

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

Chair John Dalessio called the meeting to order at 10:05 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; Barbara Mulholland, Procurement and Contract Manager; 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 January 16, 2007 meeting. Motion carried.

NEW BUSINESS

A. Resolution 2473: Approve Reclassification of Office Assistant II to Administrative Assistant to Director of Housing Management in the Housing Management Department and Amend the Personnel Complement to Reflect the Change

Ms. McCormack noted that the Property Management department currently has a vacant Office Assistant position which requires tasks of a higher level of confidentiality and therefore should be changed to Administrative Assistant. Ms. McCormack met with the union and the union agreed with the change.

A motion was made by Commissioner Rangel, seconded by Commissioner Bilek, the Committee recommends this item be placed on the Consent Agenda for Board Approval.

B. Resolution 2474: Approve Selection of Legal Services Firm and authorize Executive Director to execute contract

Copies of the RFP legal services were handed out to the committee. Also included were requirements from HUD for legal counsel.

Commissioner Bilek brought up the question as to where the retired attorney fees fall into this hand out. Ms. Zenk then answered that HACM needs someone that would have a back-up if for some reason counsel was absent or not available on a particular day.

Commissioner Dalessio added that many of retired practitioners have back-up and that staff should not assume differently.

A motion was made by Commissioner Rangel, seconded by Commissioner Bilek, the Committee recommends that a Special Board meeting be scheduled before the March Board meeting to interview the two responding law firms;

Commissioner Dalessio asked staff to send the board all information on those who will be interviewed along with Board packets.

C. Resolution 2475: Change to HACM Personnel Policy 905-Travel and Entertainment

Commissioner Dalessio noted some minor grammatical changes to page 4.

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A motion with those changes was made by Commissioner Bilek, seconded by Commissioner Rangel, the Committee recommends Resolution 2475 be forwarded to the full Board and placed on the Consent Agenda for Board Approval.

D. Resolution 2476: Change to HACM Personnel Policy 470-Telephone/VoiceMail/Cellular Telephone Use

Ms. McCormack gave an explanation of Resolution 2476, regarding policy changes which have to do with personal calls made on company cell phones. These calls would have to be identified by the employee and reimbursed to the Housing Authority. If the employee chooses not to do that, there is another option where HACM would report taxable income for personal use of HACM cell phones for those who do not wish to go through their bill.

Commissioner Dalessio wants to make it clear to staff that an occasional call home to the family or checking on the kids is fine and does not want that privilege taken from them. He reminded managers that we have lots of mothers on board who would need to do that on a regular basis.

A motion was made by Commissioner Bilek, seconded by Commissioner Rangel, the Committee recommends Resolution 2476 be forwarded to the full Board and placed on the Consent Agenda for Board Approval.

E. Legislative Priorities Update – Discussion Only

This item was tabled by the Committee for the March Personnel Meeting. Commissioner Dalessio will send in a memo for this item.

INFORMATION

A. Administrative Report and Summary of Actions for January 2007/February 2007

Mr. Nakashima noted that this is Ms. McCormack's last Personnel Committee Meeting and all staff and Commissioners wished her well. No Action Required.

B. Status Report: Eligibility/Section 8 Reports

Ms. Anderson noted that HACM had a 97% lease up rate for the calendar year 2006 and currently has a 97% lease up. She added that Section 8 staff is no longer doing double entry in CCS and Eligibility will soon follow. No Action Required.

C. Legislative Update

Mr. Caldwell noted the federal budget is still dealing with the huge deficit from the war. No Action Required.

D. Media Update

Nothing to add to report. No Action Required.

COMMISSIONER COMMENTS

Commissioner Rangel said he enjoyed the NorCal NAHRO conference very much and it was very rewarding.

Commissioner Dalessio also spoke about what he learned from the conference. He also noted the Northern California/Nevada Chapter of NAHRO recognized Ed Canadas and Mary Jo Zenk this year. He provided an update on the County selection process for tenant commissioners. He made some calls and the County Legal Counsel finally responded to the Joint Committee's question so the process can move forward.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 11:00 a.m.

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Chairman

ATTEST:

Secretary

Date