

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

PUBLIC NOTICE OF MEETING

COMMISSIONERS:

Arnold K. Wunder
(Pukalani)
Chair

Blake T. Takayama
(Makawao)
Vice-Chair

Jon Santos
(Haiku)

Alice L. Lee
(Wailuku)

Yarrow L. Flower
(Makawao)

Pursuant to Chapter 92, Hawaii Revised Statutes,
as amended by Act 271, Session Laws of Hawaii 1984

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:

DATE: Wednesday, May 1, 2013

TIME: 9:00 a.m.

PLACE: Department of Personnel Services
Conference Room 629
Kalana O Maui (County Building)
200 South High Street
Wailuku, Hawaii 96793

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 – SEPTEMBER 5, 2012 MEETING

5. OLD BUSINESS:

- A. Update on Salary Commission issues.
 - (1) Commission met on April 12, 2013.

- B. Charter Commission's Proposal No. 9 of 11 proposed amendments to the Charter of the County of Maui.
 - (1) Discuss commission's responsibility to implement Proposal No. 9 approved by the voters at the November 6, 2012 general election, i.e., Should Chapters 7 (Department of Fire and Public Safety), 9 (Department of Personnel Services), 12 (Department of Police), and 13 (Department of Liquor Control) of Article 8 of the charter be amended to provide consistency in the process in which the various commissions of the listed departments that appoint its directors or chiefs handle the evaluation and removal of its directors or chiefs?
 - (a) Letters (3) dated December 7, 2012 sent to the Fire and Public Safety Commission, Police Commission and Liquor Control Commission requesting copies of their performance evaluation process.
 - (i) Response letter dated December 14, 2012 received from the Fire & Public Safety Commission.
 - (ii) Response letter dated January 9, 2013 received from the Liquor Commission.
 - (b) Similar request dated December 7, 2012 also sent to the Managing Director.
 - (i) Response letter dated December 20, 2012 received from the Managing Director.
 - (c) Review, discuss, make changes, and approve revised (second draft) performance evaluation form.
 - (d) Review, discuss, make changes, and approve proposed guidelines and procedure.
 - (e) Distribute approved, finalized evaluation form and guidelines.

6. NEW BUSINESS:

- A. County of Maui Motor Vehicle Policy.
 - (1) Effective July 1, 2012, policy also applies to members of a board or commission of the County. Distribute pertinent pages of policy and Attachment G, Authorization for use of private vehicle for county business.

- B. Letter dated April 18, 2013 from Colin Yamamoto to the Civil Service Commission requesting to testify on the Department of Fire and Public Safety's examination process and appeal non-selection.
7. DIRECTOR'S MONTHLY REPORT:
- A. Department of Personnel Services' proposed budget for FY 7/1/13 - 6/30/14.
 - (1) Attended Council Budget and Finance Committee meeting on April 9, 2013.
 - B. Update on collective bargaining.
 - C. Recruitment and exams.
 - D. Training and development.
8. SCHEDULE NEXT MEETING DATE & DISCUSS NEXT MEETING BUSINESS
9. 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 ("HRS").

Agenda - Executive Meeting

- 1. APPROVAL OF MINUTES – SEPTEMBER 5, 2012 MEETING
- 2. ADJUDICATORY FUNCTION:
 - A. New Appeal:
 - (1) CSC-AP #2013-4, Appeal against the Fire Chief concerning non-selection to Battalion Chief.
 - (a) Letter dated April 23, 2013 acknowledging receipt of appeal.
 - (b) Letter dated April 23, 2013 forwarding copy of appeal to Fire Chief.
 - (c) Schedule hearing date.

B. Pending Appeal:

- (1) CSC-AP #2013-3, Appeal concerning non-eligibility for Police Evidence Custodian I, Position No. PD-0222.
 - (a) Letter dated March 8, 2013 acknowledging receipt of appeal.
 - (b) Letter dated March 8, 2013 forwarding copy of appeal to Police Chief.
 - (c) Letters (2) dated April 3, 2013 setting appeal hearing for June 5, 2013.

C. HRS Chapter 91 Contested Case Hearing:

- (1) CSC-AP #2013-2, Appeal against the Planning Director concerning non-selection to Planner V (Molokai position) and failure of department to provide notice of right to appeal non-selection.
 - (a) Letter dated January 14, 2013 acknowledging receipt of appeal.
 - (b) Letter dated January 14, 2013 forwarding copy of appeal to Planning Director.
 - (c) Letter dated February 7, 2013 to selectee enclosing subject appeal and of option to file a motion to intervene.
 - (d) Letter dated February 12, 2013 from selectee/intervenor.
 - (e) Letters (3) dated February 20, 2013 to appellant, intervenor and planning director scheduling hearing date for April 3, 2013.
 - (f) Letter dated March 22, 2013 from appellant requesting postponement of hearing date.
 - (g) Letters (2) dated March 22, 2013 from respondent and intervenor objecting to postponement.
 - (h) Letter dated March 25, 2013 to all parties denying appellant's request for postponement.
 - (i) Letter dated March 25, 2013 from appellant supplementing and reiterating request for continuance.
 - (j) Letter dated March 25, 2013 from respondent objecting to second request for continuance.
 - (k) Respondent's Position Statement; Exhibit List; Exhibits "1" - "13"; Certificate of Service.
 - (l) Appellant's Position Statement; Exhibit List; Exhibits A - C (sent via e-mail to commission's secretary).
 - (m) Letter dated March 27, 2013 to all parties rescinding denial and granting request for continuance of hearing; date rescheduled from April 3, 2013 to May 1, 2013; appellant requested to submit hard copies of item (l) above.
 - (n) Appellant's thank you letter dated April 1, 2013 for continuing hearing date and attaching seven copies of item (l).

- (o) Respondent’s Errata to Position Statement; Exhibit List; Certificate of Service.

3. ADJOURNMENT

* * * * *

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 9:55 A.M. on this 25th day of April, 2013, which is at least six calendar days prior to the date and time of the forthcoming meeting.

Any inquiries, contact commission staff 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. Molokai residents may call toll-free at 1-800-272-0117; Lanai residents: call 1-800-272-0125.

ARNOLD K. WUNDER, 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 9:55 A.M. on this 25th day of April, 2013.

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