

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CIVIL SERVICE COMMISSION</b>	Meeting Date:	<b>February 6, 2024</b>	
Location	Boards and Commissions Conference Room	Start of Meeting:	3:00 p.m.	End of Meeting: 3:16 p.m.
Present	Vice Chair Aimee Lorenzo. Commissioners: Beverly Gotelli, Shelley Konishi and Lauren O’Leary. Deputy County Attorney Mark Ishmael ( <i>Microsoft Teams</i> ). Director Human Resources Annette Anderson ( <i>left at 3:14 p.m.</i> ). Office of Boards and Commissions Staff: Administrator Ellen Ching and Commission Support Clerk Sandra Muragin.			
Excused	Chair Jeffrey Iida and Commissioner Piikea Keyes-Saiki.			
Absent				

SUBJECT	DISCUSSION	ACTION
<b>Call To Order Roll Call</b>	<p>Chair Pro Tem Lorenzo called the Open Session meeting to order at 3:00 p.m. and requested a roll call.</p> <p>Commission Support Clerk Sandra Muragin verified attendance; Commissioner Gotelli replied here. Commissioner Keyes-Saiki was excused. Commissioner Konishi replied here. Commissioner O’Leary replied here. Vice Chair Lorenzo replied here. Chair Iida was excused. Deputy County Attorney Ishmael replied here. Director Human Resources Anderson replied here. Administrator Ching replied here. Support Clerk Muragin replied here.</p>	<p>Quorum was established with four commissioners present.</p>
<b>Approval of Agenda</b>		<p>Ms. Gotelli moved to approve the February 6, 2024, agenda. Ms. Konishi seconded the motion. Motion carried 4:0.</p>
<b>Public Comments and Testimony</b>	<p>Administrator Ellen Ching reported no one from the public in the audience so they did not need to ask for public comments or testimony after each agenda item. Support Clerk Muragin stated for the record no receipt of any written testimony.</p>	

SUBJECT	DISCUSSION	ACTION
<b>Approval of Meeting Minutes</b>	a) Open Session Minutes of January 2, 2024.	Ms. Gotelli moved to approve the open session minutes of January 2, 2024, as circulated. Ms. Konishi seconded the motion. Motion carried 4:0.
<b>Director of Human Resources Report</b>	<p><b><u>CSC 2024-03</u></b> <u>December 2023/January 2024 period, February 6, 2024, meeting.</u></p> <ul style="list-style-type: none"> <li>• Quarterly Reports           <ul style="list-style-type: none"> <li>▪ Goal 1 – Policies</li> <li>▪ Goal 2 – Workday and HRMS Project</li> <li>▪ Goal 3 – Training Priorities</li> <li>▪ Goal 4 – Employee Complaints Grievances and Grievance Arbitration Hearings</li> <li>▪ Goal 5 – Recruitment and Retention</li> </ul> </li> <li>• Monthly Report from HR Divisions/Sections           <ul style="list-style-type: none"> <li>▪ Administrative Services and Benefits</li> <li>▪ Employee Development and Health Services</li> <li>▪ HR Manager, Classification and Pay and Labor Relations</li> <li>▪ Recruitment and Exam</li> <li>▪ Payroll</li> <li>▪ EEO/ADA</li> </ul> </li> </ul> <p>Director of Human Resources Annette Anderson briefed the commission on the December 2023/January 2024 period, February 6, 2024 report. (<i>Report on file</i>)</p> <p>Ms. Gotelli inquired if they have been successful in recruiting at job fairs. DHR Anderson replied historically no but she would check on two most recent job fairs. She said they collect data on where an application originated from.</p> <p>Ms. O’Leary asked for Workday what would the Talent module do. DHR Anderson replied the Talent module would replace the way they process performance evaluations.</p> <p>With no further questions from the commission, Chair Pro Tem Lorenzo moved on to the next</p>	

SUBJECT	DISCUSSION	ACTION
	agenda item.	
<b>Business</b>	<p><b><u>CSC 2024-04</u></b> Director of Human Resources Goals and Objectives for period July 1, 2023 to June 30, 2024. (on-going)</p> <p>a) Review updated report with 01/02/24 status information.            b) Discussion and possible decision-making on other related matters.</p> <p>The commission did not have any questions on the report.</p>	<p>Ms. O’Leary moved to accept the DHR Goals and Objectives report updated with 12/5/23 status information. Ms. Gotelli seconded the motion. Motion carried 4:0.</p>
<b>Announcements</b>	<p>Next Meeting: Tuesday, March 5, 2024 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766</p>	
<b>Adjournment</b>		<p>With no objections from the commission Chair Pro Tem Lorenzo adjourned the meeting at 3:16 p.m.</p>

Submitted by: Anela Davis for Sandra Muragin  
 Sandra Muragin, Commission Support Clerk

Reviewed and Approved by: \_\_\_\_\_  
 Aimee Lorenzo, Chair Pro Tem

- ( X ) Approved as circulated. 03/05/24
- ( ) Approved with amendments.