

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

DATE: Wednesday, January 9, 2019  
TIME: 9:00 a.m.

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

PRESENT: Commissioners:  
Sharon M. Suzuki, Vice-Chair  
Linda Fujitani, Member  
Patrice Matsumoto, Member  
Marcus Merchasin, Member

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

Other:  
Mimi Desjardins, Deputy Corporation Counsel

EXCUSED: Yarrow L. Flower, Chair

**CALL TO ORDER:**

The regular meeting of the Civil Service Commission ("CSC") was called to order at 9:10 a.m. by Vice-Chair Suzuki. In accordance with Chapter 92 of the Hawaii Revised Statutes, public notice of the meeting was filed with the County Clerk on January 2, 2019 and the agenda was posted on the bulletin boards of the Department of Personnel Services ("DPS") and on the Internet at [www.mauicounty.gov](http://www.mauicounty.gov).

**ROLL CALL:**

Roll call recorded Vice-Chair Suzuki, and Commission members Fujitani, Matsumoto and Merchasin present. Chair Flower was excused.

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

**PUBLIC TESTIMONY:** None.

**MINUTES:** A motion to approve the minutes of the regular meeting of December 5, 2018 was made by Commissioner Fujitani and seconded by Commissioner Merchasin. The motion carried unanimously.

**OLD BUSINESS:**

A. Salary Commission Update – Meeting held on December 14, 2018

Deputy Director Razo-Porter reported that the Salary Commission met on December 14, 2018 and authorized 3% cost of living adjustments for directors and deputy directors. The Commission will continue to re-evaluate and discuss increases for the mayor, council and the county auditor.

**DIRECTOR’S MONTHLY REPORT:**

A. HR and Payroll Systems Update

Deputy Director Razo-Porter gave an update on the HR/Payroll systems and reported the new “go live” target date is April 1, 2019.

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 14 (county water safety officers and state law enforcement officers)
- (3) HFFA Bargaining Unit 11 (fire fighters)
- (4) SHOPO Bargaining Unit 12 (police officers)

Deputy Director Razo-Porter reported that Director Underwood is on Oahu this week attending the HFFA arbitration. HGEA Bargaining Units are pending arbitration. UPW and SHOPO are in contract.

C. Vacancy Report – December 19, 2018

Deputy Director Razo-Porter summarized the vacancy report and noted the Water Supply recruited for Civil Engineer I instead of Civil Engineer IV and were able to fill positions. At the Mayor’s meeting, Deputy Razo-Porter offered to work with departments to come up with new strategies to fill vacancies.

D. Transition to the New Administration

Deputy Director Razo-Porter reported that DPS is working with the Mayor’s Office to get their new staff on-board. DPS held a new employee orientation for council members and their staff as well as for staff members of the Mayor’s Office.

**SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:**

The next regular meeting will be held on Wednesday, February 6, 2019 at 9:00 a.m. in the Department of Personnel Services’ Conference Room.

**ADJOURNMENT:**

The regular meeting adjourned at 9:20 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 6<sup>th</sup> day of February 2019.

  
YARROW L. FLOWER  
Chairperson