

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	July 10, 2023
Location	Boards and Commissions Conference Room and with video remote access by Microsoft Teams.	Start of Meeting: 3:00 p.m.	End of Meeting: 4:36 p.m.
Present	Chair Beverly Gotelli. Vice Chair Lauren O’Leary. Commissioners: Jeffrey Iida, Shelley Konishi, and Aimee Lorenzo. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson (<i>left at 3:13 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin		
Excused			
Absent			
SUBJECT	DISCUSSION	ACTION	
Call To Order Roll Call	Chair Gotelli called the Open Session meeting to order at 3:00 p.m. and requested a roll call. Commission Support Clerk Sandra Muragin verified attendance; Commissioner Iida replied here. Commissioner Konishi replied here. Commissioner Lorenzo replied here. Vice Chair O’Leary replied here. Chair Gotelli replied here. Deputy County Attorney Ishmael replied here. Director Human Resources Anderson replied present. Administrator Ching replied here. Support Clerk Muragin replied here.	Quorum was established with five commissioners present.	
Approval of Agenda	Chair Gotelli requested the commission approve amending the agenda to add the DHR Report April/May 2023 period, June 6, 2023 meeting. It was inadvertently not included on the agenda.	Mr. Iida moved to approve the amended agenda, adding the DHR Report April/May 2023 period, June 6, 2023 meeting. Ms. Konishi seconded the motion. Motion carried 5:0.	
Public Comments and Testimony	Administrator Ellen Ching reported there was no one from the public in the audience and there was no need to ask for public comments or testimony after each agenda item.		

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Approval of Meeting Minutes	a) Open Session Minutes of May 2, 2023	Mr. Iida moved to approve the Open Session minutes of May 2, 2023, as circulated. Vice Chair O’Leary seconded the motion. Motion carried 5:0.
Director of Human Resources Report	<p><u>CSC 2023-24 April/May 2023 period, June 6, 2023, meeting.</u></p> <ul style="list-style-type: none"> a) Grievances and Grievance Arbitration Hearings b) Attendance at Event on Behalf of Mayor Kawakami c) Workday d) HR Trainings e) Budget Preparation and Submittal to Council f) Monthly Report from HR Divisions/Sections <ul style="list-style-type: none"> a. Administrative Services and Benefits b. Employee Development and Health Services c. Other d. HR Manager, Classification and Pay and Labor Relations e. Recruitment and Examination f. Payroll g. EEO/ADA <p>Director of Human Resources Annette Anderson briefed the commission on the April/May 2023 period, June 6, 2023, report. <i>(Report on file)</i></p> <p>Ms. Anderson reported receipt of 140 requests from various individuals and departments on suggestions to improve Workday. A core team of members are prioritizing these requests, and some could be taken care of in-house, while others would require the assistance from the vendor Accenture. Use of Accenture would incur additional costs and a cost analysis would be done before implementation.</p> <p><u>May/June 2023 period, July 10,2023, meeting.</u></p> <ul style="list-style-type: none"> a) Updated Website 	

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	<p>b) Grievances and Grievance Arbitration Hearings c) Workday d) Recruitment and Retention e) Payroll Reorganization f) HR Trainings g) Monthly Report from HR Divisions/Sections a. Administrative Services and Benefits b. Employee Development and Health Services c. Other d. HR Manager, Classification and Pay and Labor Relations e. Recruitment and Examination f. Payroll g. EEO/ADA</p> <p>Director of Human Resources Annette Anderson briefed the commission on the May/June 2023 period, July 10, 2023, report. (<i>Report on file</i>)</p> <p>Ms. Anderson shared the following updates;</p> <ul style="list-style-type: none"> • An arbitration hearing that occurred several months ago resumed and may last through the month of July. DHR Anderson attended the first half of this hearing and has asked HR Manager Janine Rapozo to attend the second part of this hearing. • Ms. Anderson reported that from the Goals and Objectives Report, Goal #2 – Review and monitor the HRMS Human Resources Management Survey Project; assist with any multi-departmental issues, the desired outcome was met and there should be no future updates to report. • In response to challenges in recruitment and retention the county implemented a Stay Survey that was sent to all department heads. • Most Workday issues pertain to payroll and work schedules so for that reason the title and duties of the Central Payroll Accountant was changed to Payroll System Manager to focus more on Workday issues than day to day operations. 	

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	<p>With no questions from the commission Ms. Anderson left the meeting at 3:13 p.m. and Chair Gotelli moved on to the next agenda item.</p>	
<p>Business</p>	<p><u>CSC 2023-25</u> Discussion and possible action on the revised Director of Human Resources Evaluation Form. (Deferred 5/2/23, No Quorum 6/6/23)</p> <ul style="list-style-type: none"> a) Review draft evaluation form and if required make additional amendments to create a final draft for approval. b) Discussion and possible decision-making on other related matters <p>Chair Gotelli explained that the last evaluation form used a numbers rating scale that was averaged out for the final overall rating score. When it came time for the commission to discuss the salary increase the final overall rating score did not correlate with the desired maximum salary increase. The commission realized the numbers rating scale did not work and made it difficult for the commission to approve the desired maximum salary increase.</p> <p>Ms. Ching admitted that she only worked with Chair Gotelli to make the necessary changes to the evaluation form. The amended evaluation form with the changes were included in their packet for the commission to review. The changes included;</p> <ul style="list-style-type: none"> • Remove the Overall Rating numbers scale; 5-Excellent/Outstanding, 4-Good/Exceeds Expectations, 3-Satisfactory/Meets Standards, 2-Needs Improvement and 1-Unsatisfactory • Replace the Overall Rating with; Meets Expectations, Does Not Meet Expectations and Unable to Rate • Add a sixth evaluation (formerly there were only five): 6. Director of Human Resources Goals & Objectives; Provides monthly reports on the status and progress of all goals and objectives; Anticipates obstacles and/or delays and incorporates a plan to mitigate these factors; Keeps the Commission informed and updated on incidents that could affect the implementation of the goals and objectives. <p>Under this sixth evaluation all five goals from the Goals and Objectives report were individually added and each goal would be rated.</p>	

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	<p>Chair Gotelli stated all five goals from the goals and objectives report were added to allow the commission an easier way to rate the DHR on the evaluation form.</p> <p>Ms. Ching said other commissions use this overall rating scale to easily track a director's performance because should a rating fall into the "does not meet expectations" the commission could immediately take action. She recalled the commission adopted the rating numbers scale to add more flexibility and the ability to rate an exceeds, if warranted.</p> <p>Chair Gotelli commented that she liked the new rating of meets expectations, does not meet expectations and unable to rate.</p> <p>Ms. Lorenzo pointed out that a meets expectations rating could allow stagnate progress and discourage an exceeding performance. She suggested adding an "exceeds expectations"; however, the downside was rarely, did anyone "exceeds expectations" on an evaluation form, so adding it onto the rating scale could make it impossible to achieve.</p> <p>Ms. Ching explained that once all commissioners complete the evaluation form it would be consolidated onto one report and the commission would then be tasked with completing a unified evaluation.</p> <p>The commission had a lengthy conversation on whether to add "exceeds expectations" as the fourth overall rating score or not. Ms. Ching shared that the Salary Resolution contained the following, January 1, 2023 5% increase, July 1, 2023 5% increase and July 1, 2024 5% increase, which was accumulative. She stated that the commission was reviewing the evaluation form because they are now expected to complete an evaluation of the DHR. She asked the commission that if they approved adding exceeds expectations and majority did not rate the DHR exceeds expectations would that warrant a 5% increase or not.</p> <p>Ms. Ching recalled her conversation with Chair Gotelli that changing the overall rating to only meets expectations allowed the commission flexibility on the salary increases. Vice Chair O'Leary wanted clarification that if the evaluations contained all meets expectations would that</p>	

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	<p>be an automatic 5% salary increase.</p> <p>Mr. Iida replied not necessarily; keeping the meets expectations allowed the commission to decide the percentage of the salary increase. He stated that if she exceeded in any of the categories, they could comment that on the evaluation form under “notable accomplishments and recognition achieved this reporting period”.</p>	<p>Vice Chair O’Leary moved to accept the DHR Fiscal Year Evaluation from 2022 and on with the following changes;</p> <ul style="list-style-type: none"> - Remove the Overall Rating numbers scale; 5- Excellent/Outstanding, 4- Good/Exceeds Expectations, 3- Satisfactory/Meets Standards, 2-Needs Improvement and 1- Unsatisfactory - Replace the Overall Rating with; Meets Expectations, Does Not Meet Expectations and Unable to Rate - Add a sixth evaluation (formerly there were only five): 6. Director of Human Resources Goals & Objectives; Provides monthly reports on the status and progress of all goals and objectives; Anticipates obstacles and/or delays and incorporates a plan to mitigate these factors; Keeps the Commission informed and updated on incidents that could

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		<p>affect the implementation of the goals and objectives. Under this sixth evaluation all five goals from the Goals and Objectives report were individually added and each goal would be rated. Mr. Iida seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2023-26</u> <u>Discussion and possible action on the 360 Survey for the evaluation of the Director of Human Resources.</u></p> <p>Chair Gotelli stated the commission was unaware of a survey and found out about it at a previous meeting; however, the commission did not use a survey when they completed the last evaluation. If the commission decided, they wanted a survey it would be used for the 2023-2024 evaluation.</p> <p>Ms. Ching shared that other commissions have asked for staff input and a self-evaluation from the Director. She asked what other information they would need to complete an evaluation.</p> <p>Vice Chair O’Leary commented the survey was very lengthy. Ms. Ching said she got the questions from different surveys and survey monkey.</p> <p>Mr. Iida stated that the survey did not indicate if anything was wrong or indicate any concerns. Chair Gotelli said the rating scale was different and there was no continuity.</p> <p>As an alternative to the survey, Ms. Ching suggested the director complete a self-evaluation and/or she could send out an email to HR staff asking them their opinions on areas to improve.</p> <p>Chair Gotelli asked the commission if it would help in their evaluation process if the DHR completed a self-evaluation. Vice Chair O’Leary replied it would allow Ms. Anderson the opportunity to highlight areas that the commission may be unaware of. Mr. Iida and Chair</p>	

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	<p>Gotelli replied it could not be used in their evaluation process to which Mr. Iida replied if there was no purpose they should not ask her.</p> <p>As an alternative to the self-evaluation, Ms. Lorenzo suggested the commission ask her to identify five goals for fiscal year 2023-2024.</p> <p>There was confusion as to what agenda item they were on and Ms. Ching allowed the discussion to jump back to agenda CSC 2023-25, their discussion did not follow the agenda item until Mr. Iida pointed it out.</p> <p>Ms. Ching stated that the commission would receive a blank evaluation form and goals & objectives report to complete the 2022-2023 evaluation.</p>	
	<p><u>CSC 2023-27</u> Review and discussion on the State of Hawai‘i Senate Bill 1513, enacted as Act 19: Relating to Public Agency Meetings.</p> <p>Deputy County Attorney Ishmael requested to counsel the commission in executive session.</p>	
<p>Executive Session</p>	<p>Ms. Ching read the Hawai‘i Revised Statutes to move the meeting into Executive Session. Pursuant to Hawaii Revised Statutes §92-4, the commission may hold executive meetings closed to the public upon an affirmative vote, taken at an open meeting, of two-thirds of the members present; provided the affirmative vote constitutes a majority of the members to which the board is entitled. Any meeting closed to the public shall be limited to matters exempted by section 92-5. The reason for holding such a meeting shall be publicly announced and the vote of each member on the question of holding a meeting closed to the public shall be recorded and entered into the minutes of the meeting. Pursuant to Hawaii Revised Statutes §92-7(d), after posting of the commission meeting agenda the commission may add an item to the agenda, including an executive meeting closed to the public, by an affirmative two-thirds recorded vote of all members to which the board is entitled; provided that no item shall be added to the agenda if it is of reasonably major importance and action thereon by the board will affect a significant number of persons. Items of reasonably major importance not decided at a scheduled meeting shall be considered only at a meeting continued to a reasonable day and time.</p>	

SUBJECT	DISCUSSION	ACTION
	Chair Gotelli asked for a motion to enter executive session.	Mr. Iida moved to enter Executive Session. Ms. Konishi seconded the motion. Motion carried 5:0. Open session ended at 4:21 p.m.
Call To Order In Open Session	Chair Gotelli called the Open Session meeting back to order at 4:34 p.m.	
Ratify Actions	Ratify actions taken in executive session for ES-17. Chair Gotelli stated Deputy County Attorney Ishmael provided legal advice on amendments to Hawai'i Revised Statutes 92-4 and how the commission would comply with it. The commission did not take any action.	
Announcements	Next Meeting: Tuesday, August 1, 2023 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766	
Adjournment		With no objections from the commission Chair Gotelli adjourned the meeting at 4:36 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Beverly Gotelli, Chair

(X) Approved as circulated. 08/01/23

() Approved with amendments.