

**ACTION  
MINUTES OF THE PERSONNEL COMMITTEE MEETING  
OF THE  
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY  
HELD ON MONDAY, JANUARY 22, 2008**

Acting Chair Merri Bilek called the meeting to order at 10:05 a.m. Present: Commissioners, Richard Rangel and Merri Bilek. Also Present: Jim Nakashima, Executive Director; Mary Jo Zenk, Deputy Executive Director; Tony Caldwell, Chief Information Officer; Rosie Anderson, Director of Housing Programs; Jean Goebel, Director of Housing Management; Kelly Halcon, Human Resources Manager; Lizette Dominguez, Administrative Assistant to DED; and Recorder: Caritina Carbajal

**COMMENTS FROM THE PUBLIC:**

Mr. Nakashima reported that Commissioner Dalessio is in Europe enjoying his new grandson.

**MINUTES**

A motion was made by Commissioner Rangel, seconded by Commissioner Bilek to approve the minutes of the December 10, 2007 Personnel Committee meeting. Motion carried

**NEW BUSINESS**

**A. Schedule for Annual Plan – Information Only**

Mary Jo stated that this item comes to the board every year. There will be a public hearing in March. This item is information only.

Mr. Nakashima introduced the new Administrative Assistant to DED, Lizette Dominguez.

**B. Resolution 2525: Creation of Asset Management department and Amend the Personnel Complement**

Ms. Halcon brought forward to the Committee this resolution to create an Asset Management department due to the recent change in management to Rippling River and Benito FLC. She mentioned that several of the properties are under construction and this is also a way to address the HUD asset management program.

Ms. Zenk added that Mr. Nakashima and she have been working on a re-organization plan together and would like to present that to the board in the near future.

Commissioner Bilek asked a question about the two positions that are going to be created and wanted to know whether or not they will be open to the public. Ms. Halcon addressed that one of the positions was already eliminated and the other will be promoted and the old position would be eliminated.

Commissioner Rangel asked if the Regional Housing Manager position had been filled. Ms. Halcon clarified that there is a Regional Maintenance Manger position and two Regional Housing Manager positions although only one of the Regional Housing Manger positions is vacant at the time.

Commissioner Rangel was trying to clarify whether or not this vacant Regional Housing Manager position has been filled or not. Ms. Halcon stated that it has not been filled as of today. Commissioner Rangel would like to forward this resolution to the board with no recommendation.

Commissioner Rangel made a motion to forward Resolution 2525 for New Business with no recommendation; motion seconded by Commissioner Bilek. Motion carried.

## **INFORMATION**

### **A. Human Resources Report December 2007/January 2008**

Ms. Halcon reported that there will be more vacant positions but as the agency moves forward with the re-organization, we will determine if these positions will be filled or eliminated. You may see that they are vacant on the report but staff is holding off on filling those positions until further notice depending on what changes are made.

Commissioner Bilek is pleased to see a decrease in the number of injuries within the agency. Ms. Zenk added that the HACM newsletter will now be distributed on a quarterly basis instead of monthly.

For the record, Commissioner Rangel stated that Jonathan Ducusin and Elena Zavala were both very valuable employees of the HACM and was thrilled to see them in the spotlight for this month but said it scares him to know that they are not permanent and added he would not like to lose either one of them since they are very valuable to our agency. He questioned why they were not permanent and asked when they would become permanent employees.

Ms. Halcon replied that Elena Zavala is part of our staff but is working out of class to fill in for a vacancy of an Eligibility Specialist. She added that she is a fulltime employee but we never say that anyone is permanent. Jonathan Durcusin has worked in several departments. Ms. Halcon added that we are planning a re-organization of the agency and so we are not trying to make a lot of choices and decisions right now regarding employment.

Commissioner Rangel congratulated staff on having a volunteer helping in the office.

Commissioner Bilek congratulated the staff in spotlight and said they deserve to be highlighted for their hard work.

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

Commissioner Rangel stated that Ms. Anderson has done a tremendous job training her staff and talked about how they have all gone on to higher positions within HACM because of their experiences here in the eligibility department.

Commissioner Bilek complimented Ms. Anderson and her department on a great job working with Yardi. She asked about the early monthly admin fee. Ms. Anderson clarified that it is a set amount.

Commissioner Rangel said “these are tremendous changes that we are going through, who actually works directly with the Board of Supervisors and keeps them informed of what is going on here? Does anybody let them know of what is going on because these are some major changes and I just wonder if we inform them of this type of action.” Mr. Nakashima responded; “why the Board of Supervisors” Commissioner Rangel responded; “because that’s where I think we should be getting our direction if we are making any major changes they should be informed,” Mr. Nakashima responded “You are independent, they can only appoint you, they are not supposed to direct you at all.” Commissioner Rangel : “I just wonder with all these major changes going on here why no one would bring them into the light.” Mr. Nakashima responded, “you can tell them individually but they are not supposed to give you direction under the health and safety code.” Commissioner Rangel said “I have an appointment with Simon Salinas this week and I will bring this information with me to keep him up to date of what is going on I think he should be able to analyze this.” No Action Required.

### **C. Legislative Update**

Mr. Caldwell highlighted a few housing issues that are going on across the nation. No Action Required

### **D. Media Update**

No Action Required

## **COMMISSIONER COMMENTS**

## **ADJOURNMENT**

January 22, 2008

There being no further business to come before the Committee, the meeting was adjourned at 10:47 a.m.

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Chairman

ATTEST:

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Secretary

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Date