

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

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

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

Staff:
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 9:00 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 June 28, 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, Wallace Tom and Megan Moniz.

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 June 2, 2021 meeting.

NEW BUSINESS:

A. Request Change of Policy DPS 200.100

Director Underwood stated that DPS received a request from the Department of Water Supply to change our policy that covers the procedure for hiring employees. The department requested to remove the requirement for notifying all eligibles in writing by certified return receipt mail as to whether they were selected or not. The department points out that notifying eligibles by certified letter is both costly and inefficient.

Director Underwood said the reason this request to change the policy was brought to the Civil Service Commission for guidance is this provision was inserted in the policy at the request of this Commission. He explained that a number of years ago, there was some suspicion on the part of the Commission that the letters to the applicants informing them of the outcome was not sent in a timely manner.

The Commission was not confident the date of the letter actually represented the date that the candidate was provided notice, so the Commission was concerned that departments were shortening the candidates 20-day timeline for their appeal rights. That was the reason why that particular provision was inserted in the policy because a certified letter gives the absolute date.

Commissioner Moniz commented that her inclination was to move forward and send the mail non-certified. Chair Matsumoto indicated that she was okay with removing the certified receipt mail requirement and sending the letter via first-class mail. The Chair further indicated that she was okay if the department chooses to use other methods of notification in addition to first-class mail. Director Underwood thanked everyone for their feedback and noted revisions will be made to the policy.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood gave an update on the HR/Payroll system. He reported a function called Workday Drive rolled out this month to departmental personnel officers, payroll, and DPS. The Workday Drive allows us to upload and exchange files securely within a secured system that only certain people can access.

DPS has transitioned to a new knowledge information system called GURU, which is an online system that allows us to store our policies and procedures. We moved all the content over from our previous WIKI system to GURU and added more content. The system was opened up to all departmental personnel officers and corporation counsel.

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 union negotiations. He reported that bargaining units 01, 02, 03, 04 and 13 have contracts for this contract period. BU 11, 12 and 15, did not reach agreements. The employer group will continue to negotiate with the unions till the end of summer. Should the unions not reach an agreement by the end of summer, we will be proceeding to arbitration.

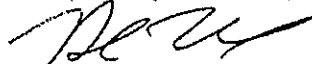
SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, August 4, 2021 at 9:00 a.m. via BlueJeans video conference.

ADJOURNMENT:

The regular meeting adjourned at 9:30 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 4th day of August 2021.



PATRICE MATSUMOTO
Chairperson