



## CIVIL SERVICE COMMISSION

**BEVERLY GOTELLI**, CHAIR  
**LAUREN O'LEARY**, VICE CHAIR

**JEFFREY IIDA**, COMMISSIONER  
**SHELLEY KONISHI**, COMMISSIONER  
**AIMEE LORENZO**, COMMISSIONER

### Meetings of the Civil Service Commission will be conducted as follows until further notice:

- Meetings will be publicly noticed pursuant to HRS Chapter 92.
- Minutes of the meeting will be completed pursuant to HRS Chapter 92 and posted to the Commission's website upon completion and approval.

### Public Comments and Testimony:

- **Written testimony** will be accepted for any agenda item herein.
  - Written testimony indicating your 1) name, and if applicable, your position/title and organization you are representing, 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address), may be submitted to [smuragin@kauai.gov](mailto:smuragin@kauai.gov) or mailed to the Civil Service Commission, c/o Office of Boards and Commission, 4444 Rice Street, Suite 300, Lihue, Hawaii 96766.
  - Written testimony received by the Civil Service Commission at least 24 hours prior to the meeting will be distributed to all Civil Service Commissioners prior to the meeting.
  - Any testimony received after this time and up to the start of the meeting will be summarized by the Clerk of the Board during the meeting and added to the record thereafter.
  - Any late testimony received will be distributed to the to the commissioners after the meeting is concluded.
- **Oral testimony** will be taken during the public testimony portion of the meeting in-person at the public meeting.
  - It is recommended that anyone interested in providing oral testimony register at least 24 hours prior to the meeting by emailing [smuragin@kauai.gov](mailto:smuragin@kauai.gov) or calling (808) 241-4919. Any request to register shall include your 1) name, and if applicable, your position/title and organization you are representing, and 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address).
  - Per the Civil Service Commission and Chairs practice, there is a three-minute time limit per testifier per agenda item.
  - Individuals who have not registered to provide testimony will be given an opportunity to speak on an agenda item following the registered speaker.

### **SPECIAL ASSISTANCE**

IF YOU NEED AN AUXILIARY AID/SERVICE, OTHER ACCOMMODATION DUE TO A DISABILITY, OR AN INTERPRETER FOR NON-ENGLISH SPEAKING PERSONS PLEASE CONTACT THE OFFICE OF BOARDS AND COMMISSIONS AT (808) 241-4917 OR [ADAVIS@KAUAI.GOV](mailto:ADAVIS@KAUAI.GOV) AS SOON AS POSSIBLE. REQUESTS MADE AS EARLY AS POSSIBLE WILL ALLOW ADEQUATE TIME TO FULFILL YOUR REQUEST. UPON REQUEST, THIS NOTICE IS AVAILABLE IN ALTERNATIVE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.

COUNTY OF KAUA'I CIVIL SERVICE COMMISSION

MEETING NOTICE AND AGENDA

Tuesday, November 07, 2023

3:00 p.m. or shortly thereafter

**Piikoi Building, Boards and Commissions Conference Room**

**4444 Rice Street, Suite 300, Līhu'e, HI 96766**

**CALL TO ORDER IN OPEN SESSION** (Open to the Public)

**ROLL CALL**

**APPROVAL OF AGENDA**

**PUBLIC COMMENTS AND TESTIMONY**

Individuals may orally testify on any agenda item at this time or wait for the agenda item.

**APPROVAL OF MEETING MINUTES**

a) Open Session Minutes of September 5, 2023

**DIRECTOR OF HUMAN RESOURCES REPORT**

**CSC 2023-38** August/September 2023 period, October 3, 2023 Meeting

- Mahalo
- Signs Reflecting the Location of the Department of Human Resources (DHR)
- Quarterly Reports
  - Goal 1—Policies-New or Revised
  - Goal 3—Training Priorities
  - Goal 4—Employee Complaints
  - Goal 5—Recruitment and Retention
- Workday and HRMS Project
- Monthly Report from HR Divisions/Sections
  - 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

**CSC 2023-39** September/October 2023 period, November 7, 2023 Meeting

- Goal 2-Workday and HRMS Project
- Goal 3-Training Priorities
- Goal 4-Employee Complaints
  - Grievances and Grievance Arbitration Hearings

- Employee or Applicant Complaints
- Goal 5-Recruitment and Retention
- December 5, 2023 Civil Service Commission Meeting-Human Resources Hosted Reception
- Monthly Report from HR Divisions/Sections
  - 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

**BUSINESS**

**CSC 2023-40** Director of Human Resources Goals and Objectives for period July 1, 2023 to June 30, 2024. (on-going)

- a) Review updated report with 9/5/23 and 10/3/23 status information.
- b) Discussion and possible decision-making on other related matters.

**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.

**ENTER INTO EXECUTIVE SESSION** (Closed to the Public)

**CALL TO ORDER IN EXECUTIVE SESSION**

**BUSINESS**

**ES-23** Executive Session Minutes of September 5, 2023  
 Pursuant to Hawai'i Revised Statutes §92-4, §92-5(a)(4), and §92-9(a)(1-4) and (b), the commission requests an Executive Session to approve or amend the executive session minutes of September 5, 2023, where consideration of matters affecting privacy will be involved and consult with the Deputy County Attorney on issues pertaining to the Commission's powers, duties, privileges, immunities, and/or liabilities as they relate to

this agenda item.

**ENTER OPEN SESSION** (Open to the Public)

**CALL TO ORDER IN OPEN SESSION**

**RATIFY ACTIONS**

Ratify actions taken by the Civil Service Commission in executive session for ES-23.

**ANNOUNCEMENTS:**

Next Scheduled Meeting: Tuesday, December 5, 2023 – 3:00 p.m.

**ADJOURNMENT**

cc: Deputy County Attorney Mark Ishmael

cc: Director of Human Resources Annette Anderson

CANCELED LACK OF QUORUM