

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

DATE: Wednesday, January 6, 2021

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  
Cynthia Razo-Porter, Deputy 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 December 28, 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, Deputy Director Cynthia Razo-Porter, Private Secretary 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 December 2, 2020 meeting.

**OLD BUSINESS:**

A. Salary Commission Meeting – December 18, 2020

Director Underwood reported the Salary Commission met on December 18, 2020 and entertained a request to reconsider the decision taken on March 13, 2020 to award a 2% increase to the mayor and council members effective January 2021. The Commission deferred those increases for the time being and it will not be going into effect this month.

**NEW BUSINESS:**

A. Memorandum dated December 1, 2020 from Kristina C. Toshikiyo, Deputy Corporation Counsel, Counsel for the Maui County Board of Ethics

- (1) Distribute financial disclosure form

Chair Fujitani indicated that the financial disclosure form is due by April 15, 2021 and asked that completed forms be given to Ms. Sasada prior to that date.

B. Discuss Performance Evaluation Timetable and Procedure re the Director of Personnel Services

Chair Fujitani asked that Vice-Chair Matsumoto work with her on the evaluation, and Vice-Chair accepted.

**DIRECTOR'S MONTHLY REPORT:**

A. HR and Payroll Systems Update

Director Underwood gave an update on the HR/Payroll system. He reported the HGEA pay increases have been processed and paid out. There was another round of increases on January 1, 2021 for certain bargaining units. Those increases will be paid out this month.

Director Underwood announced the County of Kauai will be adopting the same Workday system as the County of Maui.

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 recapped the status of union negotiations. He reported that the State has been attempting to negotiate furloughs with UPW and HGEA. There was a failure to reach an agreement between the parties regarding the furloughs, so the governor announced he was going to be unilaterally implementing furloughs effective January 1, 2021. However, with the latest round of stimulus funding becoming available, they have announced to postpone furloughs. The County is not anticipating furloughs at this time. Negotiations will be shifting to the master contract. The current master contract for all the units will expire on June 2021.

The employer group is currently negotiating with BU 14 (state law enforcement officers and the county water safety officers). The State did pass a bill to split BU 14 into two units. The state law enforcement officers will remain as BU 14 and the water safety officers will fall under the newly created BU 15. It is currently at the Hawaii Labor Relations Board being finalized.

Regarding HFFA and SHOPO, the vast majority of their membership is with the City and County of Honolulu, and they just elected a new mayor, so both units have delayed passing proposals until the end of the month.

C. Update on DPS Staff

Director Underwood stated that the mayor did institute a hiring freeze in response to the Covid pandemic. However, with sufficient justification departments can go to the mayor and ask that he approve hiring of individual positions. The mayor did approve filling positions in DPS, and one of those positions was filled this week. DPS completed interviews for five more positions and anticipate filling those positions next month.

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

The next regular meeting will be held on Wednesday, February 3, 2021 at 9:00 a.m. online via BlueJeans.

**ADJOURNMENT:**

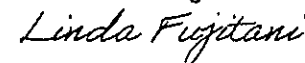
The regular meeting adjourned at 9:15 a.m., and the Commission proceeded into its adjudicatory meeting pursuant to Section 92-6 of the Hawaii Revised Statutes and Sections 11-102-6 and 11-102-39 of the Rules of the Commission.

Respectfully submitted,



DAVID J. UNDERWOOD  
Director of Personnel Services

Approved by the Civil Service Commission at its regular meeting held on the 3rd day of February 2021.



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LINDA K. FUJITANI  
Chairperson