

ACTION
MINUTES OF THE PERSONNEL COMMITTEE MEETING
OF THE
HOUSING AUTHORITY OF THE COUNTY OF MONTEREY
HELD ON MONDAY, FEBRUARY 19, 2008

Chair John Dalessio called the meeting to order at 10:05 a.m. Present: Commissioners, John Dalessio, 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; Claudia Rivera, Assistant Director of Housing Management; Kelly Halcon, Human Resources Manager; Starla Warren, Director of Housing Development; and Recorder: Caritina Carbajal

COMMENTS FROM THE PUBLIC:

None

MINUTES

A motion was made by Commissioner Bilek, seconded by Commissioner Richard to approve the minutes of the January 22, 2008 Personnel Committee meeting. Motion carried

NEW BUSINESS

A. Resolution 2536: Revised Job Description for Migrant Center Management Aide

Ms. Halcon noted that she is still waiting for response from union.

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.

INFORMATION

A. Human Resources Report January 2008/February 2008

Commissioner Dalessio recommended that for quarterly Employee recognitions, we only recognize "selected" nominees-not all nominees. No Action Required.

B. Status Report: Eligibility/Section 8 Reports

Commissioner Dalessio recommended we let lenders know that the Section 8 office will cooperate with them. No Action Required.

C. Legislative Update

No Action Required

D. Media Update

No Action Required

E. Commercial Broker Temporary Hire- Information Only

Discussion of a tour for various elected officials that could also be a press event was discussed.

COMMISSIONER COMMENTS

Commissioner Rangel expressed concern about the language in the John Stewart job description for the maintenance/caretaker position at Rippling River. Mr. Caldwell will follow-up with the John Stewart Company and also ask that we see all future job description/advertisements for positions at our properties before posting.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 10:50 a.m.

Chairman

ATTEST:

February 19, 2008

Secretary

Date