

**ACTION  
MINUTES OF THE PERSONNEL COMMITTEE MEETING  
OF THE  
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
HELD ON MONDAY, JANUARY 16, 2007**

Chair John Dalessio called the meeting to order at 10:00 a.m. Present; Commissioners John Dalessio, Richard Rangel, Merri Bilek. Also Present: Jim Nakashima, Executive Director; Mary Jo Zenk, Deputy Executive Director/Chief Financial Officer; Rosie Anderson, Director of Housing Assistance Programs; Tony Caldwell, Chief Information Officer; Jean Goebel, Director of Housing Management and Meredith McCormack, Human Resources Manager. Recorder Caritina Carbajal.

**COMMENTS FROM THE PUBLIC:**

**MINUTES**

A motion was made by Commissioner Rangel, seconded by Commissioner Bilek to approve the minutes of the December 11, 2006 meeting. Motion carried.

**NEW BUSINESS**

**A. Resolution 2468: Modification to Employee of the Quarter Policy**

Ms. McCormack reported that the information for this resolution was sent to the Union Representative.

A motion was made by Commissioner Rangel, seconded by Commissioner Bilek, the Committee recommends taking the following recommendation to the full Board on the Consent Agenda for Board Approval.

**B. Resolution 2469: Approve Whistleblower and Non Retaliation Policy**

Management recommended the policy for violation reports made by employees. There will be a standard incident report that will be attached to the policy.

There was some discussion among staff regarding the number of incidents reported within the last few years.

A motion was made by Commissioner Rangel, seconded by Commissioner Bilek, the Committee recommends Resolution 2469 be forwarded to the full Board under Consent Agenda for Board Approval.

**C. Setting Legislative Priorities**

Staff agreed to focus on two state agenda items which would include the 60-day notice and RHCP issues.

Commissioner Dalessio asked staff to find some examples of issues with 60-day notices and provide them to the board. He also asked that Authorization for the Authority to contact other Housing Authority's for some feedback with problems they may have had with the 30-day policy be put on the agenda for the full board meeting.

**INFORMATION**

**A. Administrative Report and Summary of Actions for December 2006/January 2007**

Congratulations were given to Ms. McCormack who announced her engagement. No Action Required.

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

No Action Required.

**C. Legislative Update**

No Action Required.

**D. Media Update**

No Action Required.

**COMMISSIONER COMMENTS**

Mr. Nakashima thanked Commissioner Rangel for helping out by posting notices out in King City on such a short notice for the closure of the office in observance of the late President Ford.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 11:10 a.m.

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Chairman

ATTEST:

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Secretary

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Date