

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

DATE: Wednesday, March 3, 2021  
TIME: 9:00 a.m.  
PLACE: Held via BlueJeans Video Conference

PRESENT: Commissioners:  
Linda K. Fujitani, Chair  
Patrice Matsumoto, Vice-Chair  
Marcus Merchasin, Member  
Blake Takayama  
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 February 22, 2021, 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, 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, Private Secretary Cindy Sasada and Deputy Corporation Counsel Gary Murai.

**PUBLIC TESTIMONY:** None.

**APPROVAL OF MINUTES:**

It was moved by Vice-Chair Matsumoto, seconded by Commissioner Merchasin and unanimously carried to approve the minutes of the February 3, 2021 meeting.

**NEW BUSINESS:**

- A. Election of Officers – Chair and Vice-Chair effective April 1, 2021 to March 31, 2022

Chair Fujitani opened the floor for nominations for the position of Chair. Commissioner Tom nominated Vice-Chair Matsumoto. Chair Fujitani closed the nominations. Vice-Chair Matsumoto accepted the nomination and was elected as the new Chair for April 2021- March 2022.

Chair Fujitani opened the floor for nominations for the position of Vice-Chair. Vice-Chair Matsumoto nominated Commissioner Tom. Commissioner Tom then nominated Commissioner Merchasin. Chair Fujitani closed nominations for Vice-Chair and called for a vote. Vice-Chair Matsumoto and Commissioner Takayama voted for Commissioner Tom. Commissioners Tom and Merchasin voted for Commissioner Merchasin. Chair Fujitani cast the tie-breaking vote for Commissioner Merchasin to serve as Vice-Chair for April 2021 - March 2022.

**OLD BUSINESS:**

- A. Annual Update of Financial Disclosures

- 1) Final Reminder – April 15, 2021 Deadline

Chair Fujitani indicated that the financial disclosure form is due by April 15, 2021.

- B. Discuss performance evaluation re the Director of Personnel Services

It was moved by Commissioner Merchasin, seconded by Vice-Chair Matsumoto to approve the performance evaluation for the Director of Personnel Services.

*With reference to this agenda item in accordance with Sections 92-5(a)(2) and (4), Hawaii Revised Statutes, the Commission anticipates holding an Executive Meeting to discuss and consider the evaluation of the Director of Personnel Services where matters affecting privacy will be involved and to consult with the Commission's attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities*

**DIRECTOR'S MONTHLY REPORT:**

- A. HR and Payroll Systems Update

Director Underwood provided an update on the HR/Payroll system. Workday releases two major software updates per year, in March and September. In anticipation of the system upgrade, staff have been prepping and testing to ensure that nothing will go awry with payroll or employee records. The rollout will take place next weekend.

The quarterly user group held a meeting this month to discuss developments and topics on what the group want to see and discuss how to use it. The team will be presenting a performance evaluation training for managers and departments.

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 negotiations with the unions. He indicated that as of February 1<sup>st</sup>, all bargaining units are at impasse, which would normally trigger a timeline for mediation and arbitration. The employer group reached an agreement with all units, except for BU11, to alter the impasse procedure to allow more time to negotiate. So, all units will be negotiating up until May 31<sup>st</sup>. For BU 01, the parties are meeting today. The employer group will meet with SHOPO next week; HGEA probably in late March or April; and HFFA likely in March.

C. Employee Assistance Program – 2<sup>nd</sup> Quarter Utilization Report

Director Underwood summarized the utilization report and noted the numbers were down for the second quarter. In anticipation that people may need additional support due to the pandemic, the County increased the number of services available through EAP. The Department of Personnel Services did a couple of reach out campaigns to encourage employees to take advantage of this benefit.

D. End of Term Appreciation and Recognition to Chair Linda Fujitani

- (1) Distribute Mayor's Appreciation Letter and Certificate
- (2) Update and Status of Nominee Selected to Replace Chair Fujitani

Director Underwood read a letter from Mayor Victorino conveying appreciation to Chair Fujitani for her dedication and service on the Civil Service Commission.

Director Underwood stated Megan Moniz was approved by County Council to serve on the Civil Service Commission.


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

The next regular meeting will be held on Wednesday, April 7, 2021 at 9:00 a.m. via BlueJeans video conference.

**ADJOURNMENT:**


The regular meeting adjourned at 9:21 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 7<sup>th</sup> day of  
April.



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PATRYCE MATSUMOTO  
Chairperson