

CIVIL SERVICE COMMISSION
COUNTY OF MAUI
200 South High Street
Wailuku, Hawaii 96793

RECEIVED

2016 JAN 28 AM 10:17

OFFICE OF THE
COUNTY CLERK

PUBLIC NOTICE OF MEETING

COMMISSIONERS:

Arnold K. Wunder
(Pukalani)
Chair

Yarrow L. Flower
(Makawao)
Vice-Chair

Jon Santos
(Haiku)

Alice L. Lee
(Wailuku)

Ivy G. Waller
(Lahaina)

Pursuant to Chapter 92, Hawaii Revised Statutes, NOTICE IS HEREBY GIVEN by the Civil Service Commission of the County of Maui, State of Hawaii, of its regular meeting and executive meeting scheduled for:

DATE: February 3, 2016

TIME: 9:00 a.m.

PLACE: Department of Personnel Services
Conference Room 629
Kalana O Maui (County Building)
200 South High Street
Wailuku, Hawaii 96793

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.

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.

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.e.*, large print, taped materials, sign language interpreter, accessible parking, etc. should call the Department of Personnel Services at least two working days in advance.

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.

AGENDA

1. CALL TO ORDER
2. PUBLIC TESTIMONY

3. APPROVAL OF MEETING MINUTES

- A. Regular Meeting Minutes of January 6, 2016
- B. Executive Meeting Minutes of December 2, 2015

4. CORRESPONDENCES:

- A. Letters received from the following in support of Deputy Director of Personnel Services, David J. Underwood, to succeed Lance T. Hiromoto as the new Director of Personnel Services:

- (1) Sharyn Miyabuchi
- (2) Jamie Adams
- (3) Robin Arita-Chang
- (4) Robyn Kailiehu-Leal
- (5) Ralph Thomas
- (6) Lisa Dang-Fujishiro
- (7) Alton Watanabe
- (8) Chelsea Bukewihge

5. OLD BUSINESS:

- A. Salary Commission Update – meeting held January 8, 2016.
- B. Survey to Departments requesting ideas/suggestions for improvements regarding Department of Personnel Services' processes.
 - (1) Survey distributed September 16, 2015 with November 10, 2015 due date.
 - (2) Discuss survey comments received.

6. NEW BUSINESS:

In reference to one or more items in this section, in accordance with Sections 92-5(a)(2) and (4), Hawaii Revised Statutes, the Commission anticipates holding an Executive Meeting to consider 1) the hiring of the Director of Personnel Services, and 2) the evaluation of the Director of Personnel Services, where matters affecting privacy will be involved and to consult with the Commission's attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities.

- A. Table of Organization and Functional Charts of the Department of Personnel Services as of December 31, 2015.
 - (1) For review and approval.
- B. Employee Assistance Program – 2nd Quarter Utilization Report
- C. Memorandum dated January 25, 2016 from Gary Murai, Deputy Corporation Counsel, attorney for the Maui County Board of Ethics, to all members of boards and commissions, concerning annual update of financial disclosures.
 - (1) Distribute financial disclosure form and instruction sheet.

- D. Interview David J. Underwood, Deputy Director of Personnel Services, for the position of Director of Personnel Services, pursuant to Hawaii Revised Statutes Sections 76-75 and 76-47.
 - E. Recruitment process for selecting a new director of personnel services to succeed Director Hiromoto – internal or external recruitment – for discussion and action.
 - F. Selection of a new director of personnel services for discussion and/or action.
 - G. Annual Performance Evaluation of Lance T. Hiromoto, Director of Personnel Services.
7. DIRECTOR’S MONTHLY REPORT:
- A. Updated Vacancy Report – as of December 2015
 - B. New Applicant Tracking System
 - C. Exploring New Training Component for Supervisor/Manager Training Academy
 - D. DPS Performance Measures – 2nd Quarter ended 12/31/15
8. SCHEDULE NEXT MEETING DATE & DISCUSS NEXT MEETING BUSINESS
- A. Next meeting – March 2, 2016
9. ADJOURN


ADJOURN REGULAR MEETING UNDER THE SUNSHINE LAW AND MOVE INTO AN ADJUDICATORY MEETING OF THE COMMISSION PURSUANT TO SECTION 92-6, HAWAII REVISED STATUTES, AND SECTIONS 11-102-6 AND 11-102-39, RULES OF THE CIVIL SERVICE COMMISSION. The adjudicatory meeting will be closed to the public. HRS 92-6.

* * * *

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 10:17 A.M. on this 28th day of January, 2016, which is at least six calendar days prior to the date and time of the forthcoming meeting.

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

CIVIL SERVICE COMMISSION
COUNTY OF MAUI

By 
Lance T. Hiromoto
Director of Personnel Services

Received and filed in the Office of the County Clerk of the County of Maui at 10:17 A.M. on this 28th day of January, 2016.


For: COUNTY CLERK, COUNTY OF MAUI