

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

DATE: Wednesday, August 7, 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  
Pat Matsumoto, Member  
Marcus Merchasin, Member  
Blake Takayama, Member

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

Other:  
Mimi Desjardins, Deputy Corporation Counsel

EXCUSED: Sharon Suzuki, Vice-Chair

**CALL TO ORDER:**

The regular meeting of the Civil Service Commission ("CSC") was called to order at 8:58 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 July 31, 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 Linda Fujitani and Commission members Marcus Merchasin, Blake Takayama, and Pat Matsumoto present. Commissioner Sharon Suzuki 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 July 3, 2019 was made by Commissioner Merchasin, seconded by Commissioner Matsumoto. Motion carried unanimously.

**OLD BUSINESS:**

A. Salary Commission– Meeting held on July 19, 2019

Director Underwood reported that the Salary Commission met on July 19, 2019. The Commission heard presentations from Liquor Control, Housing and Human Concerns, Parks and Recreation, and Personnel Services regarding their respective operating budgets and current salaries. Director Underwood provided information on comparable salaries in public sector and private sector around Hawaii. He also provided information regarding the compensation of rank and file employees and the process by which their salary increase are determined. They will continue to schedule additional presentations from other departments.

**DIRECTOR’S MONTHLY REPORT:**

A. HR and Payroll Systems Update

Director Underwood gave an update on the HR/Payroll system. He reported time tracking rolled out to approximately 800 employees on July 1, and rolled out to Fire, Water, Liquor Control and Public Works on August 1. He noted that one major issue is trying to get leave balances correct with the change over from one system to another. They are currently working to resolve that issue. Workday Phase II began today and will be rolling out the Performance Evaluations, Goal Management, Talent Management, Succession Planning, Learning and Recruiting Management.

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. BU 01 is in contract. The union filed an action with the court because they do not agree with the county hiring private employees to do work that would normally be done by their members. The union feels that is an unlawful privatizing of civil service work. UPW filed for an injunction to try to block the county from doing any more contracts; however, the court denied the injunction and has set a hearing date for December. HGEA units are out of contract. Arbitration hearings have been scheduled: BU 4, end of September through early October; BU 13, second week in October; BU 2, is in November; and BU 3 & 14, in January. BU 11 is in contract through June 30, 2021. BU12 is in contract through June 30, 2021. A labor management meeting is scheduled with the employer group and SHOPO on August 21-22, 2019 to discuss issues that may have risen, and try to resolve them before they become contract issues.

C. Employee Assistance Program – 4<sup>th</sup> Quarter Utilization Report

Director Underwood stated the report is within normal fluctuation. The county offers its employees or family members a free employee assistance program to assist with resolving work or non-work related issues. The distribution reflects that only 18% of the report is work related. The rest tends to be drugs/alcohol, family, and marital issues which may not be directly work related, but has an impact on the employee at work.

D. DPS Performance Measure – 4<sup>th</sup> Quarter

Director Underwood summarized the performance measures. He indicated the numbers for median time to classify position and time to provide certification of eligible, were slightly up due to the workload placed on the department by the Workday project. He noted the number of participants who indicated that they use the skills learned on their job has dropped considerably. Employees have not had a chance to use the training since most of the trainings held are for the upcoming Workday system. Another huge variation is the number of personnel transactions processed. The Workday system breaks it out into a greater number of transactions than the previous HR system.

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

The next regular meeting will be held on Wednesday, September 4, 2019 at 9:00 a.m. in the Department of Personnel Services' Conference Room.

**ADJOURNMENT:**

The regular meeting adjourned at 9:17 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 4<sup>th</sup> day of September 2019.

  
LINDA K. FUJITANI  
Chairperson