



**PERSONNEL COMMITTEE AGENDA  
SPECIAL MEETING: FEBRUARY 13, 2019**

Time: 8:00 a.m.

HACA Board Room, 22941 Atherton Street, Hayward, CA 94541

*The public is welcome at all Personnel Committee meetings. If you wish to speak on a matter NOT on the Agenda, please file a Public Comment card with the Commission Clerk. Upon recognition by the Chairperson during Public Comment, state your name, comments and/or questions. Anyone wishing to address the Committee on an agenda item or on business introduced by the Committee may do so when the Chairperson calls for comments on the agenda item. Please be brief and limit your comments to the specific subject under discussion. NOTE: Only matters within the Personnel Committee's jurisdiction may be addressed.*

*To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Personnel Committee. The Chairperson has the discretion to further limit this time if warranted by the number of speakers.*

*The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, February 7, 2019 duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.*

**AMERICANS WITH DISABILITIES:** *In compliance with the Americans with Disabilities Act, if special assistance to participate in this meeting is needed, please contact the Housing Authority office at (510)727-8511. Notification at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable arrangements.*

**CALL TO ORDER / ROLL CALL**

**APPROVAL OF THE MINUTES OF THE JANUARY 9, 2019 MEETING**

**ACTION**

PAGE

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**PUBLIC COMMENT**

*On matters not on the Agenda*

**NEW BUSINESS**

ITEM NO.

**1.**

PERSONNEL RULE

**7.10**

DESCRIPTION

Approval, creation and promulgation of the list of eligibles resulting from the Housing Specialist exam.

**ACTION**

**6**

**ADJOURNMENT**

**MINUTES**  
**January 9, 2019**

**PERSONNEL COMMITTEE MINUTES  
SPECIAL MEETING: JANUARY 9, 2019  
TIME: 7:45 A.M.  
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

**SUMMARY ACTION MINUTES**

**CALL TO ORDER/ROLL CALL**

**Call to Order**

Housing Commission Chairperson Mark Gerry called the Personnel Committee meeting to order at 7:48 a.m.

**Roll Call**

Present: Cmr. Ballew, Gerry and Hannon.

**APPROVAL OF THE MINUTES OF THE NOVEMBER 14, 2018 PERSONNEL COMMITTEE MEETING**

Recommendation: Approve the minutes of the November 14, 2018 meeting as presented.

Motion/Second: Hannon/Ballew.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

**PUBLIC COMMENT - On matters not on the Agenda**

None.

**NEW BUSINESS**

<b><u>ITEM NO.</u></b>	<b><u>ACTION: ELECT A PERSONNEL COMMITTEE CHAIRPERSON</u></b>	<b><u>PERSONNEL RULE</u></b>
<b>1.</b>		<b>N/A</b>

Christine Gouig, Executive Director, presented the staff report. Ms. Gouig reported that former Housing Commissioner Marvin Peixoto was the long-time chairperson of the Personnel Committee. She stated that his departure from the Housing Commission creates a vacancy in the Personnel Committee Chairperson position and recommended that the Personnel Committee elect a new chairperson. After a brief discussion, Cmr. Hannon volunteered to serve as the Committee's Chairperson.

Recommendation: Approve Commissioner Michael Hannon as the Personnel Committee Chairperson.

Motion/Second: Ballew/Gerry.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

Chairperson Hannon chaired the remainder of the meeting.

<b><u>ITEM NO.</u></b> <b>2.</b>	<b><u>ACTION: AUTHORIZATION TO HOLD AN OPEN RECRUITMENT FOR THE FINANCE DIRECTOR CLASSIFICATION</u></b>	<b><u>PERSONNEL RULE</u></b> <b>6.16</b>
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Christine Gouig presented the staff report. Ms. Gouig reported that Cathy Leoncio, Finance Director, has announced that she will be retiring at the end of March 2019. Ms. Gouig stated that she plans to use a firm to recruit for this position as the position requires specific knowledge of government finance, particularly HUD's financial systems.

Recommendation: Authorize the Executive Director to hold an open recruitment for the Finance Director classification.

Commission Discussion: Cmr. Ballew and Ms. Gouig discussed training for the position. Cmr. Hannon and Ms. Gouig discussed the likelihood of receiving applications from internal candidates. Cmr. Gerry commented that Ms. Leoncio has been an excellent Finance Director and will be missed. Ms. Gouig praised Ms. Leoncio for her work. She commented that Ms. Leoncio is known throughout the state for her knowledge and expertise in the HCV program and that she will be greatly missed. Cmr. Hannon noted that Ms. Leoncio works very hard and is a complete professional.

<b><u>ITEM NO.</u></b> <b>3.</b>	<b><u>INFORMATION: PERSONNAL COMMITTEE ADVISED OF THE INTENT TO LIMIT THE NUMBER OF APPLICANTS WHO ARE INVITED TO THE FINANCE DIRECTOR INTERVIEWS</u></b>	<b><u>PERSONNEL RULE</u></b> <b>6.10</b>
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Christine Gouig presented the staff report. In accordance with HACA Personnel Rule 6.10, Ms. Gouig advised the Personnel Committee that staff intends to limit the number of qualified applicants who are invited to the Finance Director interviews.

Commission Discussion: Cmr. Hannon and Ms. Gouig discussed the origins of HACA's Personnel Rules and the role of the Personnel Committee. Ms. Gouig reported that the Personnel Rules were inherited from the County many years ago and that there are various sections in the Personnel Rules which require action by the Personnel Committee. She explained that from time to time staff will bring proposed amendments to the Personnel Rules for the Personnel Committee to consider.

**ADJOURNMENT**

There being no further business to discuss, Chairperson Hannon adjourned the meeting at 7:56 a.m.

Respectfully Submitted,

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Melissa Taesali  
Executive Assistant

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Christine Gouig  
Executive Director/Housing Commission Secretary

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**Approved:** Michael Hannon  
Personnel Committee Chairperson

# **NEW BUSINESS**

**February 13, 2019**

**ITEM NO.**    **ACTION: APPROVAL, CREATION AND PROMULGATION OF THE LIST OF**    **PERSONNEL RULE**  
**1.**            **ELIGIBLES RESULTING FROM THE HOUSING SPECIALIST EXAM**

On February 6, 2019, the Housing Authority conducted an exam for the Housing Specialist classification. Ten candidates were invited to the interview. The exam process included an interview panel and a written exercise. The recommended eligibility list will be distributed at your meeting. The names on the list are those who achieved an overall passing score