

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

DATE: Wednesday, November 3, 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
Christie Trenholme, Deputy Corporation Counsel

CALL TO ORDER:

The regular meeting of the Civil Service Commission ("CSC") was called to order at 9:01 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 October 27, 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, Deputy Corporation Counsel Christie Trenholme, 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 Moniz and unanimously carried to approve the minutes of the October 6, 2021 meeting.

OLD BUSINESS:

A. Salary Commission Update – Meeting held on October 8, 2021

Director Underwood reported that the Salary Commission met on October 8, 2021 and is continuing its salary reviews of the directors and deputy directors. Mr. Carl Bonham, an Economist, gave a presentation on the current and projected economic conditions of the County of Maui. The Department of Finance and Department of Management also gave presentations. At the next meeting set for November 12, 2021, the Commission will hear presentations from the Department of Personnel Services and the Department of Parks and Recreation.

NEW BUSINESS:

A. Salary Commission Meeting

- (1) Letter dated October 11, 2021 from Salary Commission to Director David Underwood regarding the Salary Commission Meeting on November 12, 2021.

Director Underwood informed commissioners that he will be giving a presentation on the operations and budget of DPS. Commissioners were invited to attend this meeting.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood provided an update of the HR/Payroll system and reported there were no major initiatives in the last month. He noted they are in the process of creating the budget for the next fiscal year and determining if there are any budgetary requirements for the system.

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. BU01 is in contract, however, there is a reopener for the second year. HGEA bargaining units 2, 3, 4 and 13 are in contract with a reopener for the next year. Proposals have been passed for the upcoming year and negotiations will begin shortly. BU 15 is not in contract and will be proceeding to binding arbitration. Mr. Richard Fincher has been selected as the neutral arbitrator. BU 11 is not in contract and is proceeding to arbitration. An arbitrator has been selected and the hearing is scheduled for January 2022. BU 12 is not in contract and will be proceeding to arbitration. Mr. Russell Higa has been selected as the neutral arbitrator. The hearing has not been scheduled.

C. EAP Utilization Report – 1st Quarter

Director Underwood summarized the utilization report and indicated that the numbers are within range but are at the high range end, which is most likely due to the pandemic. In anticipation that employees may need additional support, the county increased the number of services available through EAP.

D. Quarterly Performance Measure – 1st Quarter

Director Underwood recapped the performance measure for the 1st quarter. He noted that most of the numbers are considered to be in the standard range. Median time to classify positions and median time to provide certification of eligible were slightly high. The average time to fill was down partially due to the pandemic and working remotely, but mainly due to the fact that two of our senior employees retired.

The percentage of newly hired employees that leave within their probationary period and employees that leave within their first five years were slightly down, probably due to the pandemic and pressures that employees are feeling for child care and elder care.

E. Update on Fiscal Year 2022-2023 Budget Preparation

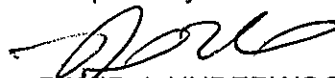
SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

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

ADJOURNMENT:

The regular meeting adjourned at 9:12 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 December 2021.



PATRICE MATSUMOTO
Chairperson