

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

DATE: Wednesday, November 7, 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 J. Underwood, Director of Personnel Services
Louise Batoon, Administrative Assistant

Other:
Mimi Desjardins, Deputy Corporation Counsel

CALL TO ORDER:

The regular meeting of the Civil Service Commission ("CSC") was called to order at 9:00 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 October 31, 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, Vice-Chair Suzuki, and Commission members Fujitani, Matsumoto and Merchasin present.

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

PUBLIC TESTIMONY: None.

MINUTES: A motion to approve the minutes of the regular meeting of October 3, 2018 was made by Vice-Chair Suzuki and seconded by Commissioner Merchasin. The motion carried unanimously.

OLD BUSINESS:

A. Salary Commission Update – Meeting held on September 14, 2018

Director Underwood gave an update of the September 14, 2018 meeting. The chair and vice-chair were not present at the meeting. Director Underwood presented information that the Salary Commission requested regarding cost of living, increases for rank and file employees, comparisons of salaries of elected appointed officials around the state and comparisons with similar jurisdictions around the mainland. One of the commissioners provided information from the grass roots organization. No action was taken at the meeting. The next meeting was set for November 9, 2018.

NEW BUSINESS:

A. Annual Report

Director Underwood stated the Maui County Charter requires that all departments submit an annual report after the fiscal year ends on June 30. The highlights for DPS included different programs, performance measures, workload statistics, and a brief narrative explanation of highlights that happened throughout the year.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood provided an update on the HR/Payroll Systems. The anticipated "go live" date of mid-December is still on track. One change in the approach is that the vendors decided to roll out HR and payroll then gradually roll out time tracking by department.

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 provided an update on collective bargaining. UPW has a four-year contract, so there is no master contract negotiation at this time. DPS continues to respond to UPW's request for information regarding contracting out work, which UPW believes might be affecting them. The employer group continues to negotiate with HGEA bargaining units. BU13 filed for impasse with the Hawaii Labor Relations Board. BU11 declared impasse and proceeding to arbitration. The arbitration hearing is set for the first week in January. SHOPO is in contract.

C. Vacancy Report – September 18, 2018

Director Underwood summarized the vacant position report and noted that the Water Department filled all of their vacancies. The challenge is filling vacancies for Emergency Services Dispatcher.

D. Employee Assistance Program – 1st Quarter Utilization Report

Director Underwood recapped the utilization report and explained that the county offers its employees or family members six free visits with professional counselors per year. On-site services are offered if there is a traumatic event in the work place.

E. DPS Performance Measures – 1st Quarter

Director Underwood recapped the performance measures and noted the time to hire has gone up, however, that is true across the country. The percentage of employees leaving county employment within five years from date of hire is 14%.

F. Employee Awards Program – Update

Director Underwood reported the annual employee recognition luncheons for Molokai, Lanai and Hana were held last month. The Maui employee recognition dinner will be held on December 7, 2018, at 5:30 p.m. at the Kihei Community Center.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, December 5, 2018 at 9:00 a.m. in the Department of Personnel Services' Conference Room.

ADJOURNMENT:


The regular meeting adjourned at 9:25 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 December 2018.



YARROW L. FLOWER
Chairperson