

**Hilo, Hawaii
Tuesday, November 18, 2003**

The regular meeting of the Civil Service Commission, County of Hawaii was held in the conference room of the Department of Civil Service, 101 Pauahi Street, Suite 2, Hilo, Hawaii, on Tuesday, November 18, 2003.

Present:

**Ms. Jeanne Yagi, Chairperson
Mr. Clifford Kaminaka, Member
Mr. Clarence Souza, Member
Mr. Michael Ben, Director of Personnel
Ms. Velma Y. Menezes, Secretary-Reporter
Ms. Suellen Tanoue, Clerk III**

Excused:

**Ms. Diana Kahler, Vice Chairperson
Ms. Kaliko Chun, Member**

Chairperson Yagi called the meeting to order at 9:37 a.m.

APPROVAL OF MINUTES

MOTION: Mr. Souza moved that the minutes of October 28, 2003 be approved as circulated. The motion was seconded by Mr. Kaminaka and unanimously carried.

COMMUNICATIONS

A) Communication No. 03-24, Dated October 23, 2003 from Lincoln S. T. Ashida, Corporation Counsel regarding further clarification on the Attorney-Client Privilege.

MOTION: Mr. Souza moved that Communication No. 03-24 be received and filed. The motion was seconded by Mr. Kaminaka and unanimously carried.

B) Communication No. 03-25, dated October 27, 2003, from Lincoln S. T. Ashida, Corporation Counsel, regarding rescheduled Office of Information Practices training for December 4, 2003.

MOTION: Mr. Souza moved that Communication No. 03-25 be received and filed. The motion was seconded by Mr. Kaminaka and unanimously carried.

C) Communication No. 03-26, dated October 30, 2003, from Wendell Hatada, Executive Assistant, regarding boards and commissions vacancies.

MOTION: Mr. Souza moved that Communication No. 03-26 be received and filed. The motion was seconded by Mr. Kaminaka and unanimously carried.

Chairperson Yagi noted that two members are leaving at the end of December and encouraged Commissioners to think of possible replacements and refer them to the Mayor's office.

UNFINISHED BUSINESS

A) Performance Evaluation Procedures for Annual Evaluation of Director of Personnel.

Mr. Kaminaka distributed copies of an evaluation form that they use at the Internal Revenue Service. Mr. Kaminaka noted a disclaimer on it as it is a Gallup form, and noted that this is not sensitive tax information. This information will be used only for informational purposes and as a guide.

Page five has sample questions of what the survey asked for. This survey goes out every year to all employees with these

questions. Mr. Kaminaka's copy has the results of the survey, which are compared with the national and local medium.

The Commission reviewed the questions in the survey.

Chairperson Yagi asked that the Commissioners review the document and be prepared with a commentary at the next meeting.

In answer to further questions, Mr. Kaminaka explained that the employees evaluate the system itself and management, policies and procedures, how they feel about the job, the environment, etc., so that they can make corrections. After this is done, a facilitator is brought in the process.

DIRECTOR'S REPORT

Mr. Ben reported the following:

1) Although the department submitted a status quo budget, they were allowed to submit supplemental requests. The department's budget totals \$1.3 million, not counting the Workers' Comp general fund, which is an additional \$2.7 million. The supplemental budget requests total \$171,000. The first priority is arbitration costs for the next fiscal year. The second priority is a request for a new position. There are smaller requests concerning overtime, equipment, and \$62,000 for safety training.

NEXT MEETING DATE

Chairperson Yagi noted that the Kalo'i hearing was postponed and a new date would have to be scheduled. Ms. Chun was unable to make today's meeting due to a family emergency; and Vice Chairperson Kahler was ill. Although Chairperson Yagi was ill at the last meeting, she did listen to the tapes of the Kalo'i hearing. However, when she checked legal precedence, she was advised that in order to meet the

requirements of the case law, additional delays would be created for the hearing, so she decided not to participate.

MOTION: Mr. Kaminaka moved to reschedule Ms. Kaloi’s appeal hearing to November 26, 2003, with December 11 and 12 as alternate dates. The motion was seconded by Mr. Souza and unanimously carried.

The hearing would commence at 9:30 a.m. on the selected date.

The Commission decided not to hold a regular meeting in December.

The Commission scheduled its next meeting for January 20, 2004, at 9:30 a.m.

ADJOURNMENT

The meeting adjourned at 10:12 a.m.

Submitted by,

Secretary, Civil Service Commission

APPROVED:

**Jeanne E. Yagi
Chair**

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