

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

DATE: Wednesday, November 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
Patrice Matsumoto, Vice-Chair
Marcus Merchasin, Member
Blake Takayama, Member
Wallace Tom, Member

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

Other:
Gary Murai, Deputy Corporation Counsel

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 October 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 Patrice Matsumoto, and Commission members Marcus Merchasin, Blake Takayama and Wallace Tom.

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

PUBLIC TESTIMONY: None.

APPROVAL OF MINUTES:

It was moved by Commissioner Merchasin, seconded by Commissioner Takayama and unanimously carried to approve the minutes of the September 2, 2020 meeting.

NEW BUSINESS

- A. Salary Commission Meeting – September 11, 2020

OLD BUSINESS

- A. Annual Report of the Activities and Operations of the Civil Service Commission and Department of Personnel Services for the Fiscal Year Period July 1, 2019 through June 30, 2020.

Copies of the Civil Service Commission and Department of Personnel Services' annual report concerning operations and activities for fiscal year period July 1, 2019 through June 30, 2020 were transmitted to the Commission for its information.

DIRECTOR'S MONTHLY REPORT:

- A. HR and Payroll Systems Update

Director Underwood reported that the employer group recently settled contracts with HGEA collective bargaining units. Those contracts are retroactive to July 1, 2019. The DPS and Payroll teams have been busy testing to ensure that the retroactive pay for that extensive period is coming out correctly. Retros were paid out last pay period and will continue paying out over the next two or three pay periods.

- 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 recapped the status of union negotiations. He reported the employer group met with Bargaining Unit 01 and all of the HGEA units, but not really focused on successor agreements to contracts that will expire June 30, 2021. The major focus is on a proposal by the State to implement furloughs for their employees. The State is facing some rather severe revenue shortages. They are seeking to address part of their shortfall through labor cost savings, but have to negotiate those furloughs with the employee units. The Counties are not considering furloughs at this point since County budgets were already set. The employer group is participating in the meetings because no one knows what the future will hold.

HFFA and SHOPO both agreed to postpone exchanging proposals for this round. The idea is to allow the new mayors (City and County of Honolulu and Big Island) to come in and contribute their perspective on that particular process and what they are seeking.

C. DPS Performance Measures – 1st Quarter

Director Underwood summarized the performance measures and reported the median time to classify positions has slightly increased this quarter due to the workload of dealing with the COVID overhead, in addition to the normal flow of work. He indicated time to fill has also increased due to the mayor instituting a hiring freeze on most positions. Although he has allowed filling some essential positions with additional approvals before they are allowed to be filled.

D. Budget Preparation - Fiscal Year 2021-2022

Director Underwood reported that the department's proposed FY 2021-2022 budget will be fairly flat. There are no proposals for additional positions this year, so staffing level will remain the same. The operations budget should be fairly consistent. In the past two years DPS has saved a lot of money on travel, although, we are spending more on online testing for civil service exams, remote access tools, and things of that nature. So our department ended up shifting money more than actually saving money at this point.

SCHEDULE NEXT MEETING DATE and DISCUSS NEXT MEETING BUSINESS:

The next regular meeting will be held on Wednesday, December 2, 2020 at 9:00 a.m. online via BlueJeans.

ADJOURNMENT:

The regular meeting adjourned at 9:10 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 2nd day of December 2020.



LINDA K. FUJITANI
Chairperson