

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

DATE: Wednesday, March 4, 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
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 9:01 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 February 26, 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 members Patrice Matsumoto and Marcus Merchasin. Commission member 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 Vice-Chair Suzuki, seconded by Commissioner Matsumoto and carried to approve the minutes of the February 5, 2020 meeting.

NEW BUSINESS:

- A. Election of Officers – Chair and Vice-Chair effective April 1, 2020 to March 31, 2021.

Chair Fujitani opened the floor for nominations. Commissioner Fujitani was nominated for Chair and no other nominations were received. It was moved by Commissioner Matsumoto, seconded by Commissioner Merchasin and carried to approve Linda Fujitani as Chair.

Commissioner Matsumoto was nominated for Vice-Chair and no other nominations were received. It was moved by Vice-Chair Suzuki, seconded by Commissioner Merchasin and carried to approve Patrice Matsumoto as Vice-Chair.

OLD BUSINESS:

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

The Commissioners reviewed and discussed the performance evaluation for Director Underwood. Vice-Chair Suzuki stated that she would like to prominently give the director credit for leading the successful implementation of the new HR/Payroll system as it was a huge undertaking.

Commissioner Merchasin moved to adopt the performance evaluation and it was seconded by Commissioner Matsumoto.

Chair Fujitani asked commission members if they had any other comments to add. Vice-Chair Suzuki indicated she wished to add under Reliability and Achieving Goals that Mr. Underwood led a team including vendors, Department of Management, and the Department of Finance to implement the new Workday HR system effective April 2019, allowing a more efficient County system.

Vice-Chair Suzuki moved to revise the motion to adopt the evaluation as drafted with changes discussed. Commissioner Merchasin withdrew his motion and rephrased the motion to adopt the performance evaluation as drafted with revisions discussed. The motion was seconded by Vice-Chair Suzuki and carried unanimously.

- B. Annual Update of Financial Disclosures – April 15, 2020 Due Date

The Commission members were reminded to submit their disclosure form by April 15, 2020.

- C. Salary Commission Update – meeting held on February 14, 2020

Director Underwood reported the Salary Commission met on February 14, 2020 to determine salary adjustments. The Commission approved a 2% salary increase to directors and deputies effective January 1, 2020. They were primarily looking at cost of living, which is about

1.7% over the last year in Honolulu. The Commission did not take action on the mayor or council members. The next meeting is scheduled for March 13, 2020.

DIRECTOR'S MONTHLY REPORT:

A. HR and Payroll Systems Update

Director Underwood provided an update for the HR/Payroll system. He reported the system has been up and running for a year and there is a lot of data available to start reporting. The team is looking at building reports to help managers make decisions. They met with the Managing Director, Deputy Managing Director and Finance Management to kick off an initiative to have people identify what information they wanted to have as benchmarks and scorecards. Director Underwood also provided a presentation to all the directors at their monthly meeting to inform them that data is available and to decide what metrics are going to be important to their organization. The team is looking to build dashboards/scorecards to make it easily available to managers.

The team is working with departments on rolling out the Talent Management module. This module has different ways to help manage employees. It allows the employees to input their career desires, skills, languages, awards etc., and allows for individual and their organizational goal setting. It also provides for doing performance management and performance evaluation cycles within the system electronically.

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. Unit 01 is in contract. HGEA bargaining units have negotiated settlements, except BU 14. The cost items are pending approval by the state legislature. Fire and Police are in contract till June 2021. Negotiations for all units will begin soon. The deadline to pass proposals for the next round is June 2020.

C. End of Term Appreciation and Recognition to Vice-Chair Sharon Suzuki

- 1) Distribute Mayor's Appreciation Letter and Certificate
- 2) Update and Status of Nominee selected to Replace Vice-Chair Suzuki

Director Underwood presented Vice-Chair Suzuki with a Certificate of Appreciation as well as a letter from the Mayor conveying appreciation to Vice-Chair Suzuki for her dedication and service on the Civil Service Commission.

Mr. Colin Yamamoto was nominated by the mayor to succeed Vice-Chair Suzuki. Mr. Yamamoto still needed to be confirmed by the county council.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, April 1, 2020 at 9:00 a.m. in the Department of Personnel Services' Conference Room.

ADJOURNMENT:

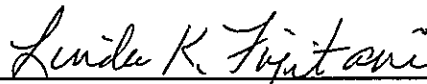
The regular meeting adjourned at 9:30 a.m., and the Commission proceeded into its adjudicatory meeting pursuant to Section 92-6 of the Hawaii Revised Statutes and Sections 11-102-6 and 11-102-39 of the Rules of the Commission.

Respectfully submitted,



DAVID J. UNDERWOOD
Director of Personnel Services

Approved by the Civil Service Commission at its regular meeting held on the 1st day of July 2020.



LINDA K. FUJITANI
Chairperson