

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

DATE: Wednesday, September 1, 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  
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 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 August 25, 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](http://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, 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 August 4, 2021 meeting.

**OLD BUSINESS:**

A. Salary Commission Update – Meeting held on August 13, 2021

Director Underwood provided an update on the Salary Commission meeting held on August 13, 2021. The Commissioners were in receipt of information provided by Director Underwood regarding cost of living increases, dates and amounts of previous increases, comparisons with private and public sector positions. The Commission discussed how they wanted to approach their salary reviews for the directors and deputy directors. Directors will be asked to provide a presentation related to their operations, budget and staffing. The Department of Planning, Department of Water Supply, Department of Environmental Management and Department of Public Works were invited to present at their next meeting.

**DIRECTOR'S MONTHLY REPORT:**

A. HR and Payroll Systems Update

Director Underwood gave an update on the HR/Payroll system. The team is in the testing period for the next release of Workday, which will roll into production on September 10, 2021. Other initiatives were to configure the system and roll out a facility for employees to upload proof of vaccination and proof of Covid-19 test results to support the Governor's latest emergency proclamation, along with various reports for management so they can see how that program is progressing.

One of the modules in Workday is the Learning Management system that is used to schedule not only internal classes, but also push out approximately 8,000 classes that we obtain externally. The individual responsible for that function retired last month, so we have been cross-training her replacement.

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, there's ongoing discussions regarding certain non-cost items. The HGEA units are either in contract or pending arbitration. HGEA is working on the schedule for those units that are proceeding to arbitration. BU 11 did not reach an agreement and is preparing for arbitration. Mr. Lewis Little was selected as the mutual arbitrator. The employer group continues to meet with BU 12 to tie up any loose issues before proceeding to arbitration and selecting an arbitrator.

C. Update on COVID-19 Response

The Governor made a change in his latest Emergency Proclamation. He is now requiring all State and county employees to either be vaccinated or subject to weekly testing effective August 16, 2021. Employees have been reporting and testing since the 23<sup>rd</sup> of August. The County is currently running about 78% either fully or partially vaccinated and the rest are testing. This will be ongoing until further notice. DPS has reduced the in-office staff to a skeleton crew with most employees working remotely until conditions improve.

Chair Matsumoto asked if the testing is at the employees' expense. Director Underwood replied that the County has been referring employees to free testing facilities and providing employees with self-testing kits if they are not able to get a free test.

Vice-Chair Merchasin inquired if the Commission is subject to the testing requirement. Director Underwood replied the Commission is exempt from testing. He explained that the emergency proclamation requires all employees to be tested, and the definition of employees include all full-time and part-time employees, except unpaid members of the boards and commissions.

Commissioner Moniz asked whether there have been any employees who have requested accommodations from this process. Director Underwood responded that there were one or two requests for accommodation. The requirement is if you are not vaccinated you have to get tested. There are many different types of testing available (e.g., saliva testing and nose swab testing) that he does not think the EEO office has granted any exemptions as of yet.

**SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:**

The next regular meeting will be held on Wednesday, October 6, 2021 at 9:00 a.m. via BlueJeans video conference.

**ADJOURNMENT:**

The regular meeting adjourned at 9:15 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 6<sup>th</sup> day of October 2021.



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PATRICE MATSUMOTO  
Chairperson