

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

DATE: Wednesday, May 4, 2022

TIME: 9:00 a.m.

PLACE: Held via BlueJeans Video Conference

PRESENT: Commissioners:
Arnold Wunder, Chair
Megan Moniz, Vice Chair
Wallace Tom, Member
Sharon Suzuki, Member
Alton Watanabe, 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 Wunder. In accordance with Chapter 92 of the Hawaii Revised Statutes, public notice of the meeting was filed with the County Clerk on April 27, 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, Wally Tom, Sharon Suzuki and Alton Watanabe.

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

WELCOME NEW MEMBER: Alton Watanabe

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 April 6, 2022 meeting.

OLD BUSINESS:

A. Salary Commission Update – Meeting held on April 8, 2022

Director Underwood reported that the Salary Commission met on April 8, 2022 and granted a 5% cost-of-living increase to the Mayor and County Council effective July 1, 2022. The Commission deferred the discussion to reconsider salaries for the Director and Deputy Director of the new Department of Agriculture. Their next meeting scheduled for May 13, 2022.

DIRECTOR’S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood reported that the Hawaii Employer-Union Health Benefits Trust Fund (EUTF) launched its new benefit administrative system. EUTF will roll out an employee portal where employees can view and manage their benefits. It put a lot of requirements on us to not only feed them data, but take data back in order to take the proper deductions for employees. The go-live date is today.

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 cost items for BU 01 were approved by various legislatures, and their four-year contract expires on June 30, 2025. With regard to HGEA BU 02, 03, 04, and 13, we have agreements with all of those units for a similar four-year contract. The various legislative bodies are in the process of approving the cost items. Regarding BU 15, we are awaiting the arbitration decision. For BU 11, the arbitration decision was received and the cost items were submitted to the various legislatures for approval. BU 12 binding arbitration is scheduled for the last week of this month.

C. DPS Performance Measures – 3rd Quarter

Director Underwood recapped the performance measures and reported the time to classify positions, time to fill a position and to certify a list have not varied significantly from before the pandemic and through the pandemic. DPS managed to keep the metrics the same. Employees are leaving the County within the first few years or within their probationary period. Turnover is slightly up and that is typically a reflection of the job market that exists, which is incredibly fluid and challenging. There are more job openings than there are job seekers, so employees have a lot of options.

D. Employee Assistance Program – 3rd Quarter Utilization Report

Director Underwood summarized the utilization report and noted the numbers haven't increased significantly given the fact that it is a very stressful environment. There are employees working remotely and have child care issues as well as elderly care issues. The County increased the amount of services offered during and after the pandemic.

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

Director Underwood informed the Commission that the Mayor submitted his proposed budget to Council. The DPS budget request for FY2023 included: two additional positions; \$105,000 to remodel our office space to better accommodate existing staff and the two additional positions; \$150,000 to engage a marketing firm to create marketing materials and to promote County as an employer.

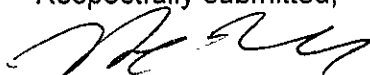
SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, June 1, 2022 at 9:00 a.m. via BlueJeans video conference.

ADJOURNMENT:

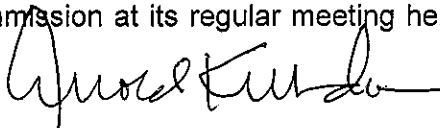
The regular meeting adjourned at 9:18 a.m., and the Commission proceeded into its adjudicatory meeting pursuant to Section 92-6 of the Hawaii Revised Statutes and Sections 11-102-6 and 11-102-39 of the Rules of the Commission.

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 June 2022.



ARNOLD WUNDER
Chairperson