

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

DATE: Wednesday, July 1, 2020

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
Patrice Matsumoto, Vice-Chair
Marcus Merchasin, Member
Blake Takayama, Member
Wallace Tom, Member

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

Other:
Gary Murai, Deputy Corporation Counsel

CALL TO ORDER:

The regular meeting of the Civil Service Commission ("CSC") was called to order at 9:01 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 February 26, 2020 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 Linda Fujitani and Vice-Chair Patrice Matsumoto, and Commission members Marcus Merchasin, Blake Takayama and Wallace Tom.

The Chair also recognized the presence of Director David Underwood, Cindy Sasada and Deputy Corporation Counsel Gary Murai.

WELCOME NEW COMMISSIONER – WALLACE TOM

PUBLIC TESTIMONY: None.

APPROVAL OF MINUTES:

It was moved by Commissioner Merchasin, seconded by Vice-Chair Matsumoto and carried to approve the minutes of the March 4, 2020 meeting.

OLD BUSINESS:

C. Salary Commission Update – Meetings held on March 13, 2020 and June 12, 2020

Director Underwood reported at the March 13th meeting, the Salary Commission decided to award a 2% increase to the mayor and council members. At the June 12th meeting, the Commission discussed whether or not to rescind the increase to the mayor and council member. The Commission did not take any action on that matter. The next meeting is scheduled for August 14, 2020.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood provided an update for the HR/Payroll system. He reported that the computer system is cloud-based and allow employees access to the system in remote working environments. The team is looking to enhance remote work capability by rolling out a mobile APP, which will make it easier for managers and employees to submit their times, request leaves, and approve leave requests.

As part of the Families First Coronavirus Response Act, the federal government did pass two new types of paid leaves which the County is required to provide to their employees. The system had to be configured to accommodate those two types of leaves. One type of leave is a partially paid leave at 2/3 the employee's rate of pay if the employee is unable to work and need to care for a family member who has COVID or to care for a child who is not in school. The County is allowing employees to use their other paid leaves to top their pay back up to 100%.

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. UPW, Fire Fighters and SHOPO are in contract until June 30, 2021. He noted that the employer group and unions were required to pass proposals by the end of the month, but both have agreed to postpone negotiations until the end of July or August.

HGEA bargaining units are not in contract and they had negotiated settlements and arbitrated decisions that were pending funding by the state legislature. The state legislature has voted to fund those pay raises, but the governor has not yet signed them. BU 14 is awaiting

approval by the City and County of Honolulu and County of Kauai. HGEA was not willing to postpone bargaining, so proposals were exchanged for all units except for BU14.

There is a bill going through the legislature to split BU 14 into two units. Included in BU 14 - state law enforcement officers (harbor police, state police, conservation resource officers) and county water safety officers. Those two work forces are completely divergent; different training, different working conditions, equipment, and uniforms. Negotiations with them as a unit are very difficult for their internal alignment and alignment with the employer.

C. DPS Performance Measure – 3rd Quarter

Director Underwood summarized the performance measure and indicated the numbers on the usage report have been standard. He noted the results for the next quarter will include the true impact of having the office closed and restrictions in our building to test employees and conduct meetings.

D. COVID-19 Response

Director Underwood provided an update regarding the effects of COVID-19 and the operations of DPS. He reported that the County building was closed to the public, however, the DPS office remained open for internal processing with a skeleton crew reporting to the office daily. Staff not working in the office continue to work via telework. Fortunately, most of our computer systems are either cloud-based or available via the web. Staff have been provided with VPN access and laptops, as well as, masks, hand sanitizers and wipes.

Classroom training was suspended, but LinkedIn training (on-line) was available to all employees. The biggest interruption was civil service testing since it's conducted in person. Other facilities were used to proctor exams for law enforcements, dispatchers, and fire fighters. Now that the County building is open, testing has resumed in the office.

E. EAP Utilization Report – 3rd Quarter

Director Underwood recapped the utilization report and stated the numbers are pretty standard. In anticipation that people may need extra help over the next year or two due to the pandemic, the County did contract with the EAP provider to increase services. Employees and their families will be eligible to nine free visits with professional counselors per year.

Chair Fujitani thanked Director Underwood for his leadership, understanding, and innovative planning during this unprecedented time.

Director Underwood welcomed new member Wally Tom to the Civil Service Commission, and stated that Wally will be a great asset to the Commission.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, August 5, 2020 at 9:00 a.m. online via Blue Jeans.

ADJOURNMENT:

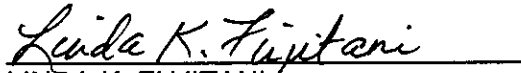
The regular meeting adjourned at 9:22 a.m., and the Commission proceeded into its adjudicatory meeting pursuant to Section 92-6 of the Hawaii Revised Statutes and Sections 11-102-6 and 11-102-39 of the Rules of the Commission.

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 August 2020.



LINDA K. FUJITANI
Chairperson