

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

DRAFT To Be Approved

Board/Commission:	CIVIL SERVICE COMMISSION	Meeting Date:	May 2, 2023	
Location	Boards and Commissions Conference Room and Teleconference via Microsoft Teams	Start of Meeting:	3:00 p.m.	End of Meeting: 3:50 p.m.
Present	Chair Beverly Gotelli. Vice Chair Lauren O’Leary. Commissioners: Shelley Konishi, and Aimee Lorenzo. Deputy County Attorney Mark Ishmael (<i>Microsoft Teams</i>). Human Resources Director Annette Anderson, Office of Boards and Commissions Staff: Administrator Ellen Ching and Administrative Specialist Anela Davis.			
Excused	Commissioner Jeffrey Iida			
Absent				

SUBJECT	DISCUSSION	ACTION
Call To Order/ Roll Call	<p>Chair Gotelli called the Open Session meeting to order at 3:00 p.m. and requested a roll call.</p> <p>Administrative Specialist Anela Davis conducted the roll call.</p> <p>Commissioner Iida was excused.</p> <p>Commissioner Konishi replied here.</p> <p>Commissioner Lorenzo replied here.</p> <p>Vice Chair O’Leary replied here.</p> <p>Chair Gotelli replied here.</p>	<p>Quorum was established with four commissioners present.</p>
Approval of Agenda		<p>Ms. O’Leary moved to approve the agenda. Ms. Konishi seconded the motion.</p> <p>Motion carried 4:0.</p>

SUBJECT	DISCUSSION	ACTION
Public Comments and Testimony	For the record Ms. Ching stated that there was no request for testimony and no one in the audience and that Chair did not need to ask if there was anyone to testify before each agenda item.	
Approval of Meeting Minutes	<p>a) Open Session Minutes of April 4, 2023</p> <p>Ms. Konishi noted on page 2 that she is not the Chair. Chair Gotelli noted that the error was already corrected.</p>	<p>Ms. O’Leary moved to approve the minutes of the Open Session meeting of April 4, 2023. Ms. Konishi seconded the motion.</p> <p>Ms. O’Leary moved to withdraw her motion to approve the minutes of the Open Session meeting of April 4, 2023. Ms. Konishi withdrew her second of the motion.</p> <p>Ms. O’Leary moved to approve the minutes of the Open Session meeting of April 4, 2023 as amended. Ms. Konishi seconded the motion. Motion carried 4:0</p>
Director of Human Resources Report	<p><u>CSC 2023-21</u> March/April 2023 period, May 2, 2023 Meeting</p> <ul style="list-style-type: none"> a) <u>Grievances, Grievance Arbitration Hearings</u> b) <u>Workday</u> c) <u>Employee Stay Survey</u> d) <u>HR Trainings</u> e) <u>Budget Preparation and Submittal to Council</u> f) <u>Monthly Report from HR Divisions/Sections</u> <ul style="list-style-type: none"> a. <u>Administrative Services and Benefits</u> b. <u>Employee Development and Health Services</u> c. <u>HR Manager, Classification and Pay and Labor Relations</u> d. <u>Recruitment and Examination</u> e. <u>Payroll</u> f. <u>EEO/ADA</u> 	

Director of Human Resources Annette Anderson reviewed the March/April 2023 period, *(Report on file)*

Ms. Anderson reported the following updates.

- Grievance arbitration, no new grievances or arbitration since last month's report.
- Workday mahalo luncheon was held for over 100 people that participated in the implementation by the Mayor's office with HR Staff that also was busy with the Annual Employees Banquet. They continue to address ways to improve the system for the end user.
- Employee Stay Survey deadlines are the end of May and June depending on department. The survey will assist with retention and reducing turnover. Learn what employees like and dislike and learn what it would be for them to leave employment and what can be done to improve workspace.
- HR Trainings – first aid instructor, bloodborne pathogen, workday advance trainings were held.
- HR is awaiting decision making on budget request by Council, scheduled for 5/12/23, Ms. Anderson will attend. Reminded Commission that they are seeking funds to provide intense, individualized training and career pathways for white collar employees that have skills and abilities, but not the necessary college degree or course credits to qualify for higher level positions.

Ms. Anderson stated that the rest of the report went over the training and division details.

Ms. O'Leary and Chair Gotelli had questions regarding the Stay Survey:

- Ms. Anderson answered that she created the survey.
- Ms. Anderson thinks that the survey will be done every other year but will see how the feedback goes. She went on to state that she always had the intention of doing the survey, but the department was caught up in other things.
- Ms. Anderson stated that she is not aware of a stay survey being done previously.

Chair Gotelli asked about page 4 of the report regarding reallocations that were processed, Fire Fighter I to a Fire Fighter Trainee II, what is the difference. Ms. Anderson said that the normal way would be a Trainee to a Fire Fighter I and then up to a II, but she guesses that it's a relocation of a vacant position and there was a need for more trainee positions.

With no further questions from the commission. Chair Gotelli thanked Ms. Anderson.

SUBJECT	DISCUSSION	ACTION
<p>Business</p>	<p><u>CSC 2023-22 Discussion and possible action on the goals and objectives for the HR Director, for the period of July 1, 2023 to June 30, 2024.</u></p> <p>Administrator Ching went over the corrections from the last meeting to the goals and objectives distributed (on file). She is asking the commission to confirm the corrections are accurate.</p>	<p>Ms. Konishi moved to accept CSC 2023-22, goals and objectives for the HR Director, for the period of July 1, 2023 to June 30, 2024 with corrections. Ms. O’Leary seconded. Motion carried 4:0</p>
	<p><u>CSC 2023-23 Discussion and possible action on revision of HR Director Evaluation form.</u></p> <p>Chair Gotelli noted there are three sets of evaluation forms (on file) used in the past. She went over them with commissioners the likes and dislikes of each form. She explained that she met with the administrator, and they discussed how the form could be tweaked more and shared that with commissioners.</p> <p>Administrator Ching went over the scoring and how there could be some flexibility with the 1-5 scoring rather than a meets or doesn’t meet scoring. She explained that there’s a more fluid discussion that results from a meets rating. With a scoring system, i.e., 3.5, it’s more difficult to say that there will be a 5% increase. Also, how goals and objectives are incorporated into evaluation tool.</p> <p>Chair Gotelli noted that the Director notes her goals and objectives in her reports and that will help to evaluate her. They will write goals and objectives are written in the report the same as well.</p> <p>Administrator Ching also added meets/doesn’t meet on the summary of performance as a clear message.</p> <p>Commissioners discussed:</p> <ul style="list-style-type: none"> • The tool and looking at the way it’s written and how they will use it to relate scoring to pay increase and give feedback to Director. • Area for feedback on improvement and the need to have it completed. • Self-evaluation done by Director. 	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • 360 surveys of staff. • Staff input. • Different reports. <p>Chair Gotelli asked Administrator Ching to give previous staff input tools used by other commissions for the commission to review at next meeting.</p>	<p>Ms. O’Leary moved to defer CSC 2023-23 to the June meeting agenda. Ms. Konishi seconded. Motion carried 4:0</p>
Executive Session	<p>Ms. Ching noted that if there are no corrections to the minutes of the executive session the commission did not need to move into executive session.</p> <p>Chair Gotelli asked if there were any corrections to the Executive Session Minutes.</p> <p>Chair Gotelli entertained a motion to approve executive session minutes.</p>	<p>Ms. Konishi moved to approve ES-16, April 4, 2023 Executive Session minutes. Ms. O’Leary seconded. Motion carried 4:0</p>
Call to Order in Open Session	<p>Commission did not go into Executive Session.</p>	
Ratify Actions	<p>No items to ratify.</p>	

