

CIVIL SERVICE COMMISSION
COUNTY OF MAUI
200 South High Street
Wailuku, Hawai'i 96793

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PUBLIC NOTICE OF MEETING	
<p><u>COMMISSIONERS:</u></p> <p>Carol A. Summers, Chair (Kula)</p> <p>Brian A. Cremer, Vice-Chair (Kihei)</p> <p>Felicidad M. Borden (Moloka'i)</p> <p>Gene E. Moore (Lahaina)</p> <p>Abe H. Kaahui (Kahului)</p>	<p>Pursuant to Chapter 92, Hawai'i Revised Statutes, as amended by Act 271, Session Laws of Hawai'i 1984</p> <p>NOTICE IS HEREBY GIVEN by the Civil Service Commission of the County of Maui, State of Hawai'i, of its regular meeting and executive meeting scheduled for:</p> <p>DATE: Wednesday, November 1, 2006</p> <p>TIME: 9:00 a.m.</p> <p>PLACE: Department of Personnel Services Conference Room 629 Kalana O Maui (County Building) 200 South High Street Wailuku, Hawai'i 96793</p>
<p>AGENDA ITEMS ARE SUBJECT TO CANCELLATION. For a confirmation of the meeting date and time, please contact commission staff at the Department of Personnel Services.</p> <p>ORAL OR WRITTEN TESTIMONY on any agenda item will be accepted prior to the discussion of each agenda item. If written testimony is submitted at the meeting, eight copies are requested.</p> <p>INDIVIDUALS PLANNING TO ATTEND THE MEETING who have special needs or require an accommodation that would assist in their successful participation in the meeting, <i>i.e.</i>, large print, taped materials, sign language interpreter, accessible parking, etc. should call the Department of Personnel Services at least two working days in advance.</p> <p>DOCUMENTS ON FILE WITH THE COMMISSION, which may include correspondence relating to the agenda items below, may be inspected prior to the meeting date. Photocopies may be ordered, subject to charges imposed by law (Maui County Code, Section 2.64.010). Contact the Department of Personnel Services to make arrangements for inspection or photocopying of documents.</p>	

Agenda - Regular Meeting

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF OCTOBER 4, 2006 MINUTES
4. PUBLIC TESTIMONY

5. COMMISSION REFERRAL:

- A. Salary Commission's October 13, 2006 agenda and September 8, 2006 minutes.

6. DIRECTOR'S MONTHLY REPORT:

- A. Update on Human Resources, Payroll, and Time and Attendance System Project.
- B. Update on collective bargaining matters.
- C. Policy and Procedures:
 - (1) Donor Leave Policy finalized and implemented retroactive to June 30, 2005. Complies with Act 176, SLH 2005 to provide paid leave of seven days each calendar year to serve as a bone marrow donor and thirty days each calendar year to serve as an organ donor.
- D. "One stop" recruitment for police radio dispatchers was held on Saturday, October 14, 2006 at the Maui Police Department.
- E. Participation at Job Fairs:
 - (1) Pacific Radio Group's Job Fair was held on Saturday, October 21, 2006 at the Kaahumanu Shopping Center from 10:00 a.m. to 2:00 p.m.
 - (2) Maui Community College's Job Fair is scheduled for Thursday, October 26, 2006 at the Paina Courtyard from 10:00 a.m. to 1:00 p.m.
- F. Annual Employee Awards Program – Fiscal Year July 1, 2005 - June 30, 2006:
 - (1) Distribute program brochures--separate functions held on Lanai, Molokai and Maui.
 - (2) Molokai's luncheon was held on Monday, October 9, 2006 at the Mitchell Pauole Center, Kaunakakai.
 - (a) Stafford Caparida, Police Officer II, was selected as the Molokai Employee of the Year.
 - (3) Maui's evening banquet was held on Saturday, October 14, 2006 at the Royal Lahaina Resort luau grounds.
 - (a) Ruth Griffith, Senior Services Program Specialist III, was selected as the County Employee of the Year.
 - (b) Roger Katsutani, Senior Services Program Specialist IV, was selected as the County Manager of the Year.
 - (c) Congregate Nutrition Team was selected as the County Team of the Year.

- 7. SCHEDULE NEXT MEETING DATE & DISCUSS NEXT MEETING BUSINESS
- 8. ADJOURN REGULAR MEETING AND MOVE INTO EXECUTIVE MEETING, CLOSED TO THE PUBLIC, FOR THE PURPOSES OF: (1) CONSIDERING SENSITIVE MATTERS RELATED TO PUBLIC SAFETY OR SECURITY; (2) EXERCISING THE ADJUDICATORY FUNCTION OF THE COMMISSION and (3) CONSULTING WITH THE COMMISSION'S ATTORNEY ON QUESTIONS AND ISSUES PERTAINING TO ITS POWERS, DUTIES, PRIVILEGES, IMMUNITIES AND LIABILITIES PURSUANT TO SECTION 11-102-6, RULES OF THE CIVIL SERVICE COMMISSION, AND SECTIONS 91-9, 92-4, 92-5(a)(4) & (6) and 92-6(a)(2)(D), HAWAII REVISED STATUTES.

Agenda - Executive Meeting

- 1. APPROVAL OF OCTOBER 4, 2006 MINUTES
- 2. SENSITIVE MATTERS:
 - A. Employee Assistance Program
 - (1) Quarterly utilization reports for the periods ended March 31, 2006, June 30, 2006 and September 30, 2006.
- 3. ADJUDICATORY FUNCTION:
 - A. Pending Case:
 - (1) CSC-AP #2006-4, Appeal against the action of the Fire Chief concerning non-qualification for interview for the Assistant Fire Chief position.
 - (a) Review and approve written Decision and Order drafted by Deputy Attorney General Maria Cook.
 - B. New Appeal:
 - (1) CSC-AP # 2006-9, Classification appeal concerning "no change" action taken on Position No. WW-0195, Pre-Audit Clerk I.
 - (a) Schedule hearing date.
- 4. ADJOURNMENT

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I HEREBY CERTIFY that this notice was filed in the Office of the County Clerk of the County of Maui at least six calendar days prior to the time and date of the forthcoming meeting; and FURTHER CERTIFY that the notice was filed in the office of the Department of Personnel Services of the County of Maui which is the office of the Civil Service Commission of the County of Maui, and posted on the bulletin boards of the Department of Personnel Services on the sixth floor of the County Building (Kalana O Maui) at 9:51 A.M. on this 26th day of October, 2006 which is at least six calendar days prior to the date and time of the forthcoming meeting.

Any inquiries, contact commission staff (Corinne Muraoka) at the office of the Department of Personnel Services, County of Maui, 200 South High Street, Room 623, Wailuku, Hawai'i, during office hours from 7:45 a.m. to 4:30 p.m., Monday through Friday, except on holidays, by phone: 270-7850, fax: 270-7969 or e-mail: personnel.services@co.maui.hi.us. Moloka'i residents may call toll-free at 1-800-272-0117; Lāna'i residents: call 1-800-272-0125.

CAROL A. SUMMERS, Chairperson,
Civil Service Commission

By 
Lynn G. Krieg
Director of Personnel Services

Received and filed in the Office of the County Clerk of the County of Maui at 9:51 A.M. on this 26th day of October, 2006.



For: COUNTY CLERK, COUNTY OF MAUI