

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

DATE: Wednesday, September 5, 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
Sharon M. Suzuki, Vice-Chair
Linda Fujitani, Member
Patrice Matsumoto, Member
Marcus Merchasin, Member

Staff:
David Underwood, 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 ("CSC") 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 August 20, 2018 and the agenda was posted on the bulletin boards of the Department of Personnel Services ("DPS") and on the Internet at www.mauicounty.gov.

ROLL CALL:

Roll call recorded Chair Flower, and Commission members Suzuki, Fujitani, Matsumoto, and Merchasin present.

The Chair also recognized the presence of Director David Underwood, Cindy Sasada, and Deputy Corporation Counsel Mimi Desjardins.

PUBLIC TESTIMONY: None.

MINUTES: A motion to approve the minutes of the regular meeting of August 1, 2018 was made by Commissioner Suzuki and seconded by Commissioner Merchasin. The motion carried unanimously.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood provided an update on the HR/Payroll system. He reported the project is in the end-to-end testing phase. Over a 1,000 end-to-end tests are being conducted. The team is in the process of building a new software to do payroll parallel testing as well as parallel testing of time entry.

B. Update on Collective Bargaining

- (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)

Director Underwood recapped the status of union negotiations. BU 01 is in contract; however, there is a dispute in regards to the extent that the County contract out work, which is typical of their employees. The employer group continues to negotiate with the HGEA bargaining units. Their contract expires June 30, 2019. BU 11 declared impasse and proceeding to binding arbitration with the selection of Mr. Richard Ahearn, who will be serving as an arbitrator. BU 12 is in contract.

C. Employee Awards Program

- (1) Molokai Employee Recognition Luncheon scheduled for October 18, 2018, at 11:00 a.m. at the Mitchell Pauole Community Center
- (2) Lanai Employee Recognition Luncheon scheduled for October 11, 2018, at 11:30 a.m. at the Hale Mahaolu Community Hall
- (3) Maui Employee Recognition Dinner scheduled for December 7, 2018, at 5:30 p.m. at the Kihei Community Center
- (4) Hana Employee Recognition Luncheon scheduled for October 25, 2018, at 11:00 a.m. at the Hana Ranch Restaurant

Director Underwood informed the Commission that the Mayor's Office is organizing the County Employee Awards Program. This year, for the first time, there will be an employee awards program for Hana. Unlike recent years, this year's recognition event on Maui will be a dinner event.

D. Employee Assistance Program – 4th Quarter

Director Underwood recapped the utilization report and explained that the County offers its employees or family members a free employee assistance program to assist with resolving personal problems or job-related issues. The program provides up to six free visits with a

professional counselor per year. The corporate service provides assistance for incidents that may require someone to come on-site to do group counseling, training, and employee consultations.

E. Update of DPS Staff

Director Underwood reported that Linette Suehiro, who came from the Department of Water Supply, has filled the vacancy for HR Specialist Trainee. Robyn Kailiehu-Leal retired in August, after 30 years of county service.

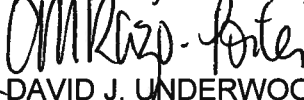
SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, October 3, 2018 at 9:00 a.m. in the Department of Personnel Services' Conference Room.


ADJOURNMENT:

The regular meeting adjourned at 9:13 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,


for DAVID J. UNDERWOOD
Director of Personnel Services

Approved by the Civil Service Commission at its regular meeting held on the 3rd day of October, 2018.


YARROW L. FLOWER
Chairperson