

**ACTION  
MINUTES OF THE PERSONNEL COMMITTEE MEETING  
OF THE  
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
HELD ON MONDAY, AUGUST 20, 2007**

Chair John Dalessio called the meeting to order at 10:03 a.m. Present: Commissioners John Dalessio and Merri Bilek. Absent: Commissioner Richard Rangel. Also Present: Mary Jo Zenk, Deputy Executive Director; Tony Caldwell, Chief Information Officer; Rosie Anderson, Director of Housing Programs; Jean Goebel, Director of Housing Management; Susan Imwalle, Assistant Director of Finance; Kelly Halcon, Human Resources Manager; and Recorder: Chris Martinez

**COMMENTS FROM THE PUBLIC:**

No public comments.

**MINUTES**

Minutes of September 17, 2007 were not available. Minutes will be presented at next meeting.

**NEW BUSINESS**

**A. Resolution 2512: Revised Section 8 Schedule of Allowances for Tenant Purchased Utilities and Other Services for 2008:**

Commissioner Bilek made a motion to approve Resolution 2512 for Consent Agenda; motion seconded by Commissioner Dalessio. Motion carried.

**B. Grievance Policies and Procedures**

After questions were addressed and some discussion, Commissioner Dalessio recommended that changes be made to the non-regulatory grievance policies and they be brought back to the November Personnel Committee meeting. The following changes were recommended:

1. Section I, Item #6 – Add sexual preference and present to counsel for review.
2. Add a statement at the bottom of the policy that each tenant has received a copy of the grievance policy and posted at sites.
4. Add a statement to the King City Migrant Center policy summary that “There is no Board involvement”

Staff is to verify that all properties have the grievance policies posted at the office site

**Section 8** – Informal Reviews and Hearings – “Decisions Subject to Formal Review”

1. Page 16-1: Add language to broaden the group of violent crimes and add standard language regarding decision that conflict with federal, state or HUD regulations.
2. Page 16-4: Add language to broaden the group of violent crimes.
3. Page 16-5: Check for duplicate language (bullets 2 & 4)
4. Page 16-5: Add the allowance for reschedule due to witness availability.
5. Page 16-6: Change the language to be clearer that HACM is not responsible for any legal costs, if represented.
6. Page 16-7: Have witnesses come in separately
7. Page 16-7: Check the legality of allowing taped materials as evidence; use standard language from page 16-9 regarding decisions that conflict with federal, state or HUD regulations.
8. Page 16-9: Check if there is any conflict on immigration status with new state law.

The Personnel Committee reviewed the Personnel Policy 431: Grievances, Committee recommended no changes to the policy. It was recommended that if a commissioner received a complaint from an employee then the complaint would be referred to the Executive Director and not responded directly by a Board member.

Public Comment Follow-up: The Personnel Committee discussed the issue of how the Board should follow-up on Public Comment. The Personnel Committee recommended either of the following:

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1. The creation of an Executive Committee to review Public Comment Follow-up Memo and then present the item, at its discretion, to the Board.
2. Provide a brief statement on each Public Comment and indicate whether staff did follow-up action and include it on the monthly follow-up memo that goes to the Board.

Motion was made by Commissioner Dalessio that the Personnel grievance procedures are adequate and that any individual contacts to board members regarding personnel issue will be redirected to the Executive Director and not responded to by board members. Motion seconded by Commissioner Bilek. Motion carried and approved for New Business.

### **C. Suggestion Box**

The Committee also discussed this issue along with the Personnel grievances and recommended there be no Suggestion Box as there is a step by step grievance process.

## **INFORMATION**

### **B. Human Resources Report September/October 2007**

Ms. Halcon reported that closed Workers Compensation cases have been added to the Human Resources Board report. Upon request, open cases will also be included in the report. Ms. Halcon added that "Defensive Driving" training will be provided by our Workers Compensation carrier in 2008 for staff that drive as part of their job. No Action Required.

### **B. Status Report: Eligibility/Section 8 Reports**

There were no additions to the report. No Action Required.

### **B. Legislative Update**

There were no additions to the report.

The Personnel Committee requested "Housing Trust Fund" be a new agenda item for the upcoming Board meeting.

### **D. Media Update**

Ms. Zenk reported that press releases are being placed on the HACM website. The Personnel Committee asked that meetings be scheduled with editors of the local papers to layout what is going on with housing.

## **COMMISSIONER COMMENTS**

Ms. Zenk added that HACM determined there was a theft at King City Migrant Center and has notified the King City Police Department who arrested the HACM employee on Friday.

## **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 11:31 a.m.

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Chairman

ATTEST:

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Secretary

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Date

June 18, 2007