human Resources was tasked with collecting wet signature copies from departments whose staff do not have county email address and cannot access PowerDMS. She said roughly half of the 18 departments have submitted completion of the Motor Vehicle Policy. Ms. Anderson said they plan to meet and discuss with Managing Director Dahilig on a better response plan.</p> <p><u>Collective Bargaining:</u>            Meetings and proposal exchanges with other jurisdictions have begun and plans are underway to begin negotiations. She said one of the most time consuming issues was the establishment of the new bargaining unit 15 for water and ocean safety officers. Bargaining unit 15 replaced BU14, which would no longer be used since it now only had State workers.</p> <p><u>Document Retention and Maintenance Policy:</u>            No change. The policy was still awaiting review and approval from the County Attorney's office.</p> <p><u>Employee Development and Health Services:</u>            Ms. Anderson highlighted the second bullet under employee development and health services on page three and pointed out that they have bi-monthly Team meetings to review worker compensation claims. The following is the status of workers compensation claims as of January 20, 2021;</p> <ul style="list-style-type: none"> <li>• 69 current outstanding claims.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• 23 of the 69 were compensated for medical claims</li> <li>• 46 of the 69 were compensated for lost wages</li> <li>• 7 are currently on OFF work status</li> </ul> <p>She said there were concerns over speculations of workers taking long lengths of time off but due to the various claims it would be difficult to analyze. The process for workers compensation involved outside claims administrators and a physician. Ms. Faulkner was satisfied with the data provided and did not require additional follow-up.</p> <p><u>HR Manager, Classification and Pay and Labor Relations:</u>          Ms. Anderson highlighted bullet four and reported that HR Manager Janine Rapozo represented HR on the Mayor’s Budget Team and she planned to attend the meetings to familiarize herself with the process. She thanked Jill Niitani for providing all the data and reports essential for Ms. Rapozo to report at each meeting.</p> <p>Ms. Anderson highlighted the first bullet on page 7. She said actions taken in HR have saved over \$87,000 for the County of Kaua’i. She explained that the county does not have to pay normal social security if seasonal employees participate in savings program similar to a 401K that deducts 7.5% of their wages.</p> <p><u>EEO/ADA</u>          Ms. Anderson noted that the county’s EEO/ADA coordinator took on responding to employee EEO/civil right charges that was formally done by the County Attorney’s office. With no further questions from the commission, Chair Tokioka moved on to the next agenda item and Ms. Anderson and Ms. Niitani left at 3:29pm.</p>	
<b>Business</b>	<p><u><b>CSC 2021-05</b> Final approval of the draft 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"> <li>A. Timeline overview</li> <li>B. Discussion on other related matters.</li> </ul>	<p>Ms. Carter moved to approve the final draft substantive and non-substantive amendments to the Rules of the Civil Service Commission/Merit Appeals</p>

SUBJECT	DISCUSSION	ACTION
	<p>Administrator Ellen Ching reviewed the timeline with the commission and requested they review and approve the final document.</p>	<p>Board document dated October 6, 2020, as circulated. Vice Chair Ramos seconded the motion. Motion carried 4:0.</p>
	<p><b><u>CSC 2021-06</u></b> <u>Director of Human Resources Goals and Objectives (on-going).</u></p> <p>A. Review updated report.            B. Discussion on other related matters.</p> <p>The commission reviewed the report and did not have any questions.</p>	<p>Vice Chair Ramos moved to receive the Goals and Objectives Report for Director of Human Resources Annette Anderson, as circulated. Ms. Faulkner seconded the motion. Motion carried 4:0.</p>
<p><b>Executive Session</b></p>	<p>Ms. 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 Executive Session. Vice Chair Ramos seconded the motion. Motion carried 4:0.</p> <p>The commission and staff, disconnected from open session at 3:36 p.m. and connected into executive session.</p>
<p><b>Return to Open Session</b></p>	<p>Chair Tokioka, Vice Chair Ramos, Commissioner Carter, Commissioner Faulkner, Deputy County Attorney Ishmael, Administrator Ching and Commission Support Clerk Muragin</p>	

SUBJECT	DISCUSSION	ACTION
	were logged onto Microsoft Teams by video.	
<b>Call To Order In Open Session /Roll Call</b>	<p>Chair Tokioka called the Open Session meeting to order at 3:49 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 Carter replied here.            Commissioner Faulkner replied here.            Vice Chair Ramos replied here.            Chair Tokioka replied here.            Deputy County Attorney Ishmael replied here.            Administrator Ching replied here.            Commission Support Clerk Muragin replied here.</p>	<p>Quorum was established with four commissioners present.</p>
<b>Ratify Actions</b>	Ratify actions taken by the Civil Service Commission in executive session for agenda items: ES-004, ES-005 and ES-006.	Ms. Faulkner moved to ratify actions taken in Executive Session for ES-004, ES-005 and ES-006. Ms. Carter seconded the motion. Motion carried 4:0.
<b>Announcements</b>	Next Meeting: Tuesday, March 2, 2021 – 3:00 p.m., Teleconference by Microsoft Teams.	
<b>Adjournment</b>	With no further business to conduct, Chair Tokioka called for a motion to adjourn the meeting.	<p>Ms. Faulkner moved to adjourn the meeting. Vice Chair Ramos seconded the motion. Motion carried 4:0</p> <p>Chair Tokioka adjourned the meeting at 3:51 p.m.</p>

Civil Service Commission  
Open Session  
February 2, 2021

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

Reviewed and Approved by: \_\_\_\_\_  
Beth Tokioka, Chair

Approved as circulated. 03/16/21

Approved with amendments. See minutes of \_\_\_\_\_ meeting.