

**Commission on Salaries Meeting Minutes**  
**January 3, 2019**  
**9:00 a.m.**

**Department of Human Resources Development**  
**235 S. Beretania Street, Room 1403**  
**Honolulu, Hawaii 96813**

**I. Call to Order**

Meeting was called to order by Ryker Wada, Department of Human Resources Development (DHRD) Director at 9:00 a.m.

Director Wada thanked everyone on behalf of Governor Ige for their time to be on the Commission on Salaries (Commission). He explained that DHRD does not run these meetings or influence the Commission. However, he is present to help facilitate the first meeting.

**II. Introduction of Members and DHRD Staff**

- a. Director Wada introduced himself and had Commission Members introduce themselves:

Governor's Appointees

Haunani Apoliona, Former Trustee  
Rachael Wong, One Shared Future

Senate Appointees

Danna Holck, Hospitality Performance Management  
Beth Tokioka, Kauai Island Utility Cooperative

Chief Justice Appointee

Michael P. Irish, Halm's Enterprises, Inc.

House Appointees

Cameron Nekota, First Hawaiian Bank  
Dwayne Yoshina, Retired Chief Election Officer

- b. Introduction of DHRD Compensation staff:

Joy Inouye, Personnel Program Manager, Compensation Branch  
Sunah Cheng, Personnel Management Specialist

**III. Election of Chairperson and Vice-Chairperson**

- a. Michael Irish was nominated and seconded as Chairperson. Mike accepted and elected as Chairperson.
- b. Rachael Wong nominated herself as Vice-Chairperson and was seconded. Rachael Wong was elected as Vice-Chair.

**IV. General Orientation**

a. Reference materials issued to the members in binders were reviewed and explained by Sunah Cheng:

1. Sunshine Law;
2. Statutes - Constitution of the State of Hawaii & HRS;
3. 2007 AG Opinion and 2012 Memo from Russell Suzuki;
4. 2013 Commission on Salaries Report (with attachments available online);
5. Executive Branch Information – Salary comparisons;
6. Judicial Branch Information – Salary comparisons;
7. Legislative Branch Information – Salary comparisons;
8. References – ERI, CPI (Cost of living shouldn't be used to adjust and compare salaries)

b. Discussions and Questions

1. There was a question if the Commission's recommendations will have an impact on collective bargaining. Director Wada replied that it will have an impact. He explained the process of collective bargaining.
2. Are there specific qualifications for these positions? Appointed positions are vetted prior to getting confirmed by the Senate. This process is different from most civil service jobs.
3. Commission members requested information that would allow them to compare "apples to apples" for the legislators. Some states are part-time, some only meet every other year, while others are full-time.

Compensation staff to look further into that for the Commission.

4. A member requested history on the tier system regarding the Directors' salaries.

Joy Inouye explained in 2006, there were different rates (tiers) for the directors depending on their department. In 2013, the directors' salaries were all brought back together. Except for the Attorney General and the Director of Finance, all other directors were placed together in the same tier.

The Chairperson gave some history on the Commission. Prior to 2006, jurisdictions had separate Salary Commissions (Executive, Judicial, and Legislative). In 2006, the three (3) commissions were combined to form one (1) and convened for the first time in November of 2006 and again six years later in 2012.

5. Chairperson asked the Commission to review all the materials, so the Commission can make salary recommendations.
6. Members requested hard copies of the 2007 report. Director Wada retrieved and disseminated the requested copies to the members who wanted hard copies. Staff to send an electronic link to the rest of the Commission.

**V. Discussion and Planning of Commission's Task and Next Steps**

- a. Chairperson asked if members wanted to contact the people that appointed them and have investigative discussions.

Sunah Cheng read the rules of having investigative discussions (page 21 of UIPA Guidelines):

1. Board can designate two (2) or more board members, but less than the number of members that would constitute a quorum of the board to investigate matters concerning board business;
2. The designated board members are required to report their findings and recommendations to the entire board at the properly noticed meeting.

- b. Collecting Data via Survey:

1. *Question:* Is the Commission able to reach out to the Directors/Deputies to survey them on their salaries?

*Answer:* Yes. Please see V.d.1,2,3 below.

There was discussion about doing a survey and whether there's enough time to compile the survey. Generally, most people tend to feel that they are under paid. The Commission should be thoughtful about asking for opinions on their own salaries.

2. The Chairperson suggested that the Commission first study the information in the binder and prior commission reports.

- c. Base Pay and Benefits

1. *Question:* Does the Commission also decide on benefits?

*Answer:* No. Joy explained that the scope of the Commission is to decide only the base salaries. The Commission may look at other benefits, however, the purpose of the Commission is to decide on the salaries.

- d. Sunah reported her findings with phone call with Office of information Practice (OIP):

1. Investigations should be done with two (2) members at a time;
2. Members should not 'cross over' (different members should not speak to the same person);
3. Chairperson should sit out and not be one of the two investigating.

**VI. Scheduling of Future Meetings**

The Board was reminded that time needs to be allotted to post the agenda within the required time. The following dates were agreed to:

1. Thursday, January 10, 2019 – Analyze and further discussion
2. Tuesday, January 22, 2019 – Tentative recommendations
3. Tuesday, January 29, 2019 – Firm up the recommendations
4. Wednesday, February 13, 2019 – Begin drafting report, discuss desired contents.
5. Tuesday, March 5, 2019 – Review of the Draft
6. Wednesday, March 13, 2019 – Sign final report and submit to the legislature through the office of the Governor

**VII. Agenda Items for Next Meeting**

Discussed analyzing and having further discussion regarding information in the binder and inviting someone from the Council on Revenues to speak to the Commission.

**VIII. Public Testimony**

No public testimony was received.

**IX. Adjournment**

With no further business, the meeting was adjourned at 11:06 a.m.