

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

DATE: Wednesday, August 5, 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 9:05 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 29, 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](http://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.

**PUBLIC TESTIMONY:** None.

## **APPROVAL OF MINUTES:**

It was moved by Vice-Chair Matsumoto, seconded by Commissioner Takayama and carried to approve the minutes of the July 1, 2020 meeting.

## **DIRECTOR'S MONTHLY REPORT:**

### **A. HR and Payroll Systems Update**

Director Underwood stated that the most recent initiative was to roll out a mobile APP to make it easier for managers and employees who are working remotely and may not be at their computer, to enter time and approve leave requests. Thus far, there are over 760 employees using the mobile APP. The uptake was quite impressive with a lot of good feedback.

The next initiative will be a new release of the software. Workday updates their software twice a year (i.e., March and September). The team will begin testing and updating documentation, and getting it ready to roll out to all employees in September.

### **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 reported UPW, HFFA, and SHOPO are in contract. HGEA is finishing the last round of bargaining. The cost items for all of those units have been approved by various legislative bodies, however, the state cost items have not been enacted into law yet because the governor has not signed them. The cost items were submitted to the governor in early July, and he has 45 days to either veto them or let them become law without his signature.

Negotiations for the next round of contracts for all bargaining units have begun. HGEA bargaining units have exchanged proposals, except for BU14. UPW (BU 01), HFFA (BU 11), SHOPO (BU 12), HGEA (BU 14) were required to pass proposals by the end of June; however, they have all agreed to postpone the passing of proposals due to the uncertainty of Covid. Proposals will likely be exchanged with UPW by the end of this month; SHOPO by October; and Fire is month-to-month.

### **DPS Performance Measure – 4<sup>th</sup> Quarter**

Director Underwood summarized the performance measures and noted the time to fill went up dramatically. He stated that the ability to test was severely compromised because of the lockdown due to Covid. DPS started proctoring exams in small groups and managed to catch up with most of that testing, but that did cause a delay in filling positions.

The other delay is that the Mayor has instituted a hiring freeze on most positions. Any positions that are not public safety or directly related to Covid are either not being filled or going through an additional level of review before they are allowed to fill.

Director Underwood further stated that the percentage of positions filled with internal candidates went up considerably. Due to the hiring freeze, the County was not hiring anyone from the outside. The hiring freeze does not cover internal transfers, so there were a lot of internal movement.

#### EAP Utilization Report – 4<sup>th</sup> Quarter

Director Underwood recapped the utilization report and stated the numbers dropped slightly from last quarter. The County did contract with the EAP provider to increase services in anticipation that people will need more assistance. Employees and their families will be eligible to nine free visits with professional counselors per year.

Note: Marcus joined the meeting at 9:13 a.m.

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

The next regular meeting will be held on Wednesday, September 2, 2020 at 9:00 a.m. online via BlueJeans.

#### **ADJOURNMENT:**

The regular meeting adjourned at 9:15 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 2nd of September 2020.



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LINDA K. FUJITANI  
Chairperson