

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

DATE: Wednesday, May 1, 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

Staff:  
David J. Underwood, Director of Personnel Services  
Cindy Sasada, Private Secretary

Other:  
Mimi Desjardins, Deputy Corporation Counsel

EXCUSED: Blake Takayama, Member

**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 April 24, 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](http://www.mauicounty.gov).

**ROLL CALL:**

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

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

**PUBLIC TESTIMONY:** None.

**APPROVAL OF MINUTES:**

A motion to approve the minutes of the regular meeting of April 1, 2019, was made by Commissioner Merchasin. Commissioner Matsumoto seconded the motion, and it carried unanimously.

**OLD BUSINESS:**

A. Salary Commission Update – Meeting held on April 12, 2019

Director Underwood reported that the Salary Commission met on April 12, 2019 to determine whether to grant pay adjustments for council members. During the meeting, members of the public, current and former council members, and their staff spoke in favor of the increases. Testifiers from the Grass Roots Institute of Hawaii and other members of the public were not in support of the increases. The Commission took no action on the matter and deferred the item to the May 17, 2019 meeting.

**NEW BUSINESS:**

A. Sunshine Law and Ethics Training

(1) Conducted by Deputy Corporation Counsel Mimi Desjardins

Deputy Corporation Counsel Mimi Desjardins reviewed the Sunshine Law and Ethics as pertained to board and commission members.

**DIRECTOR'S MONTHLY REPORT:**

A. HR and Payroll Systems Update

Director Underwood gave an update on the HR/Payroll system and noted the system went live on April 1, with a relatively small group of departmental users. On April 8, the system rolled out to all managers and on April 15 to all employees. As of the end of last week, two-thirds of the employees have logged into Workday. The first paycheck was issued from the new system on April 15 and the second paycheck was issued on April 30. Time tracking will officially launch in July. Phase II, which is the learning management system, recruitment, performance management, and succession planning, will 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 gave an update on collective bargaining. BU 01 has a four-year contract, which extends to 2021. Its members ratified their wage reopener of 1.2% and it is currently pending council approval. HGEA is still pending arbitration. They recognized that it will not be possible to settle agreements by the time the contracts expire. MOA's were executed to continue the terms of the existing contracts until successor agreements are reached. Arbitration decision for BU 11 has been received and the cost items were transmitted council. The cost items were considered and approved on April 25 and is on the agenda for council to vote on this Friday. BU12 is in the midst of a four-year contract.

C. DPS Performance Measures – 3<sup>rd</sup> Quarter

Director Underwood recapped the performance measures and stated that most of the measures remained the same or slightly lower. He noted the number of people who indicated that they use the skills learned on their job dropped from 85%-90% to 51%. This is due to the delay in the Workday roll out. The employees did not have the chance to use the training by the time the post survey went out.

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

The next regular meeting will be held on Wednesday, June 5, 2019 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 June 2019.



LINDA FUJITANI  
Chairperson