

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

DATE: Wednesday, February 2, 2022

TIME: 9:00 a.m.

PLACE: Held via BlueJeans Video Conference

PRESENT: Commissioners:
Patrice Matsumoto, Chair
Wallace Tom, Member
Megan Moniz, Member
Arnold Wunder, Member

Staff:
David Underwood, Director of Personnel Services
Cynthia Razo-Porter, Deputy Director of Personnel Services
Cindy Sasada, Private Secretary

Other:
Christie Trenholme, 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 January 25, 2022 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 Commission members Megan Moniz, Wallace Tom and Arnold Wunder.

The Chair also recognized the presence of 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 Commissioner Wunder, seconded by Commissioner Moniz and unanimously carried to approve the minutes of the January 5, 2022 meeting.

NEW BUSINESS:

- A. Discuss Performance Evaluation Timetable Procedures re the Director of Personnel Services

Chair Matsumoto indicated that she and Commissioner Moniz will prepare the evaluation for Director Underwood. The evaluation will be reviewed by the Commission at the March 2, 2022.

OLD BUSINESS:

- A. Salary Commission Update – Meeting held on January 14, 2022

Chair Matsumoto stated at last month’s Civil Service Commission meeting, it was discussed that she would prepare a letter on behalf of the CSC to present to the Salary Commission at their February 11, 2022 meeting; however, due to time constraints, she decided not provide a testimony. Chair Matsumoto noted the presentation Director Underwood presented to the SC addressed all of the responsibilities of the department as well as the salaries of the personnel directors in the private industry.

DIRECTOR’S MONTHLY REPORT:

- A. HR and Payroll Systems Update

Director Underwood gave an update on the HR/Payroll system. He reported that last month the system was reconfigured to capture booster data for vaccinations. This month is the start of the testing period for the latest release of the software. Workday, is a cloud-based SAS system and they release two major feature updates every year, which are not optional. In anticipation of the release, staff will begin testing this weekend to ensure that the system continues to work properly.

All state and county employees’ medical benefits are administered through a state agency, the Hawaii Employee-Union Health Benefits Trust Fund (EUTF). EUTF is in the process of replacing their computer systems and implementing a new system with online portals for employees to access and manage their benefits. In order for that to happen, our two systems have to sync clearly and often. We are working on those file feeds, with HR data going back and forth, benefit data coming back, deduction data being loaded into payroll and remittance data sent back to EUTF. It’s a collaborative effort between DPS, Payroll, IT and EUTF. The go-live date has been pushed back from February to March.

- 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 UPW BU 01 and all HGEA units (except BU 15) are in contract. These contracts allow for reopener

negotiations, which is currently underway. Both sides have submitted proposals and counter proposals. BU 11, 12 and 15 are not in contract and are proceeding to binding arbitration. BU 11 completed their binding arbitration hearing. The transcripts are due this week, briefs are due next month and a decision is expected in April. BU 12 arbitration hearing will likely be scheduled for March. BU 15 arbitration hearing has been scheduled for March 10, 2022.

C. DPS Performance Measures – 2nd Quarter

Director Underwood summarized the performance measures and reported most of the numbers are in line with anticipated results. The number of applications has increased slightly, however, we still see a lot of attrition in the process. A survey will be implemented to get feedback from applicants as to why this is happening. There is a spike in the number of employees leaving the county within five years and the number of employees that do not complete their initial probation period. It is probably not unexpected given the job market where turnover is up in general. It is also a market where people have a lot of options.


SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, March 2, 2022 at 9:00 a.m. via BlueJeans video conference.

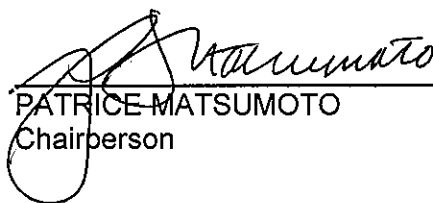
ADJOURNMENT:

The regular meeting adjourned at 9:21 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 2nd day of March 2022.


PATRICE MATSUMOTO
Chairperson