

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>March 16, 2021</b>
Location	Teleconference via Microsoft Teams	Start of Meeting: 3:01 p.m.	End of Meeting: 4:05 p.m.
Present	Chair Beth Tokioka. Vice Chair Vonnell Ramos. Commissioners: Jennifer Carter, Fely Faulkner and Jeffrey Iida. Deputy County Attorney Mark Ishmael. Human Resources Director Annette Anderson ( <i>left at 3:39pm</i> ). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused			
Absent			
SUBJECT	DISCUSSION	ACTION	
	Chair Tokioka, Vice Chair Ramos, Commissioner Carter, Commissioner Faulkner, Commissioner Iida, Deputy County Attorney Ishmael, Human Resources Director Anderson, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Public Person [REDACTED] ( <i>entered at 3:05pm and left at 3:39pm</i> ) called into Microsoft Teams and entered the meeting by audio.		
<b>Call To Order In Open Session /Roll Call</b>	<p>Chair Tokioka 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;  Commissioner Carter replied here.  Commissioner Faulkner replied here.  Commissioner Iida replied present.  Vice Chair Ramos replied here.  Chair Tokioka replied here.  Deputy County Attorney Ishmael replied present.  Human Resources Director Anderson replied here.  Administrator Ching replied present.  Support Clerk Muragin replied here.</p> <p>The commission allowed time for Vice Chair Ramos to resolve his computer audio issue.</p>	<p>Quorum was established with five commissioners present.</p>	

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	<p><i>Vice Chair Ramos dropped out of the meeting at 3:02 p.m. and re-entered at 3:03 p.m. Vice Chair Ramos logged off at 3:04 and re-entered at 3:05 p.m.</i></p> <p>After several attempts he was still unable to activate his computers audio. Instead he used his phone as the audio and computer as the video.</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 February 2, 2021</p>	<p>Ms. Faulkner moved to approve the Open Session minutes of February 2, 2021, as circulated. Mr. Iida seconded the motion. Motion carried 5:0.</p>
<b>Human Resources Director's Report</b>	<p><b><u>CSC 2021-07</u></b> <u>Director's Reports for the January/February 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 January/February 2021 report with the Commission (on file).</p> <p><u>HRMS Project:</u>          The HRMS contract was now being reviewed by lawyers from both sides.</p>	

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	<p><u>Update on Review and Revisions to Internal Policies and/or Procedures:</u>            The PowerDMS responses to the Motor Vehicle Policy improved to 147 pending from over 200. On March 25 the County Council was scheduled to review all department budgets.</p> <p><u>Collective Bargaining:</u>            Met with several unions to begin contract negotiations. HR assisted KEMA (Kaua'i Emergency Management Agency) with rollout of the COVID-19 vaccinations for County employees. They continue to review that all positions are correctly classified and categorized; this was an on-going task.</p> <p>Ms. Anderson said at the April meeting she would not have much to report on due to the short time frame from this meeting to the next.</p> <p>Ms. Faulker asked if the 22-separations listed under Administrative Services and Benefits were resignations or terminations. Ms. Anderson replied that it was a combination of both.</p> <p>Chair Tokioka shared that it was nice for Mayor Kawakami to acknowledge in his State of the County Address that the HRMS project was a priority for the county and the immense work that Ms. Anderson and HR staff have accomplished so far.</p>	
<b>Business</b>	<p><u>CSC 2021-08 Director of Human Resources Goals and Objectives (on-going).</u></p> <ul style="list-style-type: none"> <li>a) Review updated report</li> <li>b) Discussion on other related matters</li> </ul> <p>With no questions, Chair Tokioka moved on to the next agenda item.</p>	
	<p><u>CSC 2021-09 Director of Human Resources Goals and Objectives for evaluation period February 16, 2021 to February 15, 2022 (on-going).</u></p> <ul style="list-style-type: none"> <li>a) Chair Tokioka to review draft goals for discussion and possible adoption.</li> </ul> <p>Chair Tokioka presented a draft document for the commission to review that included data from last year's goals, input from Ms. Anderson and feedback from the 360 survey. The</p>	

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	<p>goals were meant to be long term, they were not one-year goals. She produced five goals and was open to the commission’s discussions and revisions.</p> <p>Ms. Faulkner requested “claims” be defined in G4A Review claims filed over the past five years to identify most frequent root causes. Chair Tokioka said it would include employee complaints, grievances, disability, injury and workplace issues. Ms. Anderson stated that HR handled internal complaints on discrimination, harassment, workplace violence, accommodation and disability claims. After discussing the various “claims” they agreed that it should be changed to “complaint.”</p> <p>Ms. Carter inquired if the commission would assist with appropriating extra funds for the various training included in the DHR goals. Chair Tokioka responded that HR department would allocate training funds in their budget.</p> <p>Chair Tokioka recommended Ms. Anderson review the document and submit her comments at the next meeting. She requested the commission defer this item to the April 6 meeting.</p> <p>With no further questions from the commission, Chair Tokioka moved on to the next agenda item and Ms. Anderson left the meeting at 3:39pm.</p>	<p>Mr. Iida moved to defer discussion and possible adoption of the Goals and Objectives for evaluation period February 16, 2021 to February 15, 2022, to the April 6, 2021 meeting. Ms. Faulkner seconded the motion. Motion carried 5:0.</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) and (4), 92-9(a)(1-4) and (b), and 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; to consult with the Commission’s legal counsel on questions and issues pertaining to the</p>	

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	<p>Commission's and County's powers, duties, privileges, immunities, and/or liabilities as they may relate to this item; and to deliberate and take such action as appropriate.</p>	<p>Mr. Iida moved to enter into Executive Session. Ms. Carter seconded the motion. Motion carried 5:0.</p> <p>The commission and staff, disconnected from open session at 3:46 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 were logged onto Microsoft Teams by video.</p>	
<p><b>Call To Order In Open Session /Roll Call</b></p>	<p>Chair Tokioka called the Open Session meeting to order at 3:56 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 present.</p> <p>Commissioner Iida replied here.</p> <p>Vice Chair Ramos replied here.</p> <p>Chair Tokioka replied here.</p> <p>Deputy County Attorney Ishmael replied here.</p> <p>Administrator Ching replied here.</p> <p>Commission Support Clerk Muragin replied here.</p>	<p>Quorum was established with five 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-007 and ES-008.</p>	<p>Mr. Iida moved to ratify actions taken in Executive Session for ES-007 and ES-008. Ms. Carter seconded the motion. Motion carried 5:0.</p>

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<b>Announcements</b>	<p>The commission and Ms. Ching thanked Commissioner Jeffrey Iida for his service and contributions made to this commission.</p> <p>Next Meeting: Tuesday, April 6, 2021 – 3:00 p.m., Teleconference by Microsoft Teams.</p>	
<b>Adjournment</b>	<p>With no further business to conduct, Chair Tokioka called for a motion to adjourn the meeting.</p>	<p>Mr. Iida moved to adjourn the meeting. Ms. Carter seconded the motion. Motion carried 5:0</p> <p>Chair Tokioka adjourned the meeting at 4:05 p.m.</p>

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

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

( X ) Approved as circulated. 04/06/21

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