

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

DATE: Wednesday, June 2, 2021

TIME: 9:00 a.m.

PLACE: Held via BlueJeans Video Conference

PRESENT: Commissioners:
Patrice Matsumoto, Chair
Marcus Merchasin, Vice-Chair
Blake Takayama, Member
Megan Moniz, Member

Staff:
Cynthia Razo-Porter, Deputy Director of Personnel Services
Cindy Sasada, Private Secretary

Other:
Gary Murai, Deputy Corporation Counsel

EXCUSED: Wallace Tom, 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 May 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 Blake Takayama and Megan Moniz. Commissioner Wallace Tom was excused.

The Chair also recognized the presence of Deputy Corporation Counsel Gary Murai, Deputy Director Cynthia Razo-Porter, 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 May 5, 2021 meeting.

OLD BUSINESS:

A. Salary Commission Update – Meeting held May 14, 2021

Deputy Director Razo-Porter reported that the Salary Commission met on May 14, 2021. Budget Director Michelle Yoshimura provided an overview of the county budget. The Commission discussed their plan of action moving forward and are working on creating an agenda.

Deputy Corporation Counsel Murai commented that the Salary Commission decided to skip their next meeting and meet the following month. They will discuss laying out their plans for the rest of the year, which may include presentations by department heads. Other Commissions will be asked to provide input on their director's salary.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Deputy Director Razo-Porter reported the team continues to focus on training and adoption of the system. The quarterly user group meeting was held to encourage the adoption of the performance management system and offer training to all departments. "Learning" has a new look in Workday, so it was introduced to departmental personnel staff and people responsible for personnel activities.

DPS launched a new knowledge information system called GURU, which is an online system that allows us to store our policies, procedures, and FAQ's. It is designed to obtain information and share information with our staff and with other departmental personnel staff.

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)

Deputy Director Razo Porter provided an update on collective bargaining and stated that bargaining units 4, 13, and 14 have ratified. Fire, Police and BU15 are still pending.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, July 7, 2021 at 9:00 a.m. via BlueJeans video conference.

ADJOURNMENT:

The regular meeting adjourned at 9:17 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 7th day of July 2021.



PATRICE MATSUMOTO
Chairperson