

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

DATE: Wednesday, September 4, 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:  
Sharon Suzuki, Vice-Chair  
Pat Matsumoto, Member  
Marcus Merchasin, Member

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

Other:  
Mimi Desjardins, Deputy Corporation Counsel

EXCUSED: Linda K. Fujitani, Chair  
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 Vice-Chair Suzuki. 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 Vice-Chair Sharon Suzuki and Commission members Marcus Merchasin and Pat Matsumoto present. Chair Linda Fujitani and Commissioner Blake Takayama were 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 August 7, 2019 was made by Commissioner Merchasin, seconded by Commissioner Matsumoto. The motion carried unanimously.

**OLD BUSINESS:**

A. Salary Commission– Meeting held on August 9, 2019

Director Underwood reported that the Salary Commission met on August 9, 2019 and is continuing its review of the director and deputies. They heard presentations from the Department of the Prosecuting Attorney and County Auditor regarding their respective operations, budgets, and staffing. In response to Vice-Chair Suzuki’s inquiry regarding questions raised by the Commission, Director Underwood indicated questions were about salary inversions and how do directors feel about their current salaries. The Commission 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 is continuing to roll out to employees, except for the Police and Parks and Recreation Departments. He noted there were a few glitches regarding police employees whose shifts change and cross midnight. The Parks Department has varied operations and administrative challenges to deal with. Time tracking rollout for both departments will be October 1.

Temporary assignment automation rolled out in July. The calculation for temporary assignment pay is very complicated due to different union agreements and cross-bargaining units.

Phase II began last month and a consultant from the vendor was on-site and met with representatives from various departments to discuss their processes in the areas of learning, recruiting, talent management and succession planning. Learning management will roll out November 1. It entails not only instructor-led classes, but online electronic e-learning content as well. There are classes for all employees as well as LinkedIn learning subscriptions for managers. Recruiting, Performance Management and Goal Setting will be rolling out on January 1.

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 over the practice of hiring out work at certain offices that are traditionally done by the blue-collar workers. They

asked for an injunction; however, the court denied the injunction and a hearing date is set for December.

Arbitration hearings for HGEA units are scheduled to begin this month through the end of January. BU 11 is in contract. BU12 is in contract through 2021. SHOPO held a labor management meeting on Oahu and discussed operational issues outside the contract.

C. Employee Awards Program

- (1) Molokai Employee Recognition Luncheon scheduled for October 21, 2019, at 11:00 a.m. at the Mitchell Pauole Community Center
- (2) Lanai Employee Recognition Luncheon scheduled for October 22 2019, at 11:30 a.m. at the Hale Mahaolu Community Hall
- (3) Maui Employee Recognition Dinner scheduled for November 15, 2019, at 5:00 p.m. at the Binhi At Ani Community Center
- (4) Hana Employee Recognition Luncheon scheduled for October 28, 2019, at 11:00 a.m. at the Hana Ranch Restaurant

Director Underwood invited Commissioners to attend the Employee Recognition Luncheon.

D. DPS Staff Update

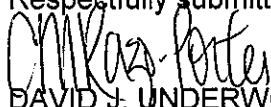
Director Underwood reported that DPS filled two vacancies in September and is currently fully staffed.

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

The next regular meeting will be held on Wednesday, October 2, 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 2<sup>nd</sup> day of October 2019.

  
LINDA K. FUJITANI  
Chairperson