

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

DATE: Wednesday, August 4, 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:
David Underwood, 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 8:59 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 July 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, 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 Takayama and unanimously carried to approve the minutes of the July 7, 2021 meeting.

OLD BUSINESS:

A. Salary Commission Update – Meeting held on July 9, 2021

Director Underwood stated that the Salary Commission met on July 9, 2021 to plan their approach for their review of the salaries. At this meeting, the Commission requested that Director Underwood provide information regarding cost of living increases, salaries of comparable positions in the private and non-profit sectors, and whether there are any salary inversions between the directors, deputies and employees. The information was transmitted to the Commission, and they will be discussing it at their next meeting.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood gave an update on the HR/Payroll system. He reported that this Friday begins the testing window for the next major software release. Workday has two major software releases each year, one in spring and one in fall. These releases are not optional and get applied to our system whether we are ready for it or not. The team is allowed five weeks to test, identify any issues, and report those issues to the software company.

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 BU 01 is in contract for the next two years, however, they have asked that the employer group continue talks with them about certain non-cost items i.e., operation issues. BU 02, 03, 04 and 13 are in contact. We are finishing up the master contract negotiations and preparing for a re-opening for next year for wages. BU 11, 12, and 15 did not reach agreements, so we are preparing for interest arbitration.

C. Quarterly Performance Measures – 4th Quarter

Director Underwood summarized the performance measures and reported a substantial decrease in the number of applications received for FY2021. At a time when the economy tanked, businesses were furloughing and laying off staff, we expected more interest in our recruitment. Unfortunately, that was not the case. The job market is confounding, and this is not exclusive to the County, businesses are having a difficult time getting applicants.

D. Employee Assistance Program – 4th Quarter

Director Underwood recapped the utilization report and noted the usage of the employee assistance program increased considerably this quarter. In anticipation that people may need additional assistance due to the pandemic, the County increased the number of services available through EAP.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, September 1, 2021 at 9:00 a.m. via BlueJeans video conference.

ADJOURNMENT:


The regular meeting adjourned at 9:07 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 1st day of September 2021.



PATRICE MATSUMOTO
Chairperson