

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	December 5, 2023	
Location	Boards and Commissions Conference Room	Start of Meeting:	3:00 p.m.	End of Meeting: 3:33 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. Office of Boards and Commissions Staff: Administrator Ellen Ching and Administrative Specialist Anela Davis.			
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. Administrator Ellen Ching 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 was present. Director Human Resources Anderson was present. Administrator Ching was present. Administrative Davis was present.	Quorum was established with five commissioners present.
Approval of Agenda		Vice Chair O’Leary moved to approve the December 5, 2023, agenda. Ms. Konishi seconded the motion. Motion carried 5:0.
Public Comments and Testimony	Administrator Ellen Ching reported no receipt of any written testimony and there was no one from the public in the audience so they did not need to ask for public comments or testimony after each agenda item.	

SUBJECT	DISCUSSION	ACTION
Approval of Meeting Minutes	<p>a) Open Session Minutes of September 5, 2023</p> <p>There was no motion or vote to approve the minutes. Chair Gotelli asked the commission if there was any objections to the September 5, 2023 minutes, with no objections she accepted the minutes as circulated.</p>	
Director of Human Resources Report	<p><u>CSC 2023-41</u> <u>August/September 2023 period, October 3, 2023, meeting.</u></p> <ul style="list-style-type: none"> • Mahalo • Signs Reflecting the Location of the Department of Human Resources (DHR) • Quarterly Reports <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ Administrative Services and Benefits ▪ Employee Development and Health Services ▪ HR Manager, Classification and Pay and Labor Relations ▪ Recruitment and Examination ▪ Payroll ▪ EEO/ADA <p>Chair Gotelli asked if anyone had any questions on the report. Hearing none she asked for a motion to accept the report. <i>(Report on file)</i></p>	<p>Vice Chair O’Leary moved to accept the August/September 2023 period, October 3, 2023 report. Ms. Konishi seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2023-42</u> <u>September/October 2023 period, November 7, 2023, meeting.</u></p> <ul style="list-style-type: none"> • Goal 2 – Workday and HRMS Project • Goal 3 – Training Priorities 	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • Goal 4 – Employee Complaints <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ Administrative Services and Benefits ▪ Employee Development and Health Services ▪ HR Manager, Classification and Pay and Labor Relations ▪ Recruitment and Examination ▪ Payroll ▪ EEO/ADA <p>Chair Gotelli asked if anyone had any questions on the report. Hearing none she asked for a motion to accept the report. <i>(Report on file)</i></p>	<p>Vice Chair O’Leary moved to accept the September/October 2023 period, November 7, 2023 report. Mr. Iida seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2023-43</u> <u>October/November 2023 period, December 5, 2023, meeting.</u></p> <ul style="list-style-type: none"> • Goal 1 - Policies • Goal 2 – Workday and HRMS Project • “Bi-Annual Presentation” • Goal 3 – Training Priorities • Goal 4 – Employee Complaints <ul style="list-style-type: none"> ▪ Grievances and Grievance Arbitration Hearings • Goal 5 – Employee Complaints • December 5, 2023 Civil Service Commission Meeting-Human Resources Hosted Reception • Monthly Report from HR Divisions/Sections 	

SUBJECT	DISCUSSION	ACTION
	<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 October/November 2023 period, December 5, 2023 report. (<i>Report on file</i>) And thanked the commission for her recent performance evaluation and salary adjustment.</p>	<p>Mr. Iida moved to accept the October/November 2023 period, December 5, 2023 report. Ms. Lorenzo seconded the motion. Motion carried 5:0.</p>
<p>Business</p>	<p><u>CSC 2023-44</u> Director of Human Resources Goals and Objectives for period July 1, 2023 to June 30, 2024. (on-going)</p> <ul style="list-style-type: none"> a) Review updated report with 9/5/23, 10/3/23 and 11/7/23 status information. b) Discussion and possible decision-making on other related matters. <p>The commission did not have any questions on the report.</p>	<p>Mr. Iida moved to accept the DHR Goals and Objectives report updated with 9/5/23, 10/3/23 and 11/7/23 status information. Vice Chair O’Leary seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2023-45</u> Annual selection of officers for calendar year 2024.</p> <ul style="list-style-type: none"> a) Nominate a commissioner to serve as chair. b) Nominate a commissioner to serve as vice chair. c) Discussion and possible decision-making on other related matters. 	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Gotelli opened the floor for chair nominations. Vice Chair O’Leary nominated Jeffrey Iida. Mr. Iida accepted.</p> <p>Chair Gotelli opened the floor for vice chair nominations. Mr. Iida nominated Aimee Lorenzo and Ms. Lorenzo nominated Shelly Konishi. Ms. Lorenzo accepted and Ms. Konishi declined.</p>	<p>Vice Chair O’Leary nominated Jeffrey Iida to serve as Chair for calendar year 2024. Ms. Konishi seconded the motion. Motion carried 5:0.</p> <p>Mr. Iida nominated Aimee Lorenzo to serve as Vice Chair for calendar year 2024. Vice Chair O’Leary seconded the motion. Motion carried 5:0.</p>
	<p><u>CSC 2023-46</u> <u>Review and approve 2024 meeting schedule.</u></p>	<p>Mr. Iida accepted the CSC 2024 meeting schedule. Ms. Konishi seconded the motion. Motion carried 5:0.</p>
<p>Executive Session</p>	<p>Deputy County Attorney Ishmael stated that if the commission did not need to discuss any confidential privileged information the commission could accept the executive session minutes in open session. The commission did not enter executive session.</p>	<p>Mr. Iida moved to accept the Executive Session Minutes of September 5, 2023, as circulated. Vice Chair O’Leary seconded the motion. Motion carried 5:0.</p>
<p>Announcements</p>	<p>Next Meeting: Tuesday, January 2, 2024 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766</p>	
<p>Adjournment</p>		<p>With no objections from the commission Chair Gotelli adjourned the meeting at 3:33 p.m.</p>

Civil Service Commission
Open Session
December 5, 2023

Page 6

Submitted by: Sandra Muragin
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Beverly Gotelli, Chair

- Approved as circulated. 01/02/24
- Approved with amendments.