

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

DATE: Wednesday, February 3, 2021

TIME: 9:00 a.m.

PLACE: Held via BlueJeans Video Conference

PRESENT: Commissioners:
Linda K. Fujitani, Chair
Patrice Matsumoto, Vice-Chair
Marcus Merchasin, 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

EXCUSED: Blake Takayama, 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 January 25, 2021, 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 and Wallace Tom. Commissioner Blake Takayama was excused.

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 January 6, 2021 meeting.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood reported that Workday releases two major software updates per year (March and September) so, in anticipation of the release staff have been prepping and testing to ensure that the system continue to work properly.

The County of Kauai has selected Workday as their new HR/Payroll system. We have agreed with Workday and the consultants to share our configuration with the County of Kauai since we have the same union, same contract, and same time rules.

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 negotiations for UPW BU01 and all of the HGEA units are now at an impasse. The Hawaii Relations Labor Board (HRLB) will declare impasse as of February 1, 2021, which would trigger a timeline for mediation and arbitration.

The Hawaii Relations Labor Board officially recognized and created BU15, which is an offshoot of BU14 (state law enforcement officers and county water safety officers). The county water safety officers will fall under the newly created BU15.

HFFA (BU11) and SHOPO (BU12) agreed to extend the deadline to pass proposals, however, proposals have since been exchanged and the employer group will be meeting with the unions and start negotiating. Both units are also at an impasse. The law states parties can still continue to negotiate even if we are at impasse. We will be prepping for eventual arbitration and also trying to negotiate with them to get items off the table.

B. Quarterly Performance Measures – 2nd Quarter

Director Underwood summarized the performance measures for the 2nd quarter. He noted that the average time to fill vacancies were slightly down, which is unusual considering the mayor has imposed additional restrictions on filling positions due to the economic impact of Covid. Any position that is filled from the outside has to go through additional approvals, which tends to lengthen the process. However, in spite of that we have managed to keep the time to fill down.

The percentage of training conducted where participants rated the training as good or better declined from 100% to 0% due to remote based training. The process that was used to capture those ratings were based on on-site training. So, a new procedure will be implemented to capture that type of data.

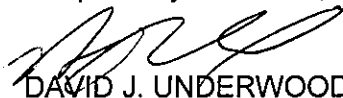
SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

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

ADJOURNMENT:

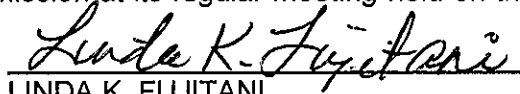
The regular meeting adjourned at 9:10 a.m., and the Commission proceeded into its adjudicatory meeting pursuant to Section 92-6 of the Hawaii Revised Statutes and Sections 11-102-6 and 11-102-39 of the Rules of the Commission.

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 March 2021.



LINDA K. FUJITANI
Chairperson