

CIVIL SERVICE COMMISSION  
COUNTY OF MAUI  
200 South High Street  
Wailuku, Hawaii 96793

**PUBLIC NOTICE OF MEETING**

<p><u>COMMISSIONERS:</u></p> <p>(Vacant) Chair</p> <p>Ann M. Moe, Vice-Chair (Kihei)</p> <p>Arnold K. Wunder (Pukalani)</p> <p>Blake T. Takayama (Makawao)</p> <p>Jon Santos (Haiku)</p>	<p>Pursuant to Chapter 92, Hawaii Revised Statutes, as amended by Act 271, Session Laws of Hawai'i 1984</p> <p>NOTICE IS HEREBY GIVEN by the Civil Service Commission of the County of Maui, State of Hawaii, of its regular meeting and executive meeting scheduled for:</p> <p>DATE:           Wednesday, December 7, 2011</p> <p>TIME:           9:00 a.m.</p> <p>PLACE:          Department of Personnel Services Conference Room 629 Kalana O Maui (County Building) 200 South High Street Wailuku, Hawaii 96793</p>
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AGENDA ITEMS ARE SUBJECT TO CANCELLATION. For a confirmation of the meeting date and time, please contact commission staff at the Department of Personnel Services.

ORAL OR WRITTEN TESTIMONY on any agenda item will be accepted prior to the discussion of each agenda item. If written testimony is submitted at the meeting, eight copies are requested.

INDIVIDUALS PLANNING TO ATTEND THE MEETING who have special needs or require an accommodation that would assist in their successful participation in the meeting, *i.e.*, large print, taped materials, sign language interpreter, accessible parking, etc. should call the Department of Personnel Services at least two working days in advance.

DOCUMENTS ON FILE WITH THE COMMISSION, which may include correspondence relating to the agenda items below, may be inspected prior to the meeting date. Photocopies may be ordered, subject to charges imposed by law (Maui County Code, Section 2.64.010). Contact the Department of Personnel Services to make arrangements for inspection or photocopying of documents.

**Agenda - Regular Meeting**

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC TESTIMONY
4. APPROVAL OF MINUTES – JUNE 1, 2011 MEETING

5. COMMISSION REFERRAL:
  - A. Letter of resignation dated November 9, 2011 from Chair Delbert DeRego to Mayor Alan Arakawa effective November 15, 2011.
6. COMMISSION CORRESPONDENCE
  - A. Letters of appreciation dated November 3, 2011 from the Commission to Geralyn Onaga, Training Coordinator, and Donna Evans, HR Technician I, concerning their excellent work regarding the recently-held annual employee recognition awards program luncheon.
7. NEW BUSINESS:
  - A. Elect new Chair and, if necessary, a new Vice-Chair.
8. DIRECTOR'S MONTHLY REPORT:
  - A. Update re collective bargaining.
  - B. Updated vacancy report.
  - C. Recent recruitments.
9. SCHEDULE NEXT MEETING DATE & DISCUSS NEXT MEETING BUSINESS
10. ADJOURN REGULAR MEETING AND MOVE INTO EXECUTIVE MEETING, CLOSED TO THE PUBLIC, FOR THE PURPOSES OF: (1) EXERCISING THE ADJUDICATORY FUNCTION OF THE COMMISSION and (2) CONSULTING WITH THE COMMISSION'S ATTORNEY ON QUESTIONS AND ISSUES PERTAINING TO THE COMMISSION'S POWERS, DUTIES, PRIVILEGES, IMMUNITIES AND LIABILITIES PURSUANT TO SECTION 11-102-6, RULES OF THE CIVIL SERVICE COMMISSION, AND SECTIONS 91-9, 92-4, 92-5(a)(4) & (6) and 92-6(a)(2)(D), HAWAII REVISED STATUTES.

**Agenda - Executive Meeting**

1. APPROVAL OF MINUTES – JUNE 1, 2011 MEETING
2. ADJUDICATORY FUNCTION:
  - A. Pending Appeal:

- (1) CSC-AP #2011-7, Appeal concerning non-acceptance of application for Fire Fighter Trainee, Exam No. 2011-40.
  - (a) Letter dated August 3, 2011 scheduling an October 5, 2011 hearing date.
  - (b) Respondent Director of Personnel Services' Motion to Dismiss Appeal; Memorandum in Support of Motion to Dismiss; Exhibits "1" to "4"; Certificate of Service.
  - (c) Letter dated August 24, 2011 scheduling hearing date on Motion to Dismiss on October 5, 2011.
    - (i) Appellant's response to motion due September 19, 2011.
      - (i) No response received.
      - (ii) Respondent's reply to Appellant's response due September 26, 2011.
  - (d) Review/approve proposed Decision and Order re Motion to Dismiss Appeal as drafted by Deputy Attorney General Claire Chinn.
  - (e) Letter dated November 8, 2011 to Appellant enclosing the Commission's Order Denying Respondent's Motion to Dismiss and scheduling a January 4, 2012 hearing date on the merits of Appellant's appeal.

B. HRS Contested Case Hearing:

- (1) CSC-AP #2011-9, Classification appeal against the action of the Director of Personnel Services concerning the reclassification of Position No. DE-0065 from Abandoned Vehicle Coordinator, SR-14, to Recycling Program Assistant, SR-15.
  - (a) Letter dated October 6, 2011 acknowledging receipt of appeal.
  - (b) Letter dated November 2, 2011 scheduling a December 7, 2011 hearing date.
  - (c) Letter dated November 16, 2011 from appellant withdrawing his appeal.
  - (d) Respondent Director of Personnel Services' Position Statement; List of Exhibits; Exhibit "A"; Certificate of Service.
  - (e) Letter dated November 30, 2011 from appellant revising his November 16, 2011 letter of withdrawal.
- (2) CSC-AP #2011-10, Suspension appeal against the action of Mayor Alan Arakawa denying appellant's internal complaint.
  - (a) Letter dated October 7, 2011 acknowledging receipt of appeal.

- (b) Letter dated October 7, 2011 forwarding copy of appeal to the Mayor.
- (c) Letters (2) dated November 2, 2011 to the parties scheduling a December 7, 2011 hearing date.
- (d) Letter dated November 22, 2011 from appellant’s representative withdrawing appellant’s appeal.

3. ADJOURNMENT

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I HEREBY CERTIFY that this notice was filed in the Office of the County Clerk of the County of Maui at least six calendar days prior to the time and date of the forthcoming meeting; and FURTHER CERTIFY that the notice was filed in the office of the Department of Personnel Services of the County of Maui which is the office of the Civil Service Commission of the County of Maui, and posted on the bulletin boards of the Department of Personnel Services on the sixth floor of the County Building (Kalana O Maui) at 10:44 A.M. on this 1st day of December, 2011, which is at least six calendar days prior to the date and time of the forthcoming meeting.

Any inquiries, contact commission staff (Corinne Muraoka) at the office of the Department of Personnel Services, County of Maui, 200 South High Street, Room 623, Wailuku, Hawaii, during office hours from 7:45 a.m. to 4:30 p.m., Monday through Friday, except on holidays, by phone: 270-7850, fax: 270-7969 or e-mail: [personnel.services@co.maui.hi.us](mailto:personnel.services@co.maui.hi.us). Molokai residents may call toll-free at 1-800-272-0117; Lanai residents: call 1-800-272-0125.

ANN M. MOE, Vice-Chair,  
Civil Service Commission

By /s/ Lance T. Hiromoto  
Lance T. Hiromoto  
Director of Personnel Services

Received and filed in the Office of the County Clerk of the County of Maui at 10:44 A.M. on this 1st day of December, 2011.

/s/ Lauren Anderson  
For: COUNTY CLERK, COUNTY OF MAUI