

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

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OFFICE OF THE
COUNTY CLERK

PUBLIC NOTICE OF MEETING

COMMISSIONERS:

Arnold K. Wunder
(Pukalani)
Chair

Yarrow L. Flower
(Makawao)
Vice-Chair

Jon Santos
(Haiku)

Alice L. Lee
(Wailuku)

Ivy G. Waller
(Lahaina)

Pursuant to Chapter 92, Hawaii Revised Statutes, 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: December 2, 2015

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

1. CALL TO ORDER
2. PUBLIC TESTIMONY
3. APPROVAL OF MINUTES - November 4, 2015 MEETING

4. COMMISSION REFERRALS:

- A. Letter of retirement dated November 25, 2015 from Lance T. Hiromoto, Director of Personnel Services, to Chair Wunder and commission members.
- B. Letter dated November 25, 2015 from Director Hiromoto to Chair Wunder and commission members requesting the Civil Service Commission to consider his Deputy Director, David Underwood, to succeed him as the Director of Personnel Services.

5. OLD BUSINESS:

- A. Survey to Departments requesting ideas/suggestions for improvements regarding Department of Personnel Services' processes.
 - (1) Survey distributed September 16, 2015 with November 10, 2015 due date.
 - (2) Discuss survey comments received.
- B. Salary Commission Update – meeting held November 13, 2015

6. NEW BUSINESS:

- A. Table of Organization and Functional Charts of the Department of Personnel Services.
 - (1) Annual update for review and approval.
- B. Selection of a new director of personnel services for discussion and/or action.

Note: With reference to the agenda item(s) listed above, one or more executive meetings are anticipated, pursuant to Sections 92-5(a)(2) and 92-5(a)(4), Hawaii Revised Statutes, to consider the hire, evaluation, dismissal, or discipline of an officer or employee or of charges brought against the officer or employee, where consideration of matters affecting privacy will be involved; and to consult with the board's attorney on questions and issues pertaining to the board's powers, duties, privileges, immunities, and liabilities.

7. DIRECTOR'S MONTHLY REPORT:

- A. Update on Supervisory Training Academy
 - (1) Graduation ceremony rescheduled from December 3, 2015 to December 8, 2015 at 2:30 p.m. – 4:00 p.m., Mayor's conference room.
- B. Update on collective bargaining.
 - (1) Bargaining Unit 14 (county ocean safety officers and state law enforcement officers) interest arbitration held November 16-21, 2015.
- C. Employee Awards Program
 - (1) Molokai Employee Recognition Luncheon held November 9, 2015 at the Mitchell Pauole Community Center.
 - (a) Molokai Employee of the Year: Nathan Oshiro, Firefighter III
- D. Job Fair
 - (1) Kamehameha School, Maui Campus – Career Day, November 25, 2015
- E. Update on task management system and wiki knowledge base system

8. SCHEDULE NEXT MEETING DATE & DISCUSS NEXT MEETING BUSINESS

A. Next meeting – January 6, 2015

- (1) Schedule annual refresher training re County of Maui’s Policy Against Discrimination.

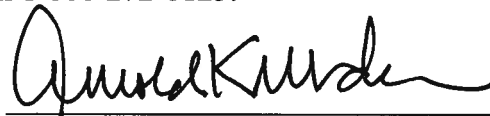
9. ADJOURN

ADJOURN REGULAR MEETING UNDER THE SUNSHINE LAW AND MOVE INTO AN ADJUDICATORY MEETING OF THE COMMISSION PURSUANT TO SECTION 92-6, HAWAII REVISED STATUTES, AND SECTIONS 11-102-6 AND 11-102-39, RULES OF THE CIVIL SERVICE COMMISSION. The adjudicatory meeting will be closed to the public. HRS 92-6.

* * * *


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 11:56 A.M. on this 25th day of November, 2015, 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 at: 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, Chairperson
Civil Service Commission

Received and filed in the Office of the County Clerk of the County of Maui at 11:56 A.M. on this 25th day of November, 2015.


For: COUNTY CLERK, COUNTY OF MAUI