

MINUTES OF THE REGULAR MEETING
OF THE
CIVIL SERVICE COMMISSION
COUNTY OF MAUI
WAILUKU, MAUI, HAWAII

DATE: Wednesday, June 6, 2018
TIME: 9:00 a.m.

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

PRESENT: Commissioners:
Yarrow L. Flower, Chair
Linda Fujitani, Member
Patrice Matsumoto, Member
Marcus Merchasin, Member

Staff:
Cynthia Razo-Porter, Deputy Director of Personnel Services
Cindy Sasada, Private Secretary

Other:
Mimi Desjardins, Deputy Corporation Counsel

CALL TO ORDER:

The regular meeting of the Civil Service Commission was called to order at 9:03 a.m. by Chair Flower. In accordance with Chapter 92 of the Hawaii Revised Statutes, public notice of the meeting was filed with the County Clerk on May 31, 2018 and the agenda was posted on the bulletin boards of the Department of Personnel Services and on the Internet at www.mauicounty.gov.

ROLL CALL:

Roll call recorded Chair Flower, and Commission members Fujitani, Matsumoto, and Merchasin present. Vice-Chair Suzuki was excused.

The Chair also recognized the presence of Deputy Director Cynthia Razo-Porter, Cindy Sasada, and Deputy Corporation Counsel Mimi Desjardins.

PUBLIC TESTIMONY: None.

MINUTES: It was moved by Commissioner Fujitani, seconded by Commissioner Matsumoto and carried unanimously to approve the minutes of the regular meeting of May 2, 2018.

OLD BUSINESS:

Chair Yarrow wished to move Old Business Item A to the end of the agenda

- A. Discuss performance evaluation re the Director of Personnel Services.

NEW BUSINESS:

- A. Employee Assistance Programs – 3rd Quarter Utilization Report

Deputy Director Razo-Porter summarized the usage report and indicated the drug program is at approximately 16%, which includes follow-ups. She explained when an employee test positive with the County, the employee is offered substance abuse counseling.

DIRECTOR'S MONTHLY REPORT:

- A. HR and Payroll Systems Update

Deputy Director Razo-Porter reported unit testing has been completed and the next phase is end-to-end testing, which will begin in July. October 1st is the projected launch date.

- (1) UPW Bargaining Unit 01 (blue collar employees)
- (2) HGEA Bargaining Unit 02 (blue collar supervisors), BU 03 (white collar non-supervisory employees), BU 04 (white collar supervisors), BU 13 (professional and scientific employees), and BU 14 (county water safety officers and state law enforcement officers)
- (3) HFFA Bargaining Unit 11 (fire fighters)
- (4) SHOPO Bargaining Unit 12 (police officers)

Deputy Director Razo-Porter gave an update on contract negotiations. Although UPW has a contract, we are in the process of exploring private contracts. They sent us a letter this week requesting for more information. Proposals will be exchanged on June 18, 2018 for HGEA BU 2, 3, 4, 13 and 14. Director Underwood and his staff attended HFFA negotiations a couple of weeks ago. SHOPO held a joint labor-management meeting last month.

- C. Update on DPS Staff

Deputy Director Razo-Porter informed the Commission that recruitment for a HR Specialist Trainee position is currently underway. Robyn Kailiehu-Leal will be retiring at the end of July 2018, after 35 years of service with the County. Louise Batoon will fill Robyn's position.

OLD BUSINESS:

REGULAR MEETING RECESSED, MOVED INTO EXECUTIVE MEETING:

It was moved by Commissioner Merchasin, seconded by Commissioner Matsumoto and carried that the regular meeting be recessed and that the Commission enter into executive meeting, pursuant to Sections 92-5(a)(2) and (4), Hawaii Revised Statutes to(1) consider the following item 4B, and (2) to consult with the Commission's attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities. The regular meeting recessed at 9:10 a.m.

A. Discuss performance evaluation re the Director of Personnel Services.

REGULAR MEETING RECONVENED:

The Commission reconvened its regular meeting at 9:30 a.m. for the purposes of confirming its actions, regarding item A above, in open session.

ACTION: It was moved by Commissioner Merchasin, seconded by Commissioner Fujitani and carried to accept the performance evaluation as presented of David J. Underwood, Director of Personnel Services, for the period of January 1, 2017 to December 31, 2017.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, July 5, at 9:00 a.m. in the Department of Personnel Services' Conference Room.

ADJOURNMENT:

The regular meeting adjourned at 9:32 a.m., and the Commission proceeded into its adjudicatory meeting pursuant to Section 92-6 of the Hawaii Revised Statutes and Sections 11-102-6 and 11-102-39 of the Rules of the Commission.

Respectfully submitted,



DAVID J. UNDERWOOD
Director of Personnel Services

Approved by the Civil Service Commission at its regular meeting held on the 5th day of July, 2018.



YARROW L. FLOWER
Chairperson