

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

DATE: Wednesday, October 6, 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
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 September 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.

The Chair also recognized the presence of Deputy Corporation Counsel Gary Murai, Director David Underwood, 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 Tom and unanimously carried to approve the minutes of the September 1, 2021 meeting.

OLD BUSINESS:

A. Salary Commission Update – Meeting held on September

Director Underwood reported that the Salary Commission met on September 10, 2021. The Commission is continuing its salary reviews of the directors and deputy directors. They heard presentations from the Department of Environmental Management, Department of Public Works, Department of Water Supply and Department of Planning, describing their operations and budgets. At their next meeting, set for October 8, 2021, Mr. Carl Bonham, an Economist, will give a presentation on the current and projected economic conditions of the county. The Commission will also be hearing presentations from the Department of Finance and the Department of Management.

NEW BUSINESS:

A. Annual Report of the Activities and Operations of the Civil Service Commission and Department of Personnel Services for the Fiscal Year Period July 1, 2020 through June 30, 2021.

Copies of the annual report of the operations of the Department of Personnel Services and Civil Service Commission for the fiscal year period beginning July 1, 2020 through June 30, 2021 were transmitted to the Commission.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood reported that Workday rolls out two functional releases each year, and the last one occurred in September. There were no major issues involved in this rollout. The other major activity was the rollout of a solution in Workday to manage the Covid-19 tests and vaccination requirements, and to allow the departments to track and report on that process. Workday has asked us to do a presentation on our solution to their public sector clients.

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. Although BU01 is in contract for the next two years, there's ongoing discussions regarding certain non-item cost items.

HGEA bargaining units 2, 3, 4 and 13 are in contract. The contracts provided no increases in the first year due to the uncertainties around the pandemic, but did allow for reopener discussions in the second year. The employer group received the unions proposals for reopeners so discussions will begin shortly.

BU 15 is not in contract and will be proceeding to binding arbitration. The process is underway, however, an arbitrator has not been selected yet.

BU 11 is not in contract and is proceeding to arbitration. An arbitrator has been selected and an arbitration panel has been set. The hearing will likely begin in November or December and probably continue in the new year.

BU 12 is not in contract and will likely be proceeding to binding arbitration. The employer group is still in discussions with the union, and have extended the time-line to negotiate by one more month.

C. Budget Preparation - Fiscal Year 2022-2023

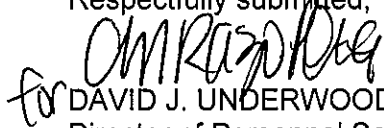
Director Underwood reported that budget preparations are underway for the next fiscal year, and the budget for DPS is \$1.8 million. The department will be requesting for additional staff and office space or, to remodel the existing office space to accommodate the additional employees.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, November 3, 2021 at 9:00 a.m. via BlueJeans video conference.

ADJOURNMENT:

The regular meeting adjourned at 9:10 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,

for DAVID J. UNDERWOOD
Director of Personnel Services

Approved by the Civil Service Commission at its regular meeting held on the 3rd day of November 2021.



PATRICE MATSUMOTO
Chairperson