

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

DATE: Wednesday, April 3, 2019

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:
Linda K. Fujitani, Chair
Sharon M. Suzuki, Vice-Chair
Patrice Matsumoto, Member
Marcus Merchasin, Member
Blake Takayama, Member

Staff:
David J. Underwood, Director of Personnel Services
Louise Batoon, Administrative Assistant II

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 Fujitani. In accordance with Chapter 92 of the Hawaii Revised Statutes, public notice of the meeting was filed with the County Clerk on March 27, 2019 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 Fujitani, Vice-Chair Suzuki, and Commission members Matsumoto, Merchasin and Takayama present.

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

WELCOME:

Chair Fujitani welcomed new commissioner Blake Takayama.

PUBLIC TESTIMONY: None.

MINUTES:

A motion to approve the minutes of the regular meeting of March 6, 2019, was made by Vice-Chair Suzuki and seconded by Commissioner Matsumoto. The motion carried unanimously.

NEW BUSINESS:

- A. Discuss Performance Evaluation Timetable and Procedure re the Director of Personnel Services

Chair Fujitani indicated that Vice-Chair Suzuki and Commissioner Merchasin would prepare the evaluation for Director Underwood.

OLD BUSINESS:

- A. Memorandum dated November 26, 2018 from Gary Murai, Deputy Corporation Counsel for the Maui County Board of Ethics, to all Members of Board and Commissions, concerning Annual Update of Financial Disclosures.

- (1) Final Reminder – April 15, 2019 due date

Chair Fujitani reminded the commission that April 15, 2019 is the due date for submitting their financial disclosures.

DIRECTOR'S MONTHLY REPORT:

- A. HR and Payroll Systems Update

Director Underwood provided an update on the HR/Payroll Systems. He reported the system was up and running as of April 1, 2019. DPS staff is currently inputting the "catch-up" transactions that were approved during the cut over between the two systems. The managers will be onboard next week to start approving transactions and employees will be onboard on the 15th. The next phase will be time tracking, which will roll out in July. Phase II, which is the learning management system, recruitment, performance management, and succession planning, will likely start in June.

- 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. The employer group will be meeting with BU 01 next week. They have two reopeners in their contract: the split cost

between the employer and employee for the new benefits rate; and wage language. HGEA Bargaining Units 2, 3, 4, 13 & 14 have all filed for arbitration. The arbitrators have been selected, and we are in the process of scheduling arbitration hearings. For BU11, arbitration hearings have concluded and the parties are awaiting the arbitration decision. For BU12, the only reopener they had was for their benefits. The employer group has already signed off on the agreement with them for the benefits split.

C. Vacant Positions Report – March 15, 2019

Director Underwood summarized the vacant positions report and noted vacancies for police officers, emergency service dispatchers as well as parks security officers. He stated that dispatchers are more of a retention problem than recruitment problem. It is a 24/7 operation, so if you need childcare it is difficult to get childcare at night. Additionally, people may not realize how stressful it is when they come in. The Police Department has gone back to council to ask for additional money to give dispatchers retention incentives.

DPS in partnership with Department of Parks and Recreation held a one-stop recruitment for parks security officers. At the event, applicants were tested and interviewed. Twenty applicants showed up and thirteen passed the test.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, May 1, 2019 at 9:00 a.m. in the Department of Personnel Services' Conference Room.

ADJOURNMENT:

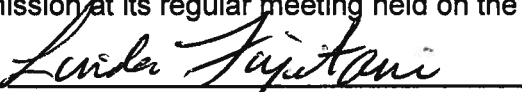
The regular meeting adjourned at 9:14 a.m., and the Commission proceeded into its adjudicatory meeting pursuant to Section 92-6 of the Hawaii Revised Statutes and Sections 11-102-6 and 11-102-39 of the Rules of the Commission.

Respectfully submitted,



DAVID J. UNDERWOOD
Director of Personnel Services

Approved by the Civil Service Commission at its regular meeting held on the 1st day of May 2019.



LINDA FUJITANI
Chairperson