

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

DATE: Wednesday, April 6, 2022

TIME: 9:00 a.m.

PLACE: Held via BlueJeans Video Conference
Department of Personnel Services' Conference Room
Kalana O Maui (County Building), Room 629
200 South High Street
Wailuku, Maui, HI 96793

PRESENT: Commissioners:
Arnold Wunder, Chair
Megan Moniz, Vice Chair
Sharon Suzuki, Member

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

Other:
Mimi Desjardins, Deputy Corporation Counsel

EXCUSED: Wallace Tom, Member

CALL TO ORDER:

The regular meeting of the Civil Service Commission ("CSC") was called to order at 9:00 a.m. by Chair Wunder. In accordance with Chapter 92 of the Hawaii Revised Statutes, public notice of the meeting was filed with the County Clerk on March 30, 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 Arnold Wunder, and Commission members Megan Moniz, Sharon Suzuki.

The Chair also recognized the presence of Director David Underwood, Deputy Director Cynthia Razo-Porter Deputy Corporation Counsel Mimi Desjardins, and Private Secretary Cindy Sasada.

WELCOME NEW MEMBER: Sharon Suzuki

PUBLIC TESTIMONY: None.

APPROVAL OF MINUTES:

It was moved by Commissioner Moniz, seconded by Commissioner Suzuki and unanimously carried to approve the minutes of the March 2, 2022 meeting.

OLD BUSINESS:

A. Salary Commission Update – Meeting held on March 11, 2022

Director Underwood reported the Salary Commission granted a 5% salary increase to the Directors, Deputy Directors and the County Auditor effective July 1, 2022, followed by 5% increases effective July 1, 2023 and July 1, 2024. They assigned initial salaries for the Director and Deputy Director of the Department of Agriculture at \$90,000 and \$70,000, respectively. The Commission did not take up the requests to grant additional increases for the Department of Corporation Counsel, Police Commission and Fire and Public Safety Commission. The next Salary Commission meeting is scheduled for April 8, 2022.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood reported the Hawaii Employee-Union Health Benefits Trust Fund (EUTF) is implementing a new benefit administrative system with online portals for employees to access and manage their benefits. In order for that to happen, they will need interface files from our HR system over to their system. They will be shipping benefit deduction information back to us and the deduction data will be loaded into payroll. The go-live date is May 1, 2022.

Director Underwood stated DPS is proceeding with a replacement of Wrike, our internal work management and collaboration software. We are negotiating the purchase of the replacement and the procurement will close within a week or two. The software will be up and running by the middle of May.

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 the employer group negotiated a new four-year agreement with BU 01. The agreement is currently being ratified by the membership and going through approval by all appropriate legislative bodies.

The employer group continues to negotiate with HGEA BU 02, 03, 04, and 13. BU 11 and BU 15 interest arbitrations have concluded and are awaiting the arbitration decisions. BU 12 binding arbitration is scheduled for the week of May 23, 2022.

B. Update on Department of Personnel Services' Proposed Budget for FY 2023

Director Underwood informed the Commission that the Mayor has submitted his proposed budget to Council. DPS' budget request for FY 2023 included: two additional positions; \$105,000 to reconfigure our office space to make it more efficient to accommodate the new positions; \$150,000 to engage a marketing firm to create marketing materials, and to brand and promote County as an employer.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, May 4, 2022 at 9:00 a.m. via BlueJeans video conference.

ADJOURNMENT:

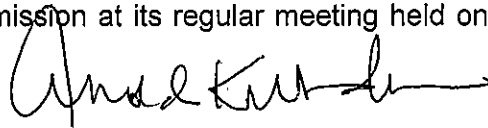
It was moved by Commissioner Moniz, seconded by Commissioner Suzuki to adjourn the regular meeting at 9:21 a.m. The Commission proceeded into its adjudicatory meeting pursuant to Section 92-6 of the Hawaii Revised Statutes and Sections 11-102-6 and 11-102-39 of the Rules of the Commission.

Respectfully submitted,



DAVID J. UNDERWOOD
Director of Personnel Services

Approved by the Civil Service Commission at its regular meeting held on the 4th day of May 2022.



ARNOLD WUNDER
Chairperson