

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	January 2, 2024
Location	Boards and Commissions Conference Room	Start of Meeting: 3:00 p.m.	End of Meeting: 3:19 p.m.
Present	Chair Jeffrey Iida. Commissioners: Beverly Gotelli, Piikea Keyes-Saiki, Shelley Konishi and Lauren O’Leary. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Director Human Resources Annette Anderson. Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.		
Excused	Vice Chair Aimee Lorenzo		
Absent			



SUBJECT	DISCUSSION	ACTION
	Prior to the meeting being called to order, Administrative Assistant to the County Clerk Eddie Topenio administered the Oath of Office to Mayoral Appointee Commissioner Jeffrey Iida serving a first term ending December 31, 2026 and Mayoral Appointee Commissioner Piikea Keyes-Saiki serving a first term ending December 31, 2026.	
Call To Order Roll Call	Chair Iida 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 Gotelli replied here. Commissioner Keyes-Saiki replied here. Commissioner Konishi replied here. Commissioner O’Leary replied here. Vice Chair Lorenzo was excused. Chair Iida replied here. Deputy County Attorney Ishmael replied here. Director Human Resources Anderson replied here. Administrator Ching replied here. Support Clerk Muragin replied here.	Quorum was established with five commissioners present.
Approval of Agenda		Ms. Gotelli moved to approve the January 2, 2024, agenda. Ms. O’Leary seconded the motion. Motion carried 5:0.

SUBJECT	DISCUSSION	ACTION
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.	
Approval of Meeting Minutes	a) Open Session Minutes of December 5, 2023	Ms. Gotelli moved to approve the open session minutes of December 5, 2023, as circulated. Ms. O’Leary seconded the motion. Motion carried 5:0.
Director of Human Resources Report	<p>CSC 2024-01 <u>November/December 2023 period, January 2, 2024, meeting.</u></p> <ul style="list-style-type: none"> • 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 • Monthly Report <ul style="list-style-type: none"> ▪ Goal 2 - 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>Director of Human Resources Annette Anderson briefed the commission on the November/December 2023 period, January 2, 2024 report. <i>(Report on file)</i></p> <p>Chair Iida asked if the sexual discrimination complaint should be sexual harassment complaint that’s listed in the five year summary of complaints under goal 4-employee complaints. DHR Anderson replied it could be both.</p>	

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	<p>Chair Iida asked if the county provided sexual discrimination/harassment training. DHR Anderson replied during orientation all new hires watch a video and divisions with complaints are provided training.</p> <p><i>At 3:13 p.m. internet service unexpectedly shut down and disconnected Teams. IT was immediately contacted, and internet service resumed at 3:18 p.m.</i></p>	
Business	<p><u>CSC 2024-02</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 12/5/23 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>Ms. Gotelli moved to accept the DHR Goals and Objectives report updated with 12/5/23 status information. Ms. Konishi seconded the motion. Motion carried 5:0.</p>
Announcements	<p>Next Meeting: Tuesday, February 6, 2024 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766</p>	
Adjournment		<p>With no objections from the commission Chair Iida adjourned the meeting at 3:19 p.m.</p>

Submitted by: Sandra Muragin
Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: _____
Jeffrey Iida, Chair

- Approved as circulated. 02/06/24
- Approved with amendments.