

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	June 8, 2021
Location	Teleconference via Microsoft Teams	Start of Meeting: 3:00 p.m.	End of Meeting: 4:06 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 3:10 pm</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused			
Absent			
SUBJECT	DISCUSSION	ACTION	
	<p>Chair Tokioka reported problems with Microsoft Teams yesterday that was caused by a mainland vendor that shut down the “cloud”. She experienced difficulty with her computer and may have to conduct the meeting using her cellphone.</p> <p>Chair Tokioka, Vice Chair Ramos, Commissioner Carter, Deputy County Attorney Ishmael, Human Resources Director Anderson, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Commissioner Faulkner called into Microsoft Teams and entered the meeting by audio.</p>		
Call To Order In Open Session /Roll Call	<p>Chair Tokioka 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>Vice Chair Ramos replied here.</p> <p>Chair Tokioka replied here.</p> <p>Deputy County Attorney Ishmael replied here.</p> <p>Human Resources Director Anderson replied here.</p> <p>Administrator Ching replied here.</p> <p>Support Clerk Muragin replied here.</p>	<p>Quorum was established with four commissioners present.</p>	

SUBJECT	DISCUSSION	ACTION
Public Comments and Testimony	Commission Support Clerk Muragin reported no one from the public called into the meeting and there were no written testimonies.	
Approval of Minutes	A. Open Session Minutes of April 6, 2021	Ms. Faulkner moved to approve the Open Session minutes of April 6, 2021, as circulated. Vice Chair Ramos seconded the motion. Motion carried 4:0.
Human Resources Director's Report	<p><u>CSC 2021-14 March/April 2021 period, May 4, 2021 meeting.</u></p> <ul style="list-style-type: none"> a) Collective Bargaining b) HRMS Project c) Review and Comment Regarding 2018 Follow-up Audit of County Hiring Practices and First Quarterly Report d) Update on Review and Revisions to Internal Policies and/or Procedures e) Training Priorities f) Administrative Services and Benefits g) Employee Development and Health Services h) HR Manager, Classification and Pay and Labor Relations i) Recruitment and Exam j) Payroll k) EEO/ADA <p><u>CSC 2021-15 April/May 2021 period, June 8, 2021 meeting.</u></p> <ul style="list-style-type: none"> a) Brief overview of the Functions of the Department of Human Resources b) Collective Bargaining c) HRMS Project d) HR Trainings e) Mediation to Resolve Workplace Issues f) Monthly Report from HR Divisions/Sections <ul style="list-style-type: none"> a. Administrative Services and Benefits 	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> b. Employee Development and Health Services c. HR Manager, Classification and Pay and Labor Relations d. Recruitment and Exam e. Payroll f. EEO/ADA <p>Chair Tokioka stated she requested Human Resources Director Annette Anderson to review the April/May 2021 period June 8, 2021 report and allow the commissioners an opportunity to ask questions or comments regarding the March/April 2021 period May 4, 2021 once she was done with her overview (on file).</p> <p>Administrator Ching informed the commission that she requested Human Resources Director Annette Anderson incorporate a brief overview of the functions of the Department of Human Resources; however, with the lengthy agenda she asked that it be deferred until the next meeting. She reported a new commissioner would be considered by the county council next week and hopefully confirmed to join the commission by the July meeting. The overview of the functions of the DHR would also be beneficial to the new commissioner at that time.</p> <p>Ms. Anderson briefly addressed the “review and comment regarding 2018 follow-up audit of county hiring practices and first quarterly report” from the March/April 2021 period May 4, 2021 report. She clarified that the audit contained five recommendations and to date three were completed, one would always be on-going and the last one was pending a response from the county attorney’s office.</p> <p>Ms. Anderson reviewed the April/May 2021 period June 8, 2021 report as follows; <u>Collective Bargaining:</u> HGEA bargaining unit four ratified their agreement and that left three outstanding units ocean safety, fire and police who are still in negotiations.</p>	

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	<p><u>HRMS Project:</u> Two of the four vendor contracts were executed and finalized and they continue to work with two other vendors to finalize those contracts. The go live date was pushed back to April 1, 2022 due to contract term negotiations.</p> <p><u>HR Trainings:</u> EEO/ADA Coordinator enrolled in EEOC webinar.</p> <p><u>Mediation to Resolve Workplace Issues:</u> The administrator services unit worked with the police department to resolve issues with a mediator that facilitated mutual solutions that satisfied all participants.</p> <p>She said the remaining report consisted of the standard information and there were no issues or highlights to point out.</p> <p>With no questions or further clarification from the commissioners Chair Tokioka moved on to the next agenda item and Ms. Anderson left the meeting at 3:10 p.m.</p>	
Business	<p><u>CSC 2021-16 Update on status of the approved substantive and non-substantive amendments to the Rules of the Civil Service Commission/Merit Appeals Board Document dated February 2, 2021.</u></p> <ul style="list-style-type: none"> a) Review online timeline b) Discussion and possible decision-making on other related matters <p>Ms. Muragin reported the completion of all required steps to amend the rules. She said all department heads were notified by email and received a copy of Chair Tokioka’s letter along with the amended rules, new appeal and appeal representative forms along with an update on the Civil Service Commission website that was uploaded with a copy of the new rules along with the fillable appeal and appeal representative forms.</p>	
	<p><u>CSC 2021-17 Director of Human Resources Goals and Objectives for evaluation period February 16, 2021 to February 15, 2022 (on-going).</u></p>	

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	<p>c) Review updated report d) Discussion and possible decision-making on other related matters</p> <p>With no questions or need to discuss the information provided on the DHR goals and objectives form, Chair Tokioka moved on to the next agenda item.</p>	
Executive Session	<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 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>Ms. Faulkner moved to enter into Executive Session. Ms. Carter seconded the motion. Motion carried 4:0.</p> <p>The commission and staff, disconnected from open session at 3:14 p.m. and connected into executive session.</p>
Return to Open Session	<p>Chair Tokioka, Vice Chair Ramos, Commissioner Carter, Administrator Ching and Commission Support Clerk Muragin were logged onto Microsoft Teams by video. Commissioner Faulkner called into Microsoft Teams and entered the meeting by audio.</p>	
Call To Order In Open Session /Roll Call	<p>Chair Tokioka called the Open Session meeting to order at 4:04 p.m. and requested a roll call.</p> <p>Commission Support Clerk Muragin verified attendance by roll call and requested a verbal response of present or here; Commissioner Carter replied present.</p>	

SUBJECT	DISCUSSION	ACTION
	Commissioner Faulkner replied present. Vice Chair Ramos replied here. Chair Tokioka replied here. Administrator Ching replied here. Commission Support Clerk Muragin replied here.	Quorum was established with four commissioners present.
Ratify Actions	Ratify actions taken by the Civil Service Commission in executive session for agenda items: ES-012, ES-013 and ES-014.	Ms. Faulkner moved to ratify actions taken in Executive Session for ES-012, ES-013 and ES-014. Vice Chair Ramos seconded the motion. Motion carried 4:0.
Announcements	Next Meeting: Tuesday, July 6, 2021 – 3:00 p.m., Teleconference by Microsoft Teams.	
Adjournment		Vice Chair Ramos moved to adjourn the meeting. Ms. Carter seconded the motion. Motion carried 4:0. Chair Tokioka adjourned the meeting at 4:06 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Beth Tokioka, Chair

(X) Approved as circulated. 07/06/21

() Approved with amendments. See minutes of _____ meeting.