

**ACTION**  
**MINUTES OF THE PERSONNEL COMMITTEE MEETING**  
**OF THE**  
**HOUSING AUTHORITY OF THE COUNTY OF MONTEREY**  
**HELD ON MONDAY, JUNE 16, 2008**

Chair John Dalessio called the meeting to order at 10:12 a.m. Present: Commissioners, John Dalessio, Richard Rangel and Merri Bilek. Also Present: Jim Nakashima, Executive Director; Mary Jo Zenk, Deputy Executive Director; Jean Goebel, Director of Housing Management; Claudia Rivera, Assistant Director of Housing Management; Kelly Halcon, Human Resources Manager and Recorder: Caritina Carbajal

**COMMENTS FROM THE PUBLIC:**

None

**MINUTES**

A motion was made by Commissioner Bilek, seconded by Commissioner Rangel to approve the minutes of the May 19, 2008 Personnel Committee meeting. Motion carried

AYES: Richard Rangel, Merri Bilek

NOES: None

ABSENT: None

ABSTAIN: John Dalessio

**NEW BUSINESS**

**A. Resolution 2553: Approve Public Housing Admissions & Continued Occupancy Plan (ACOP)**

Ms. Goebel stated that this was a revision used from the Nan McKay template which is approved by HUD. She provided a copy of a spreadsheet that shows the changes to different chapters. She also clarified that the resident handbook would not have any changes. It's addressed to staff use as well as the public.

Commissioner Dalessio feels that the plan was poorly written and would like potential revisions to the ACOP on a quarterly basis.

It was decided by the Chair and Committee to approve the revisions as is and possibly bring back at a later date for review and changes.

Commissioner Rangel agrees with Commissioner Dalessio's comments and suggested to keep this as is and then bring back for amendments later so that the appropriate documents are available for HUD.

Commissioner Bilek would like to see the ACOP review and changes done as a Committee.

A motion was made by Commissioner Rangel, seconded by Commissioner Bilek, the Committee recommends this item be placed under New Business for full Board agenda.

AYES: John Dalessio, Richard Rangel, Merri Bilek

NOES: None

ABSENT: None

**B. Resolution 2554: Amend PHA Annual Plan**

Ms. Goebel stated that the PHA Plan must be amended because HUD requires for us to spell out what we are going to be working on in order to receive funds. This will be available on our website.

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

AYES: John Dalessio, Richard Rangel, Merri Bilek

NOES: None

ABSENT: None

June 16, 2008

Committee made recommendations for the items to be given to the board. Mr. Nakashima announced that Mr. Caldwell is the new President for MCHI.

Commissioner Rangel asked staff when the HAC presentation would take place for the HACM board and added that he would really like to see it. Mr. Nakashima stated that it would take place at the August Board meeting.

Commissioner Rangel would like staff to provide him with a list of the names of the HAC and MoCHA Board members.

Commissioner Rangel questioned why the Procurement Policy was on the follow-up memo since 2005. Ms. Zenk gave a brief explanation as to why it remains on the list incomplete. Commissioner Dalessio asked that the following statement be added beside this item for clarification; The present policy is board involved in contracts over \$100, 000 and selection of auditor and legal counsel.

Commissioner Rangel stated that Ms. Barbara Mulholland does and excellent job in the Procurement department. He also stated that he would like to see a Joint Board meeting with MCHI take place at least once a year to know what they are working on and learn of any progress with community involvement.

**D. Asset Management Training for PHA Boards -- Information Only**

Commissioner Dalessio and Rangel will take a look at the HUD on-line training and provide a recommendation to the board.

**INFORMATION**

**A. Human Resources Report May 2008/June 2008**

No Action Required.

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

Ms. Zenk announced the Section 8 waiting list would be open in the month of July for two weeks and flyers would be posted out at the sites and media would be notified as well. No Action Required.

**C. Legislative Update**

Some discussion took place regarding State Bill AB2818. Staff sent a letter from the Chair to state senators. No Action Required

**D. Media Update**

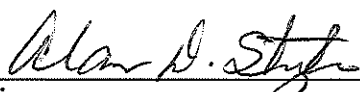
No Action Required

**COMMISSIONER COMMENTS**

Commissioner Dalessio asked staff to try the state parks employees for our scattered site homeownership units.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 12:04 p.m.

  
Chairman

ATTEST:

  
Secretary