

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Approved

Approved as circulated 04/02/2024.

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	March 5, 2024	
Location	Boards and Commissions Conference Room	Start of Meeting:	3:00 p.m.	End of Meeting: 3:37 p.m.
Present	Chair Jeffrey Iida. Commissioners: Robert Crowell, 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 Administrative Specialist Anela Davis.			
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 Commissioner Robert Crowell serving a partial term ending December 31, 2025.	
Call To Order Roll Call	Chair Iida called the Open Session meeting to order at 3:00 p.m. and requested a roll call. Administrator Ellen Ching 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. Commissioner Crowell replied here.	Quorum was established with six commissioners present.
Approval of Agenda		Ms. Gotelli moved to approve the March 5, 2024, agenda. Ms. Konishi seconded the motion. Motion carried 6:0.
Public Comments and Testimony	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.	

SUBJECT	DISCUSSION	ACTION
Approval of Meeting Minutes	a) Open Session Minutes of February 6, 2024.	Ms. Gotelli moved to approve the open session minutes of February 6, 2024, as circulated. Ms. Konishi seconded the motion. Motion carried 6:0.
Director of Human Resources Report	<p><u>CSC 2024-05</u> <u>January 2024/February 2024 period, March 5, 2024, meeting.</u></p> <ul style="list-style-type: none"> ▪ Goal 1 – Policies ▪ Goal 2 – Workday and HRMS Project ▪ Goal 3 – Training Priorities ▪ Goal 4 – Employee Complaints Grievances and Grievance Arbitration Hearings ▪ Goal 5 – Recruitment and Retention • 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 Exam ▪ Payroll ▪ EEO/ADA <p>Director of Human Resources Annette Anderson briefed the commission on the January 2024/February 2024 period, March 5, 2024 report. (<i>Report on file</i>)</p> <p>Ms. Gotelli inquired about Goal #5 and meeting with several departments about vacancies and possible restructuring and reorganization and if that were to happen would there be any positions lost. DHR Anderson replied no, and it could possibly increase.</p> <p>Chair Iida asked re: Workday if all employees are required to clock in when they report for work. DHR Anderson replied that work schedules are pre-populated and that at the end of the pay period employees need to submit the pre-populated times. If no changes are needed and any vacations/sick are previously approved that will be in Workday and employee will just need to submit. He then asked how someone knows if an employee is late if they are not</p>	

SUBJECT	DISCUSSION	ACTION
	<p>checking in. DHR Anderson replied that would be the supervisor’s responsibility, and she knows that they are on top of it as she sees the disciplinary notices for absences or tardiness. She clarified that an employee puts in a request for time off and supervisor approves or disapproves or if a change is needed and electronically it is recorded in the system.</p> <p>Chair Iida expressed a concern shared with by employee about having to go in while on vacation to complete payroll in workday and having to do more than the supervisor. DHR Anderson and Administrator Ching explained how the system works for an employee to submit at the end of a pay period. DHR Anderson also stated that it puts the responsibility of the employee’s time on the employee, where in the past a supervisor may have completed an employee’s time.</p> <p>With no further questions from the commission, Chair Iida moved on to the next agenda item.</p>	<p>Ms. O’Leary moved to receive the Director’s report. Ms. Keyes-Saiki seconded the motion. Motion carried 6:0.</p>
<p>Business</p>	<p><u>CSC 2024-06</u> Director of Human Resources Goals and Objectives for period July 1, 2024 to June 30, 2025.</p> <ul style="list-style-type: none"> a) DHR Anderson to share proposed revision/additions to the goals and objectives. b) Discussion and possible decision-making on other related matters. <p>DHR Anderson went over proposed revision/additions to the goals and objectives. (<i>On file</i>).</p> <p>DHR Anderson added a goal for attending and participating in union negotiations.</p> <p>Ms. Gotelli stated that between the County and the employees they would like to see an agreement, so they know they have a contract going forward.</p> <p>DHR Anderson replied that some units choose to go to arbitration.</p>	<p>Ms. Gotelli moved to accept the draft DHR Goals and Objectives for the period of July 1, 2024-June 30, 2025. Ms. Keyes-Saiki seconded the motion. Motion carried 6:0.</p>
	<p><u>CSC 2024-07</u> Director of Human Resources Goals and Objectives for period July 1, 2023 to June 30, 2024.</p> <ul style="list-style-type: none"> a) Review updated report with 02/06/24 status information. b) Discussion and possible decision-making on other related matters. 	<p>No action.</p>

SUBJECT	DISCUSSION	ACTION
Announcements	Next Meeting: Tuesday, April 2, 2024 – 3:00 p.m., in the Boards and Commissions Conference Room, Piikoi Building, 4444 Rice Street, Suite 300, Līhu‘e, HI 96766 Ms. O’Leary will be off-island and not attending April 2 nd meeting.	
Adjournment		With no objections from the commission Chair Iida adjourned the meeting at 3:37 p.m.

Submitted by: _____
Anela Davis, Administrative Specialist

Reviewed and Approved by: _____
Jeffrey Iida, Chair

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