

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

DATE: Wednesday, May 5, 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 April 26, 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.

PUBLIC TESTIMONY: None.

APPROVAL OF MINUTES:

It was moved by Vice-Chair Merchasin, seconded by Commissioner Moniz and unanimously carried to approve the minutes of the April 7, 2021 meeting.

OLD BUSINESS:

- A. Discussion re 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 inquired about the administrative rules and how that relates to the charter. Deputy Corporation Counsel Gary Murai replied that our authority to create administrative rules is based on HRS Chapter 91, the Administrative Procedures Act. Our charter is the source of our authority to create those rules. If we want to create, modify, repeal or alter our administrative rules, that is a separate process that under Chapter 91 would start with publication of a notice in the newspaper, having a public hearing and then voting on the rule changes.

Director Underwood stated that in terms of the charter as application to our department and our function, the charter has limited authority. The underline authority for what our department does comes from the HRS and those are general laws of state-wide applicability, and the charter cannot override those statutes.

In response to Commissioner Moniz's question regarding changes to the charter, Corporation Counsel Murai stated that the director can make requests and recommendations on his own. Director Underwood noted that DPS received the same memorandum from the Maui County Charter Commission. He had discussed with the Managing Director to potentially change the name of the department. Human Resources is the most commonly understood term, however, no decision has been made whether to pursue it.

DIRECTOR'S MONTHLY REPORT:

- A. HR and Payroll Systems Update

Director Underwood provided an update on the HR/Payroll systems and reported the focus is on training and increasing adoption of the system. We have had a number of training opportunities for departmental users to come up to speed on the system. The user group meeting is held every quarter to discuss developments and any hot topic items that need addressing. There is also a monthly learning session where departmental admins choose a topic to discuss. The team conducted several training classes for departments on using Workday to do their performance evaluations.

Director Underwood noted that the County of Kauai has signed a contract with software vendor Workday to use not only this particular software, but the Maui County's configuration of the software.

- 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 recapped the status of negotiations with the unions. All bargaining units are currently negotiating new contracts. The current contracts will expire on June 30, 2021. BU 01, 02, and 03, have settled and members ratified the agreements. Those units will have a contract in place by July 1, 2021. BU 13 settled, however, the members did not ratify. BU 04, 11 and 12 did not settle. All of those unions that did not settle have requested to continue negotiating. Should those unions not reach an agreement by June 1, we have procedures in place to escalate to binding arbitration.

C. Employee Assistance Program

- (1) EAP Quarter Utilization Report – 3rd Quarter
- (2) EAP Work Life -CY2020 Satisfaction Survey Results

Director Underwood summarized the usage report and indicated the numbers are pretty much in line with what we anticipate. The results of the Satisfaction Survey report were positive.

D. Quarterly Performance Measure – 3rd Quarter

Director Underwood recapped the performance measure and stated that the numbers have been within its expected range.

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

Director Underwood indicated that the department's proposed FY 2021-2022 budget is flat going into the upcoming fiscal year. The mayor requested a conservative flat budget due to the fiscal uncertainty of the ongoing pandemic and recovery of the visitor industry. The Council accepted our proposed budget unchanged.

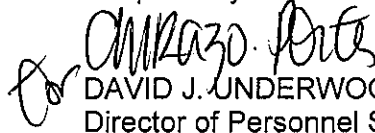
SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, June 2, 2021 at 9:00 a.m. via BlueJeans video conference.

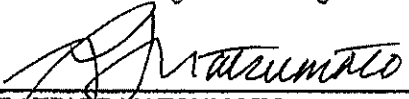
ADJOURNMENT:

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 2nd day of June 2021.



PATRICE MATSUMOTO
Chairperson