

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

DRAFT To Be Approved

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	September 5, 2023	
Location	Boards and Commissions Conference Room	Start of Meeting: 3:00 p.m.	End of Meeting: 4:11 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 3:15 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 3:00 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		Vice Chair O’Leary moved to approve the September 5, 2023, agenda. Ms. Konishi seconded the motion. Motion carried 4:0.
Public Comments and Testimony	Ms. Muragin reported for the record there was no one from the public in the audience and she did not receive any written testimony.	
Approval of Meeting Minutes	a) Open Session Minutes of August 1, 2023	Vice Chair O’Leary moved to approve the Open Session

SUBJECT	DISCUSSION	ACTION
		minutes of August 1, 2023, as circulated. Ms. Konishi seconded the motion. Motion carried 4:0.
<p>Director of Human Resources Report</p>	<p><u>CSC 2023-31</u> July/August 2023 period, September 5, 2023, meeting.</p> <ul style="list-style-type: none"> a) Report Covers Revised Goals and Objectives for 2023-2024 b) Grievances and Grievance Arbitration Hearings c) Workday and HRMS Project d) Recruitment and Retention e) Policies – New or Revised 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 July/August 2023 period, September 5, 2023, report. (<i>Report on file</i>)</p> <p>Ms. Anderson shared updated information that the two grievances should be resolved and not go into arbitration.</p> <p>Chair Gotelli inquired how long it took from start to finish to hire someone. Ms. Anderson said the City and County of Honolulu took public backlash on the lengthy hiring process and said the County of Kaua‘i was nowhere near their timeline. She said in the past the County of Kaua‘i had a longer process but under Janine Rapozo’s leadership the hiring process was streamlined which resulted in a quicker hiring of an individual from start to finish. Ms. Anderson said in the best-case scenario it could take one month to complete the hiring process.</p>	

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	<p>With no further questions from the commission Ms. Anderson left the meeting at 3:15 p.m. and Chair Gotelli moved on to the next agenda item.</p>	
<p>Business</p>	<p><u>CSC 2023-32 Letter from Charter Review Commission Chair Bronson Bautista dated July 10, 2023, requesting proposals to amend the Charter. (8/1/23)</u></p> <ul style="list-style-type: none"> a) Commissioners to present any proposals. b) Discussion and possible decision-making on other related matters. <p>With no proposals from the commission, Chair Gotelli moved on to the next agenda item.</p>	
	<p><u>CSC 2023-33 Director of Human Resources Goals and Objectives for period July 1, 2023 to June 30, 2024. (on-going)</u></p> <p>With no questions or comments on the 8/1/23 status information updated on the report, Chair Gotelli moved on to the next agenda item.</p>	
	<p><u>CSC 2023-34 Correction of acts and minutes for meeting held April 4, 2023, regarding items ES-14 and ES-15.</u></p> <p>Deputy County Attorney Mark Ishmael read the following statement “For the record the commission is correcting the acts that took place on April 4, 2023, regarding ES-14 and ES-15. The commission entered into executive session number two without Deputy Attorney General Henry Kim present as stated on the agenda. The discussions held in the meeting regarding those agenda items should have properly occurred in the open session and were limited to providing notice to the commission that the appeal filed on February 8, 2023, against the Director Parks was dismissed, that’s item ES-14. And that the appeal filed on February 23, 2023, against the Mayor, County Engineer, Deputy County Engineer, and the HR Manager was also dismissed, that’s item ES-15.”</p> <p>No further action from the commission was required.</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</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 3:24 p.m.</p>
Call To Order In Open Session	<p>Chair Gotelli called the Open Session meeting back to order at 3:41p.m.</p>	<p>Quorum was established with four commissioners present.</p>
Ratify Actions	<p>Ratify actions taken in executive session for ES-20 and ES-21.</p> <p>Chair Gotelli announced that for ES-20 the commission approved the August 1, 2023, executive session minutes and ES-21 was the adoption of the Evaluation of the Director of Human Resources for Fiscal Year period July 1, 2022 to June 30, 2023.</p> <p>Chair Gotelli called for the vote.</p>	<p>Vice Chair O’Leary moved to ratify the actions taken in executive session for ES-20 and ES-21. Ms. Konishi seconded the motion.</p> <p>Motion carried 4:0.</p>

SUBJECT	DISCUSSION	ACTION
<p>Business (continued)</p>	<p><u>CSC 2023-35</u> Discussion and decision-making regarding salary adjustments related to the Fiscal Year Evaluation period July 1, 2022, to June 30, 2023.</p> <p>Chair Gotelli announced that the commission could approve another salary increase and retroactively increase the salary previously approved.</p> <p>Ms. Konishi and Vice Chair O’Leary stated their approval of a 5% salary increase retroactively from January 1, 2023. Previously the commission approved a 4% increase.</p> <p>Vice Chair O’Leary explained the last evaluation used number ratings that the commission totaled and averaged. Once it was averaged the commission had to make sense of where the ratings related to a salary increase. Chair Gotelli replied they should not have tied the evaluation to the salary increase but treated it as separate entities.</p> <p>Ms. Ching explained that the Salary Commission decides when to prepare a salary resolution, it was not done yearly. She said this salary resolution was a multi-year that ended 2025; normally it’s for one year. It contained three different increments of 5% salary increases; the first was January 1, 2023, the second effective July 1, 2023 and the third would be July 1, 2024.</p> <p>Ms. Ching said the commission approved the first salary increase of 4% in April and they could now approve a second salary increase effective July 1, 2023.</p> <p>Vice Chair O’Leary asked if there was a change in the DHR would the salary follow the new DHR. Ms. Ching explained should this happen, the commission would be responsible for hiring the new DHR and advertisements announcing the opening position would state the highest salary; however, the commission would also decide the salary.</p> <p>Ms. Ching shared that two commissions gave their director all three salary increases in one</p>	<p>Vice Chair O’Leary moved to open the discussion and decision-making regarding salary adjustment from January 1, 2023. Ms. Konishi seconded the motion. Motion carried 4:0.</p>

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	<p>vote. The other commissions completed an evaluation and then determined if a salary increase was justified. Human Resources cautioned that allowing all three salary increases in one vote may not reflect the will of the current commissioners on hand, since there normally was a constant change in who sat on the commission.</p> <p>Chair Gotelli stated the commission just completed an evaluation July 1, 2022 to June 30, 2023, which could decide the second salary increase effective July 1, 2023. And once they complete the evaluation July 1, 2023 to June 30, 2024, they could at that point decide the third salary increase effective July 1, 2024.</p> <p>Ms. Konishi felt comfortable retroactively changing the first salary adjustment to 5% and approving the second salary increase of 5%. She expressed that she would hold off on the third salary increase after completing the evaluation. Vice Chair O’Leary concurred with Ms. Konishi.</p> <p>Chair Gotelli stated that Commissioner Iida shared that the evaluation was a tool that the commission used to rate the DHR job performance. None of the rules stated that the DHR evaluation should be tied to a salary increase.</p>	<p>Ms. Konishi moved to retroactively adjust the salary increase for the Director of Human Resources effective January 1, 2023, to 5% instead of 4%, with a salary of \$129,504. Vice Chair O’Leary seconded the motion. Motion carried 4:0.</p> <p>Ms. Konishi moved to increase the salary for the Director of Human Resources effective July 1, 2023, to 5%, with a salary of \$135,960. Vice Chair O’Leary</p>

SUBJECT	DISCUSSION	ACTION
	Chair Gotelli approved Ms. Ching’s request to submit the salary increase before the evaluation review meeting.	seconded the motion. Motion carried 4:0.
Announcements	<p>Next Meeting: Tuesday, October 3, 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 and Vice Chair O’Leary would conduct the meeting.</p>	
Adjournment		With no objections from the commission Chair Gotelli adjourned the meeting at 4:11 p.m.

Submitted by: _____
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
 Beverly Gotelli, Chair

- () Approved as circulated.
- () Approved with amendments.