

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

DATE: Wednesday, September 2, 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 9:00 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 August 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.

PUBLIC TESTIMONY: None.

APPROVAL OF MINUTES:

It was moved by Commissioner Merchasin, seconded by Vice-Chair Matsumoto and unanimously carried to approve the minutes of the August 5, 2020 meeting.

CORRESPONDENCE:

- A. Letter dated July 30, 2020 from Prince Ni'i Loa Moe~Kapu Kamehameha to the Members of the Civil Service Commission regarding clarification on enforcement in accordance to the Hawaii Revised Statutes and Maui County Ordinance.

Copies of the above-reference correspondence was transmitted to the Commission and filed.

DIRECTOR'S MONTHLY REPORT:

- A. HR and Payroll Systems Update

Director Underwood reported the Workday Mobile app has been quite successful and eagerly adopted. There are approximately 800 employees currently using the mobile app.

- 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 stated UPW, HFFA, and SHOPO are in contract. Negotiations for the next round of contracts have begun, however, there is a delay in transmitting proposals due to the financial uncertainty.

HGEA bargaining units have exchanged proposals for the upcoming contract period. The cost items for the existing contract period were not on the governor's veto list. If the governor does not sign them, it will go into effect on September 15, and all HGEA units will have contracts for the existing contract period.

- C. Update on COVID-19 Response

Director Underwood informed commissioners of the three major initiatives DPS has implemented as the next level of Covid-19 response:

- DPS has increased the ability to telework by creating a virtual office (Walkabout Workplace) where employees and the public can meet with DPS staff and chat with them virtually. When the virtual office is up, staff members are able to see everyone sitting at their desks all day. It fosters the sense of being together in the office even though we are working remotely.

- To reduce reliance of paper forms, DPS created an electronic intake form for departments to submit request for services electronically. This will automatically create the appropriate task in our tracking system and assigns it to the appropriate staff.
- To alleviate testing in person, DPS has been working with several electronic testing and proctoring companies to arrange on-line testing.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, October 7, 2020 at 9:00 a.m. online via BlueJeans.

ADJOURNMENT:

The regular meeting adjourned at 9:11 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 4th day of November 2020.



LINDA K. FUJITANI
Chairperson