

**ACTION
MINUTES OF THE PERSONNEL COMMITTEE MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD ON MONDAY, SEPTEMBER 17, 2007**

Chair John Dalessio called the meeting to order at 10:00 a.m. Present: Commissioners John Dalessio and Richard Rangel. Absent: Commissioner Merri Bilek. Also Present: Jim Nakashima, Executive Director; Mary Jo Zenk, Deputy Executive Director; Tony Caldwell, Chief Information Officer; Carolina Sahagun, Assistant Director of Housing Programs; Jean Goebel, Director of Housing Management; Kelly Halcon, Human Resources Manager; and Recorder: Chris Martinez

COMMENTS FROM THE PUBLIC:

No public comments.

MINUTES

Commissioner Rangel made a motion to approve the minutes of June 18, 2007; Commissioner Dalessio seconded the motion. Motion carried.

NEW BUSINESS

A. Resolution 2504: Proposed Payment Standards for HAP:

Carolina Sahagun reported that this resolution is to request from HUD changes to payment standards to 95% of the proposed FMR for the Peninsula (Carmel, Carmel Valley, Pacific Grove, Monterey, Seaside and Marina) to help families locate housing in the Peninsula where rents are much higher than in the area of Salinas. Tracking will be done next year for the success rate to determine if FMR needs to be re-adjusted: Salinas and other cities remain at the 90-93% FMR. Ms Sahagun addressed clarification questions on the resolution.

Commissioner Rangel made a motion to approve Resolution 2504 for Consent Agenda; motion seconded by Commissioner Dalessio. Motion carried.

B. Resolution 2505: Limited English Proficiency Policy (LEP)

Carolina Sahagun stated the resolution places in writing what the Housing Authority has already established. With Spanish speaking clients being the majority in Monterey County and based on the percentage of clients served, vital documents have been translated and will be made available to clients in Spanish. HACM also has a number of certified Spanish bilingual staff. Ms. Sahagun stated that the Housing Authority also has a service, Language Line, that is available to clients that speak another language other than Spanish. The phone is available where client and staff can use the two headsets available to contact a translator.

After questions were addressed and some discussion, Commissioner Dalessio recommended that we urge all housing authorities to contact legislators to make HUD translate their documents for public housing authorities.

Motion was made by Commissioner Rangel to approve Resolution 2505 for Consent Agenda: Motion seconded by Commissioner Dalessio. Motion carried.

C. Front Desk Coverage:

Ms. Sahagun gave a summary of Rosie Anderson's report to the Board regarding front desk coverage and detailing how the Eligibility Department works and addressed the issue on why there is sometimes one receptionist up front.

The Committee requested that this item be placed on the New Business agenda for the Board.

D. Waiting List Preferences:

Ms. Sahagun gave a summary of Rosie Anderson's report to the Board regarding the updating of the Section 8 Administrative Plan. The plan has been updated to simplify the waiting list by combining preferences.

The Committee requested that this item be placed on the New Business agenda for the Board.

INFORMATION

A. Administrative Report and Summary of Actions for June 2007/July 2007

Ms. Halcon also added that the Maintenance Worker III is soon to be filled and that the two open positions are Human Resources Specialist and Caretaker. All efforts in minority recruitment are ongoing and recruitment notices are placed on our website and area newspapers to reach the public.

Ms. Halcon stated that the listed head/neck/shoulder injury was the cause from the listed auto accident, which was in the employee's vehicle. Compensation is being sought from the other driver.

Ms. Halcon reported that the IT Department is in the Spotlight for the month of September due to their hard work on disaster preparedness.

Commissioner Dalessio requested names of staff in the spotlight be placed under their picture. Recommendation was made that the Disaster Preparedness brochure be included in the Board of Commissioners packet.

No Action Required.

B. Status Report: Eligibility/Section 8 Reports

Ms. Sahagun reported that SEMAP score submission is attached to the report. She states that the submission was 100% for the past year. Ms. Sahagun announced that the FSS program has a 4th Section 8 home owner.

Ms. Sahagun also reported that our HUD field representative from San Francisco HUD was here last week for a 3-day visit.

No Action Required.

C. Legislative Update

Mr. Caldwell gave a summary of his legislative report. Discussion was held on the changes to HUD's Asset Management Guidance and how it affects housing authority public housing and Section 8 programs.

No Action Required.

D. Media Update

Mr. Nakashima reported that Commissioner Josh Stewart was re-appointed.

No Action Required.

COMMISSIONER COMMENTS

Commissioner Rangel complimented Rosie Anderson, Carolina Sahagun and their staff for the good SEMAP score.

Commissioner Dalessio stated that he met with Supervisor Potter and they discussed Pacific Meadows, and the dissolution of the Rippling River Ad-Hoc committee. Commissioner Dalessio requested that a closed session item at the next Board meeting be on Pacific Meadows Real

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Estate negotiations. Commissioner Dalessio recommends that the request for change of the Rippling River Ad-Hoc committee change wait until there's a deal with Pacific Meadow.

Commissioner Dalessio also mentioned that Supervisor Potter was interested in the status of Tynan Village and Commissioner Dalessio suggested that a tour be set up for the Board of Supervisors.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:20 a.m.

Chairman

ATTEST:

Secretary

Date