

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

DATE: Wednesday, October 2, 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 Suzuki, Vice-Chair
Marcus Merchasin, Member
Blake Takayama

Staff:

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

Other:

Mimi Desjardins, Deputy Corporation Counsel

EXCUSED: Pat Matsumoto, 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 September 25, 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 Sharon Suzuki and Commission members Marcus Merchasin and Blake Takayama present. Commissioner Pat Matsumoto was excused.

The Chair also recognized the presence of Deputy Director Cynthia Razo-Porter, 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 September 4, 2019 was made by Commissioner Merchasin, seconded by Vice-Chair Suzuki. The motion carried unanimously.

OLD BUSINESS:

A. Salary Commission– Meeting held on September 13, 2019

Deputy Razo-Porter reported Director Underwood attended the Salary Commission meeting on September 13, 2019. The Commission is continuing its review of the director and deputies. They heard presentations from Corporation Counsel Moana Lutey, Department of Corporation Counsel; Director Mark Takamori, Department of Transportation; Melissa Magonigle, Business Administrator, Maui Police Department; Randol Leach, Chair, Police Commission; Fire Chief David Thyne, Department of Fire and Public Safety; and Kyle Ginoza, Vice-Chair, Fire and Public Safety Commission. The Commission will continue to schedule additional presentations from other departments. The next meeting is scheduled for October 11, 2019.

NEW BUSINESS:

A. Annual Report of the activities and operations of the Civil Service Commission and Department of Personnel Services for the fiscal year period July 1, 2018 through June 30, 2019.

Deputy Director Razo-Porter reviewed the annual report for fiscal year ending June 30, 2019 and noted the highlights for DPS included collective bargaining, labor relations, and recruitments.

DIRECTOR’S MONTHLY REPORT:

A. HR and Payroll Systems Update

Deputy Director Razo-Porter gave an update on the HR/Payroll system. Time tracking for Department of Parks and Recreation rolled out on October 1, and time tracking for Police will roll out on November 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)

Deputy Director Razo-Porter provided an update on collective bargaining. She reported UPW, Fire and Police are in contract. Arbitration hearings for HGEA units are scheduled to begin this month through the end of January.

C. Budget Preparations – Fiscal Year 2020-2021

Deputy Director Razo-Porter indicated that budget preparations are underway, and the budget for DPS is due mid-November.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, November 6, 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 6th day of November 2019.



LINDA K. FUJITANI
Chairperson