

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

DATE: Wednesday, December 1, 2021
TIME: 9:00 a.m.
PLACE: Held via BlueJeans Video Conference

PRESENT: Commissioners:
Marcus Merchasin, Vice-Chair
Wallace Tom, Member
Megan Moniz, Member
Arnold Wunder

Staff:
David Underwood, Director of Personnel Services
Cindy Sasada, Private Secretary

Other:
Gary Murai, Deputy Corporation Counsel
Christie Trenholme, Deputy Corporation Counsel

EXCUSED: Pat Matsumoto, Chair

CALL TO ORDER:

The regular meeting of the Civil Service Commission ("CSC") was called to order at 9:00 a.m. by Vice Chair Merchasin. In accordance with Chapter 92 of the Hawaii Revised Statutes, public notice of the meeting was filed with the County Clerk on November 23, 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, Vice-Chair Marcus Merchasin, and Commission members Wallace Tom, Megan Moniz and Arnold Wunder.

The Vice Chair also recognized the presence of Deputy Corporation Counsel Christie Trenholme, Director David Underwood, and Private Secretary Cindy Sasada.

WELCOME NEW MEMBER – Arnold Wunder

PUBLIC TESTIMONY: None.

APPROVAL OF MINUTES:

It was moved by Commissioner Moniz, seconded by Commissioner Tom and unanimously carried to approve the minutes of the November 3, 2021 meeting.

OLD BUSINESS:

A. Salary Commission Update – Meeting held on November 12, 2021

Director Underwood reported the Salary Commission met on November 12, 2021 and is continuing its salary reviews of the directors and deputy directors. They heard presentations from the Department of Finance, the Department of Transportation, the Department of Parks and Recreation, Corporation Counsel and Personnel Services. Director Underwood gave a presentation on the operations and budget of DPS. He also provided an overview on how salaries are set for the rank and file employees and the process by which their salary increases are determined.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood stated that three years ago the County kicked off a project to implement a new HR/Payroll timekeeping tele-management system. The Workday system went live on April 2019. Employees submit their time, leave requests, performance evaluations, and vaccination documents into Workday. All administrative transactions come through our department, except for timekeeping and payroll which goes through the Department of Finance.

Director Underwood reported last month was fairly quiet as they were between system upgrades. Workday has invited us to participate in a panel discussion regarding vaccination tracking.

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. Proposals have been passed and we will be meeting with them shortly. HGEA bargaining units 2, 3, 4 and 13 are in contract with zero percent increase this year and a reopener for the next year. Proposals have been passed for the upcoming year and preparing to start meeting with them. BU 15 is not in contract and will be proceeding to binding arbitration, which is tentatively scheduled for March 2022. BU 11 is not in contract and is proceeding to binding arbitration. The hearing is scheduled the week of January 10, 2022 in Honolulu. BU 12 is not in contract and will be proceeding to binding arbitration. An arbitrator has been selected and an arbitration panel has been set. The hearing has not been scheduled.

Commissioner Moniz inquired whether the Commission could assist the department in any way. Director Underwood replied that one of the provisions in the Charter is that when the Salary Commission is deliberating on salaries for directors that are appointed by Commissions, they are required to reach out to the Commissions for recommendations. That would be something that this Commission might want to consider responding to.

In response to Commissioner Wunder's inquiry, Director Underwood noted the next meeting for the Salary Commission was set for December 10, 2022 at 8:30 a.m.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

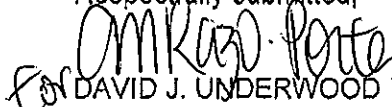
The next regular meeting will be held on Wednesday, January 5, 2022 at 9:00 a.m. via BlueJeans video conference.

Next meeting business – Deputy Corporation Counsel Christie Trenholme asked if, at the next meeting, she could add an item on the agenda re Sunshine Law Update.

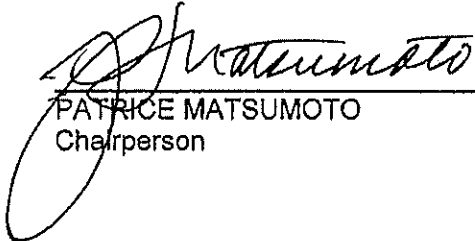
ADJOURNMENT:

It was moved by Commissioner Moniz, seconded by Commissioner Wunder and unanimously carried to adjourn the regular meeting 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