

Hilo, Hawaii  
Tuesday, May 20, 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, May 20, 2003.

**Present:**

Ms. Jeanne E. Yagi, Chairperson  
Ms. Diana Kahler, Vice Chairperson  
Mr. Clarence Souza, Member  
Ms. Kaliko Chun, Member  
Mr. Clifford Kaminaka, Member  
Mr. Michael R. Ben, Director of Personnel  
Ms. Velma Y. Menezes, Secretary-Reporter

Chairperson Yagi called the meeting to order at 9:30 a.m.

**MINUTES OF APRIL 22, 2003**

**MOTION:** Mr. Souza moved that the minutes of April 22, 2003 be approved as circulated. The motion was seconded by Mr. Kaminaka and unanimously carried.

**DIRECTOR'S REPORT**

Mr. Ben reported the following:

1) The public hearing on the proposed rule amendments to Title II, Rules of the Civil Service Commission/Merit Appeals Board of the Rules of the Department of Civil Service, was held

last week. No one attended the public hearing, and the rules will need to be adopted at the Commission's next meeting.

Mr. Ben called the Commission's attention to the new section, §100-11, Performance evaluation, and stated that the Commission will need to decide how to implement this section.

2) The Council meets on the budget tomorrow. The second meeting is scheduled for June 4. The administration has restored the EEO position to Civil Service, and Mr. Takahashi's position, after discussions with Corporation Counsel, has been unfunded.

Mr. Ben added to the revised budget a scholarship fund for employees. The scholarship will be funded by FSP forfeited monies. Under FSP, employees can contribute monies into an account to pay for unreimbursed medical expenses or dependent care. If the employee hasn't used the money by the end of the plan year, the employee loses the money. Under IRS rules, the money cannot be given back to the employee. The money goes into the County's general fund.

Under the scholarship program, these monies will be offered to employees who want to go back to school or take classes to improve their skills, knowledges, and abilities after work hours. The program will also help employees who want to get their GEDs. These monies can also be tapped for situations such as an employee needing funds to pay for a babysitter to attend classes, providing transportation for the employee to attend classes, or even hiring someone from the Department of Education to do daytime classes for GED.

Mr. Ben received inquiries from the Legislative Auditor's office asking whether there were any restrictions on the use of the forfeited monies, which he views as a red flag that the Council may be thinking of using the monies for other purposes. If any Commissioner is interested in testifying in support of the scholarship fund, the Council meeting starts at 9:00 a.m. tomorrow.

3) Regarding collective bargaining, the cost for the Unit 11 arbitration decision is around \$800,000 for the first year. Unit 12 will be going to arbitration the end of June. The employers weren't able to reach an agreement with HGEA and UPW other than to extend the current contracts. The employers will continue to pay their share of health costs for employees, which have gone up 13%. The agreement with HGEA was extended for one year and negotiations will still continue. UPW agreed to a two-year extension but will go back to negotiations only if HGEA or the teachers get a wage proposal.

SCHEDULE NEXT MEETING DATE

The Commission scheduled its next meeting for June 3, 2003, at 9:30 a.m.

ADJOURNMENT

The meeting adjourned at 9:49 a.m.

Submitted by,

Secretary, Civil Service Commission

APPROVED:

Jeanne E. Yagi  
Chairperson

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