

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

DATE: Wednesday, November 6, 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:
Linda K. Fujitani, Chair
Sharon Suzuki, Vice-Chair
Pat Matsumoto, Member
Marcus Merchasin, Member

Staff:
David Underwood, Director of Personnel Services
Cindy Sasada, Private Secretary

Other:
Mimi Desjardins, Deputy Corporation Counsel

EXCUSED: Blake Takayama, Member

CALL TO ORDER:

The regular meeting of the Civil Service Commission ("CSC") was called to order at 9:02 a.m. by Chair Fujitani. In accordance with Chapter 92 of the Hawaii Revised Statutes, public notice of the meeting was filed with the County Clerk on October 30, 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.

ROLL CALL:

Roll call recorded Chair Fujitani, Vice-Chair Sharon Suzuki and Commission members Pat Matsumoto, and Marcus Merchasin. Blake Takayama was excused.

The Chair also recognized the presence of Director David Underwood, Cindy Sasada and Deputy Corporation Counsel Mimi Desjardins.

PUBLIC TESTIMONY: None.

APPROVAL OF MINUTES:

It was moved by Commissioner Merchasin, seconded by Vice-Chair Suzuki and carried to approve the minutes of the regular meeting of October 2, 2019.

OLD BUSINESS:

A. Salary Commission– Meeting held on October 11, 2019

Director Underwood attended the Salary Commission meeting on October 11, 2019. The Commission is continuing its review of the director and deputies. They heard presentations from Director Rowena Dagdag-Andaya, Department of Public Works; and Director Eric Nakagawa, Department of Environmental Management. The scheduled meeting for November has been postponed until December.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood provided an update for the HR/Payroll system and noted the completion of time tracking. He stated that as of November 1, time tracking rolled out to all employees with the exception of seven employees at Liquor Control. Due to their schedules, it is difficult to automate them. They are currently meeting with the union to come up with a solution. The Learning Management system rolled out to all employees on November 1. Employees have access to enroll (online) in a series of instructor-led classes as well as e-learning courses. Managers and supervisors have access to approximately 7,600 e-learning courses from LinkedIn Learning. Performance Management, Talent Management, and Recruiting will roll out in January.

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)

Director Underwood provided an update on collective bargaining. UPW is in contract. BU 04 is awaiting an arbitration decision. BU 02 and 13 reached negotiated settlements. The cost items will be transmitted to all county councils and the state legislator for approval. Arbitrations for BU 03 and BU 14 are scheduled for January. BU 11 and BU 12 are in contract.

C. Employee Assistance Program – 1st Quarter Utilization Report

Director Underwood recapped the utilization report and stated that the county offers its employees and/or family members six free visits with professional counselors per year to assist with resolving work or non-work related issues. The distributions on the report indicate issue(s) presented are mostly non-work related issues.

D. DPS Performance Measures – 1st Quarter

Director Underwood summarized the performance measures. He indicated the numbers for time to fill is up considerable due to the labor market. He also noted it takes a long time to hire new fire fighters. Another huge variation on the report is the number of personnel transactions processed. The estimated is 7,000 for this year; however, it is currently at 77,000. The number went up quite a bit because of the new Workday system, which breaks it out into a greater number of transactions than the previous HR system. The projected number of transactions for next year will be 150,000 or 200,000.

E. DPS FY 2021 Budget Request

Director Underwood stated the DPS budget request is due this year for FY 2021. He gave a brief overview of the 3 ½ percent increase for the fiscal year 2021 budget. The increase includes two additional staff members, additional funding for more e-learning training, and funding to hire Glen Furuya for leadership training for managers.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, December 4, 2019 at 9:00 a.m. in the Department of Personnel Services' Conference Room.

ADJOURNMENT:

The regular meeting adjourned at 9:26 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 4th day of December 2019.



LINDA K. FUJITANI
Chairperson