

Hilo, Hawaii  
Tuesday, December 13, 2005

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, December 13, 2005.

**Present:**

**Ms. Jeanne E. Yagi, Chairperson**  
**Mr. Joel Cohen, Member**  
**Ms. Kaliko Chun, Member**  
**Mr. Michael R. Ben, Director of Personnel**  
**Mr. Michael J. Udovic, Deputy Corporation Counsel**  
**Ms. Sandra H. Hamano, Clerk III**  
**Ms. Velma Y. Menezes, Secretary-Reporter**

**Excused:**

**Mr. Clifford Kaminaka, Vice Chair**

**Chairperson Yagi called the meeting to order at 9:36 a.m.**

**MINUTES OF AUGUST 22, 2005, SEPTEMBER 12, 2005,  
OCTOBER 18, 2005, AND NOVEMBER 15, 2005**

**It was noted that the minutes of September 12, October 18, and November 15, 2005 were not ready for approval.**

**MOTION: Mr. Cohen moved that the minutes of August 22, 2005 be approved as circulated. The motion was seconded by Ms. Chun and unanimously carried.**

## **UNFINISHED BUSINESS**

**Summary of comments on the annual evaluation of the Director of Personnel and changes to questionnaire.**

**Chairperson Yagi reported that she revised and completed the letter to Mr. Ben; however, the Commission needs to review the actual evaluation of the survey format that they used and discuss any changes that may need to be made.**

**Chairperson Yagi noted that her term is expiring and they have not received any information on new commissioners.**

**Mr. Cohen suggested postponing the discussion until they have a full commission. The only comment he would have is that they look at what happened and try to improve upon it. They should have a concrete list of people or places that the questionnaire is supposed to go with some assurance that they will get it back. They will need support for that to happen. They also need to put the questionnaire in such a way that it will be easier to answer.**

**Mr. Ben asked that the questionnaire be specific as to the period of time he is being evaluated on, because judging from the responses that came in, it appeared the comments went as far back as the last ten years.**

**The Commission agreed they should specify the evaluation period in the next questionnaire.**

## **NEW BUSINESS**

**A) Communication No. 05-17, dated December 1, 2005, from Lorena D. Kauhi, Union Agent, requesting the removal of the appeal hearing for Dennis Branco from the December 13, 2005 agenda pending a potential settlement.**

**Mr. Ben reported that Ron Takahashi is working on this issue.**

**MOTION: Mr. Cohen moved that Communication No. 05-17 be received and filed. The motion was seconded by Ms. Chun.**

**Ms. Chun asked whether it can be assumed that Mr. Branco has been placed into the vacant position.**

**Chairperson Yagi noted that the letter just states they are working toward a possible settlement and cannot meet the hearing schedule, which would have been today.**

**Ms. Chun noted that they can then disregard item 2 listed in the letter.**

**Mr. Udovic commented that this is the method that Ms. Kauhi used to bring this question before the board. It would be two separate appeals.**

**The Commission voted on the motion. It was carried unanimously.**

**B) Elect Chair and Vice Chair for Calendar Year 2006**

**The Commission postponed the election to its next meeting, noting the absence of Mr. Kaminaka at this meeting and the lack of a full membership.**

**Mr. Cohen suggested Mr. Ashida look at recruiting members from different organizations in the community, as that is a good place to find people.**

**Mr. Udovic responded that he thinks that has been contemplated and had been suggested early on. However, he will continue to bring it to Mr. Ashida's attention.**

## DIRECTOR'S REPORT

**Mr. Ben reported the following:**

**1) The budget has been completed within the parameters of instructions to keep the budget status quo. The department's budget is \$1.6 million, which doesn't include the \$2.5 million for workers' comp. Out of the \$1.6 million, \$1.2 million goes towards salaries so the department's operating expenses totals about \$400,000.**

**Mr. Ben noted that that amount does include training, but they have been making the departments pay for their own employees' training to help with the budget and cut down on no-shows. The departments also make use of independent sources for training, although Civil Service is trying to be more proactive and avoid using those sources because of the expense and the location (most are held on Oahu).**

**Mr. Linker is working towards identifying training needs and training courses. He is a strong believer that the department should be able to deliver whatever courses are needed or to arrange for such courses.**

**Mr. Cohen noted that establishing a good relationship with the community college is valuable.**

**Mr. Ben stated that Mr. Linker is already working with the community college, as well as with trainers who live and work here. Mr. Linker has been very good in finding resources. He has worked in the private sector where his goal was to deliver training at a minimal expense yet maintain sources where he can. Mr. Ben noted that they could open up training to the private sector to help alleviate the cost. He believes the private employers would welcome any kind of training.**

**Along with the budget request, Mr. Ben just submitted an additional request for about \$150,000 for other things related to overtime, some equipment, and money for Safety, but whether they get it will be determined by the Mayor.**

**2) The Quarterly Contract Administration Meeting was held here in Hilo last week and was very successful.**

**3) Mr. Ben had submitted a request for legislation to the administration which in short states that if an employee retires, the employee can come back to work with no penalty on his/her retirement. Mr. Ben will be drafting the bill, as the Mayor decided to include it as part of his legislative package.**

**4) The Employees Retirement System has been communicating with employees on the Hybrid Plan. All the employees received their personalized packets explaining what the effects are and the schedule of meetings. For Mr. Ben, who is a contributory member, he would pay less to get the same benefits; but the non-contributory members, who do not pay anything now, will be paying around 6.5% if they join the plan.**

**5) As a reminder, Mr. Kaido retires at the end of this year, and Ron Takahashi will be the Deputy starting January 3, 2006. Mr. Ben is planning to keep Mr. Takahashi's current position vacant for a couple of months.**

**Chairperson Yagi announced that she will attend the January meeting, as a hold over, but will not be able to attend the meetings in February and March.**

#### **NEXT MEETING DATE**

**The Commission scheduled its next meeting for January 17, 2006 at 9:30 a.m.**

#### **ADJOURNMENT**

**The meeting adjourned at 10:15 a.m.**

**Submitted by,**

**Secretary, Civil Service Commission**

**APPROVED:**

**Jeanne E. Yagi  
Chairperson**

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