

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

DATE: Wednesday, February 5, 2020

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
Patrice Matsumoto, Member

Staff:

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

Other:

Mimi Desjardins, Deputy Corporation Counsel

EXCUSED: Marcus Merchasin, Member
Blake Takayama, Member

CALL TO ORDER:

The regular meeting of the Civil Service Commission ("CSC") was called to order at 9:00 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 January 29, 2020 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 Linda Fujitani and Vice-Chair Sharon Suzuki, and Commission member Patrice Matsumoto. Commission members Marcus Merchasin and Blake Takayama were 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 Vice-Chair Suzuki, seconded by Commissioner Matsumoto and carried to approve the minutes of the January 8, 2020 meeting.

NEW BUSINESS:

- A. Discuss Performance Evaluation Timetable and Procedure re the Director of Personnel Services

Chair Fujitani indicated that she will prepare the evaluation for Director Underwood and ask for feedback from commission members.

OLD BUSINESS:

- A. Salary Commission Update – meeting held on January 10, 2020

Director Underwood reported the Salary Commission met on January 10, 2020 to discuss salary adjustments. He noted the wide ranging proposals from very large increases to small increases. There was no support for any particular proposal at that meeting. The Commission will continue their discussion at their next meeting scheduled for February 14, 2020. They have asked for feedback from the Budget Director regarding the county budget.

DIRECTOR'S MONTHLY REPORT:

- A. HR and Payroll Systems Update

Director Underwood provided an update for the HR/Payroll system. The Phase 2 modules (Performance, Talent Management, and Recruitment) rolled out on January 1, 2020. The Recruitment module will start with the Office of Council Services and Summer PALS, which are non-civil service recruitments. DPS continues to utilize the NeoGov system for civil service recruitments. Talent Management training will begin next month.

- 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. Units 01, 11, 12 are all in contract. Arbitration for BU 14 was held last month and parties are currently awaiting an arbitration decision. BU 03 reached a negotiated settlement, and the members ratified the tentative agreement. The cost items are pending approval by the county councils and state legislature. BU 04 is awaiting an arbitration decision. All contracts expire June 30, 2021. Negotiations for all units will likely begin in July.

C. DPS Performance Measures – 2nd Quarter

Director Underwood summarized the performance measure results. He indicated the numbers for time to fill were slightly down. Grievances and civil service appeal numbers continue to run low. The number of training classes conducted and training classes attended increased considerably due to the rollout of eLearning.

D. Employee Assistance Program – 2nd Quarter Utilization Report

Director Underwood recapped the utilization report and stated the numbers were slightly lower from last quarter. The distributions on the report indicate issues presented were mostly marital/relationships, work related, and drugs/alcohol.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, March 4, 2020 at 9:00 a.m. in the Department of Personnel Services' Conference Room.

ADJOURNMENT:

The regular meeting adjourned at 9:14 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 March 2020.



LINDA K. FUJITANI
Chairperson