

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	August 1, 2023
Location	Boards and Commissions Conference Room	Start of Meeting: 3:11 p.m.	End of Meeting: 3:42 p.m.
Present	Chair Beverly Gotelli. Vice Chair Lauren O’Leary. Commissioners: Shelley Konishi and Aimee Lorenzo. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson (<i>left at 3:22 p.m.</i>). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin		
Excused	Commissioner Jeffrey Iida		
Absent			

SUBJECT	DISCUSSION	ACTION
Call To Order Roll Call	Chair Gotelli called the Open Session meeting to order at 3:11 p.m. and requested a roll call. Commission Support Clerk Sandra Muragin verified attendance; Commissioner Iida was excused. 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 four commissioners present.
Approval of Agenda		Ms. Konishi moved to approve the August 1, 2023, agenda. Vice Chair O’Leary seconded the motion. Motion carried 4:0.
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. Commission Support Clerk Sandra Muragin added for the record no receipt of any written testimony.	

SUBJECT	DISCUSSION	ACTION
Approval of Meeting Minutes	a) Open Session Minutes of July 10, 2023	Ms. Konishi moved to approve the Open Session minutes of July 10, 2023, as circulated. Ms. Lorenzo seconded the motion. Motion carried 4:0.
Director of Human Resources Report	<p><u>CSC 2023-28</u> <u>June/July 2023 period, August 1, 2023, meeting.</u></p> <ul style="list-style-type: none"> a) Short Reporting Window 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 <ul style="list-style-type: none"> a. Administrative Services and Benefits b. Employee Development and Health Services c. HR Manager, Classification and Pay and Labor Relations d. Recruitment and Examination e. Payroll f. EEO/ADA <p>Director of Human Resources Annette Anderson briefed the commission on the June/July 2023 period, August 1, 2023, report. (<i>Report on file</i>)</p> <p>Ms. Anderson shared the following updates;</p> <ul style="list-style-type: none"> • Arbitration hearing that recently resumed had concluded and a decision should be made by fall. • Seeking feedback from other counties on the mainland to determine if they should purchase a recruitment and onboarding component. • Submitted salary information to Civil Beat upon their request and currently it has not been published. 	

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	<p>Chair Gotelli asked if they noticed any changes in retirement when compared with last year to current. Ms. Anderson said no and according to a report nine months ago it was consistent with past years.</p> <p>Vice Chair O’Leary asked if they noticed any common denominator for why employees were leaving. She asked if it was for retirement or medical. Ms. Anderson replied that HR conducted exit survey’s and if there were any noticeable pattern she would have been informed. She said a Stay Survey was sent, and departments had the option to not complete it, so not all departments have responded. She analyzed Human Resources Stay Survey results and said there was no common theme to report.</p> <p>With no further questions from the commission Ms. Anderson left the meeting at 3:22 p.m. and Chair Gotelli moved on to the next agenda item.</p>	
Communication	<p><u>CSC 2023-29 Letter from Charter Review Commission Chair Bronson Bautista dated July 10, 2023, requesting proposals to amend the Charter.</u></p> <p>Chair Gotelli announced that the commission had time to submit any proposals, and this would be placed on the September 5, agenda.</p>	
Business	<p><u>CSC 2023-30 Discussion on the process and possible tools and information needed to evaluate the Director of Human Resources. Review of evaluation timeline, and review and approval of review methodology</u></p> <p>Commissioner Lorenzo said she was hesitant to complete an evaluation being that she was new, and this was probably her fourth meeting. Chair Gotelli replied that she could complete an evaluation and select “Unable to Rate” or once the commission goes into discussion on unifying the evaluation, she could verbally add her comments at that time.</p> <p>With no further questions from the commission, they moved on to the next agenda item.</p>	
Executive Session	<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</p>	

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	<p>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> <p>Chair Gotelli asked for a motion to enter executive session.</p>	<p>Ms. Konishi moved to enter Executive Session. Vice Chair O’Leary seconded the motion. Motion carried 4:0.</p> <p>Open session ended at 3:28 p.m.</p>
<p>Call To Order In Open Session</p>	<p>Chair Gotelli called the Open Session meeting back to order at 3:40p.m.</p>	<p>Quorum was established with four commissioners present.</p>
<p>Ratify Actions</p>	<p>Ratify actions taken in executive session for ES-18 and ES-19.</p> <p>Chair Gotelli announced that for ES-18 the commission approved the executive session minutes.</p> <p>Chair Gotelli announced that for ES-19 the commission tabled the Evaluation of the Director of Human Resources for Fiscal Year period July 1, 2022 to June 30, 2023 to allow Administrator Ellen Ching who volunteered to draft a unified evaluation using the commissions consolidated evaluation for the commission to review at the September 5, meeting.</p>	<p>Vice Chair O’Leary moved to</p>

SUBJECT	DISCUSSION	ACTION
		ratify the actions taken in executive session for ES-18 and ES-19. Ms. Konishi seconded the motion. Motion carried 4:0.
Announcements	<p>Next Meeting: Tuesday, September 5, 2023 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766</p> <p>Chair Gotelli announced she would not be here for the October 3, 2023, meeting.</p>	
Adjournment		With no objections from the commission Chair Gotelli adjourned the meeting at 3:42 p.m.

Submitted by: Sandra Muragin
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Beverly Gotelli, Chair

- (X) Approved as circulated. 09/05/23
- () Approved with amendments.