

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

DATE: Wednesday, December 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  
Marcus Merchasin, Member

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

Other:  
Mimi Desjardins, Deputy Corporation Counsel

EXCUSED: Patrice Matsumoto, Member

**CALL TO ORDER:**

The regular meeting of the Civil Service Commission ("CSC") was called to order at 9:02 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 November 28, 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](http://www.mauicounty.gov).

**ROLL CALL:**

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

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

**PUBLIC TESTIMONY:** None.

**MINUTES:** A motion to approve the minutes of the regular meeting of November 7, 2018 was made by Commissioner Merchasin and seconded by Commissioner Fujitani. The motion carried unanimously.

**OLD BUSINESS:**

A. Salary Commission Update – Meeting held on November 9, 2018

Deputy Director Razo-Porter reported that the Salary Commission met on November 9, 2018 and discussed cost of living increases for directors and deputy directors. The Commission will discuss increases for elected officials later. The Employment Retirement System will give a presentation at their next meeting scheduled on December 14, 2018.

**NEW BUSINESS:**

A. Memorandum dated November 26, 2018 from Gary Murai, Deputy Corporation Counsel for the Maui County Board of Ethics, to all members of boards and commissions, concerning annual update of financial disclosures.

- (1) Distribute financial disclosure form and instruction sheet.

The Commissioners were informed to submit their financial disclosure statement by April 15, 2019, except for Chair Flower because her term is scheduled to expire on March 31, 2019.

**DIRECTOR'S MONTHLY REPORT:**

A. HR and Payroll Systems Update

Deputy Director Razo-Porter provided an update on the HR/Payroll Systems. The anticipated 'go live' date of mid-December has been pushed back to January 17, 2019.

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)

Deputy Director Razo-Porter provided an update on collective bargaining and noted that Director Underwood is on Oahu today for an employer caucus. The Hawaii Labor Relations Board declared impasse for HGEA BU 3, 4, and 13. UPW has a four-year contract, however, continues to request information regarding contracting out work which is typically done by their employees. The arbitration hearing for BU11 is set for the first week in January.

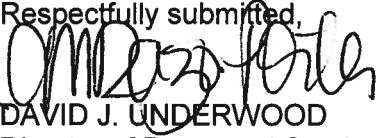
**SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:**

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

**ADJOURNMENT:**

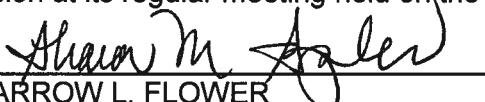
The regular meeting adjourned at 9:15 a.m., and the Commission proceeded into its adjudicatory meeting pursuant to Section 92-6 of the Hawaii Revised Statutes and Sections 11-102-6 and 11-102-39 of the Rules of the Commission.

Respectfully submitted,

*For* 

DAVID J. UNDERWOOD  
Director of Personnel Services

Approved by the Civil Service Commission at its regular meeting held on the 9th day of January 2019.

*for*   
YARROW L. FLOWER  
Chairperson