

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

DATE: Wednesday, April 7, 2021
TIME: 9:00 a.m.
PLACE: Held via BlueJeans Video Conference

PRESENT: Commissioners:
Patrice Matsumoto, Chair
Marcus Merchasin, Vice-Chair
Wallace Tom, Member
Megan Moniz, Member

Staff:
David Underwood, 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 Matsumoto. In accordance with Chapter 92 of the Hawaii Revised Statutes, public notice of the meeting was filed with the County Clerk on March 29, 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 Patrice Matsumoto and Vice-Chair Marcus Merchasin, and Commission members Wallace Tom and Megan Moniz. Commissioner Blake Takayama was excused.

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

WELCOME NEW MEMBER – Megan Moniz

Chair Matsumoto welcomed Megan Moniz to the Civil Service Commission.

PUBLIC TESTIMONY: None.

Deputy Corporation Counsel Gary Murai noted that there was an error in the listing of the commissioners on the agenda. Linda Fujitani was listed as the Chair and Megan Moniz was not included as a member.

APPROVAL OF MINUTES:

It was moved by Vice-Chair Merchasin, seconded by Commissioner Tom and unanimously carried to approve the minutes of the March 3, 2021 meeting.

OLD BUSINESS:

- A. Update on Salary Commission – Meeting held on March 12, 2021

Director Underwood reported that the Salary Commission met on March 12, 2021 and elected their officers for the upcoming term. The Salary Commission will start conducting reviews of director's salaries for the upcoming year. They will request that the Budget Director give a presentation as to the financial status of the County. They will also be soliciting presentations from the directors regarding the operations of their department.

- A. Memorandum dated March 22, 2021 from the Maui County Charter Commission to Maui County Boards, Commissions, and Committees Requesting Submittal of Proposed Charter Amendments and/or Recommendations by May 28, 2021.

Chair Matsumoto asked the members if they had any recommendations to submit to the Charter Commission. Vice-Chair Merchasin indicated that he would like to review the charter before making any comments.

Deputy Corporation Counsel Gary Murai recommended that the commissioners review the charter and place this item on the May agenda for further discussion. He stated the commission's opinions are not limited to Chapter 9. There are other sections of the charter that affect boards and commissions, such as, Article 13 which talks about how members are appointed and how many members are on a board. Recommendations that come out of the Civil Service Commission will have to be voted on by all of their members. He further stated that the commissioners may make their own recommendations directly to the Charter Commission as a private citizen.

Commissioner Moniz inquired if suggestions that the members of the commission make need to be within the subject matter of the Personnel Services and Boards and Commissions. Deputy Corporation Counsel Murai replied negative, and stated that it is up to the commission as a whole what is appropriate and not just limited to a section of the charter that creates or authorizes Department of Personnel Services or the Civil Service Commission. The Charter Commission will take about 16 months to do their work and their recommendations will be placed on the ballot of 2022.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood reported the major push last month was progression testing and vetting of a new major release of the software. Workday is a cloud based system so there are major releases twice a year. It falls on the team to make sure that the software works properly before it hits production. The team did all the progression testing and everything ran smoothly. The update went live on March 13, with no problems reported. In the coming months, the team will be pushing out training to various departments on using Workday to record and manage their performance evaluations.

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 15 (county water safety officers)
- (3) HFFA Bargaining Unit 11 (fire fighters)
- (4) SHOPO Bargaining Unit 12 (police officers)

Director Underwood stated that all of the bargaining units are currently negotiating new contracts. The current contracts will expire on June 30, 2021. We are in the process of negotiating successor agreements. For UPW and HGEA, we have executed alternative impasse timelines which will allow more time to negotiate these contracts before going into either binding arbitration or strike. In regards to SHOPO, the employer group had a meeting with them and will schedule another meeting for this month. Regarding HFFA, we've had some preliminary off-record meetings with the union management to get the process going. Director Underwood stated that he does not anticipate having successor agreements in place by June 30, 2021.

C. Update on Department of Personnel Services' Proposed Budget for FY 2022

Director Underwood reported that the department's proposed FY 2021-2022 budget is fairly flat, except for the required salary increases due to collective bargaining. There are no proposals for additional positions and new initiatives. The budget is a little over \$1.8 million, virtually almost the same as it was last year.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, May 5, 2021 at 9:00 a.m. via BlueJeans video conference.

Items to add on the agenda: Orientation of the Sunshine Law, Maui County Code of Ethics and the functions, powers and duties of the Civil Service Commission, by Corporation Counsel Gary Murai.

ADJOURNMENT:

The regular meeting adjourned at 9:20 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
May 2021.



PATRICE MATSUMOTO
Chairperson