



**PERSONNEL COMMITTEE MEETING AGENDA**  
**Special Meeting: June 3, 2022**  
**Time: 1:30 p.m.**

Due to the COVID-19 public health emergency and in accordance with guidance from local and public health officers, the Personnel Committee has made several changes to its meetings to protect the public’s health and prevent the disease and its variants from spreading in our communities. At this time, the Personnel Committee meetings are teleconferenced, and the public may observe and/or participate through the Zoom video conferencing platform and/or by phone:

**JOIN BY ZOOM:**

<https://us02web.zoom.us/j/88460095724>

Meeting ID: 884 6009 5724

**JOIN BY PHONE:**

Dial: 1-888-788-0099

Meeting ID: 884 6009 5724

<b>MEETING AGENDA</b>		<b>PAGE</b>
<b>1. CALL TO ORDER / ROLL CALL</b>		
<b>2. RESOLUTION NO. 05-22 APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT CODE SECTION 54953(e) (AB361)</b>	<b>ACTION</b>	<b>2</b>
<b>3. PUBLIC COMMENT</b> - On matters not on the agenda The public may share their comments during the “Public Comment” period on the meeting agenda and these comments may be shared during the meeting in Zoom and/or by phone. The public may also submit written comment(s) to: <a href="mailto:melissat@haca.net">melissat@haca.net</a> . If the comment is on an item on the meeting agenda, please wait for the Chair to call for public comment on that agenda item. If submitting a written comment on an item on the meeting agenda, please include in the email your full name and the agenda item number. There is a time limit of 3 minutes for each public speaker. The Chair has the discretion to further limit this time if warranted by the number of public speakers.		
<b>4. MINUTES OF THE MAY 11, 2022 PERSONNEL COMMITTEE MEETING</b>	<b>ACTION</b>	<b>7</b>
<b>5. NEW BUSINESS</b>		
<b>5-1. Draft Executive Director Performance Evaluation Process</b>	<b>INFORMATION</b>	<b>12</b>
<b>6. ADJOURNMENT</b>		

# **TELECONFERENCING REQUIREMENTS**

## **RESOLUTION NO. 05-22**

**APPROVING THE IMPLEMENTATION OF TELECONFERENCING  
REQUIREMENTS UNDER GOVERNMENT CODE SECTION 54953(e) (AB361)**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: June 3, 2022

Subject: Consideration to Approve Resolution to Implement  
Teleconferencing Requirements Pursuant to Government Code  
section 54953 (e) (AB 361)

Exhibits Attached: Resolution No. 05-22

Recommendation: Adopt Resolution

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**BACKGROUND**

On March 17, 2020, to address the need for public meetings during the present public health emergency caused by the COVID-19 virus, Governor Newsom issued Executive Order No. N-29-20, suspending the existing requirements and criteria under the Brown Act, enabling public agencies to conduct their public agenda meetings by teleconference.

On June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021. Both these Executive Orders allowed public agencies to meet virtually without providing members of the public the right to access the locations from which members of the public agency's elected officials took part in meetings, thereby eliminating the access requirements under the standard Brown Act teleconference requirements.

On September 16, 2021, Governor Newsom signed into law, Assembly Bill ("AB") 361, amending Government Code section 54953 to provide authority and specific requirements for public agencies to continue to hold virtual meetings after September 30, 2021, during a proclaimed state of emergency and remain in compliance with the Brown Act (Gov. Code §§ 54950, *et seq.*).

**DISCUSSION**

The new law enacted by AB 361 requires a notice requirement which provides members of the public instructions on how to access the public agency's virtual meetings enabling members of the public to communicate directly with the agency's elected body during the allotted public comment time. In contrast, the prior Executive Orders issued by Governor Newsom limited public comments to only comments sent in advance of the meeting.

AB 361 also adds a procedural requirement requiring public agencies to adopt a resolution in advance of conducting any further virtual public meetings. Government Code section 54953(e) permits legislative bodies and public agencies to make decisions whether to hold virtual meetings at the time of the meeting.

Staff is recommending that your committee approve this resolution implementing the teleconferencing requirements pursuant to Government Code section 54953(e) as amended by AB 361. Upon approval of the resolution your committee may continue with the rest of the regular agenda.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**PERSONNEL COMMITTEE RESOLUTION NO.: 05-22**

**APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS  
UNDER GOVERNMENT CODE SECTION 54953 (e) (AB 361)**

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconference rules set forth in the California Open Meeting law, Government Code section 54950, et seq. (the “Brown Act”), which provided certain requirements were met and followed; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

**WHEREAS**, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, and;

**WHEREAS**, due to the seriousness of the current pandemic situation, the Housing Authority of the County of Alameda requires all employees to wear facial coverings indoors when not in a private office and remain socially distanced; and

**WHEREAS**, Government Code section 54953(e) requires that the public agency make additional findings every thirty (30) days to continue virtual meetings.

**NOW, THEREFORE, BE IT RESOLVED:**

1. All the above recitals are true and correct and are incorporated into this Resolution by this reference.
2. The Personnel Committee finds that state and local officials have imposed or recommended measures to promote social distancing.
3. The Personnel Committee therefore determines that it and its legislative body shall conduct their meetings virtually by teleconferencing in accordance with Government Code section 54953(e)

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA PERSONNEL COMMITTEE  
RESOLUTION NO.: 05-22: APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT CODE  
SECTION 54953 (e) (AB 361)  
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4. This Resolution expires thirty (30) days after the date of its adoption only to the extent required by law. Otherwise, this Resolution shall remain in effect until repealed by the Personnel Committee or pursuant to action by the Personnel Committee.

**PASSED, APPROVED AND ADOPTED** by the Personnel Committee of the Housing Commission of the Housing Authority of the County of Alameda on this 3rd day of June 2022 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**ATTEST:**

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Kurt Wiest  
Executive Director/Housing Commission  
Secretary

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Michael Hannon  
Personnel Committee Chairperson

**Adopted: June 3, 2022**

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**PERSONNEL COMMITTEE**  
**MEETING MINUTES**  
**May 11, 2022**



**SUMMARY ACTION MINUTES**

**PERSONNEL COMMITTEE**

**Special Meeting: May 11, 2022**

**Meeting Time: 9:00 a.m.**

*Due to the COVID-19 public health emergency and in accordance with guidance from local and public health officers, this meeting was conducted via the Zoom video conference platform and by phone.*

**1. CALL TO ORDER / ROLL CALL**

**CALL TO ORDER:**

Chairperson Hannon called the meeting to order at 9:01 a.m.

**ROLL CALL:**

**Present:**

Commissioner Pete Ballew

Chairperson Michael Hannon

Commissioner Angela Finley

Commissioner Yang Shao

Commissioner Mark Gerry

**2. RESOLUTION NO. 04-22 APPROVING THE IMPLEMENTATION OF  
TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT CODE SECTION  
54953(e) (AB361)**

Melissa Taesali, Executive Assistant, presented the staff report. Report received with no questions or comments from the Personnel Committee.

**Recommendation:** Adopt Resolution No. 04-22 approving the implementation of teleconferencing requirements under Government Code Section 54953(e) (AB361).

**Motion/Second:** Shao/Gerry.

Upon a roll call vote being taken the votes were:

Ayes: Cmsrs. Ballew, Finley, Gerry, Hannon, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

**3. PUBLIC COMMENT**

*On matters not on the agenda.*

None.

**4. MINUTES OF THE APRIL 13, 2022 PERSONNEL COMMITTEE MEETING**

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Recommendation: Approve the minutes of the April 13, 2022 Personnel Committee meeting as presented.

Motion/Second: Shao/Hannon.

Ayes: Cmr. Ballew, Finley, Gerry, Hannon, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

**5. NEW BUSINESS**

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**5-1. INFORMATION: DRAFT EXECUTIVE DIRECTOR PERFORMANCE EVALUATION PROCESS**

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Kurt Wiest, Executive Director, presented the staff report. Mr. Wiest reported that staff presented the draft of the Executive Director (ED) performance evaluation process to the Housing Commission at their regular meeting in April. He indicated that the Housing Commission asked staff work with the Personnel Committee to finalize the evaluation process then bring the final draft to the Housing Commission for their consideration. Documents titled, "Executive Director-Self Evaluation," "HACA Housing Commissioner's Feedback Form," and "Executive Director FY2022 Performance Evaluation" were shared on screen. Mr. Wiest explained the purpose of these documents and how they would be used to guide the evaluation process.

Commission Discussion: Cmr. Ballew expressed some concerns about tying the ED's performance to the operating budget. He commented that there are some factors outside of the ED's control, such as funding levels and fiscal constraints, which affect the budget. Cmr. Shao expressed similar concerns. Chairperson Hannon commented that he'd like for staff to provide an executive summary describing the ED's goals and that the summary should indicate if the goals are still in process. Cmr. Finley agreed with Cmr. Ballew and Shao and commented that the ED's performance should not be tied to the budget. She also expressed agreement with Chairperson Hannon about goal setting and reporting on those goals. She recommended that the ED set goals that are specific, measurable, achievable, relevant and time bound. Chairperson Hannon commented that it is important to include the Housing Commission Chairperson in this process as well. Cmr. Ballew and Chairperson Hannon discussed the idea of getting feedback from staff as part of the evaluation process. Chairperson Hannon suggested that the committee take some time to consider the draft process and provide their feedback to staff before staff presents the process to the full Housing Commission. He suggested that the committee meet prior to the June Housing Commission meeting to share their additional feedback and final comments before the finalized draft is presented to the full Housing Commission.

# **NEW BUSINESS**

**June 3, 2022**

**8. ADJOURNMENT**

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There being no further business to discuss Chairperson Hannon adjourned the Personnel Committee meeting at 9:34 a.m.

Respectfully submitted,

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Melissa Taesali  
Executive Assistant/Housing Commission Clerk

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Kurt Wiest  
Executive Director/Housing Commission Secretary

**Approved:**

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Michael Hannon  
Personnel Committee Chairperson

**HOUSING AUTHORITY OF ALAMEDA COUNTY**  
**PERSONNEL COMMITTEE AGENDA STATEMENT**

Meeting: June 3, 2022

Subject: HACA Executive Director Performance Evaluation Process

Exhibits Attached: Draft Evaluation Process

Recommendation: Receive information and forward recommendation for approval to the Housing Commission

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**BACKGROUND**

HACA's management classifications are reviewed annually using a standard methodology that has been in place for many years. However, there is currently no formal process in place for evaluating HACA's executive director's performance. At your committee's March meeting, staff introduced a process for the Executive Director's annual performance review. A formalized process for the executive director's performance review would ensure that the evaluations are conducted timely and consistently, that feedback is given, and that any adjustments to compensation, as a result of the performance evaluation, are given consideration. Your committee reviewed the proposed process and provided your feedback which was incorporated into a draft of the process and presented to the Housing Commission for their review at the Housing Commission's April meeting. The Housing Commission's Chairperson, Commissioner Peggy McQuaid, recommended that staff continue to work with the Personnel Committee to finalize the process. Staff met with your committee in May and presented the draft process along with evaluation form. Chairperson Hannon recommended that the committee review the draft of the process, provide additional feedback and comments then meet to finalize the draft before it is presented to the Housing Commission.

**DISCUSSION**

The proposed evaluation process, as presented at your May meeting, is attached. Committee members have been asked to submit their feedback to staff and staff will share this feedback and take any final comments on the draft. Your committee's recommendations and feedback will then be incorporated into a final draft that will be presented to the Housing Commission.

## **HACA Executive Director Performance Evaluation Procedures**

1. Members of the HACA Personal Committee (PC), led by the PC chair, have primary responsibility for the annual performance review of the Executive Director and report their findings to the Housing Commission no later than 3 months following the end of the HACA fiscal year.
2. The Executive Director delivers agency goals for the upcoming fiscal year to the Housing Commission as part of the annual budget review and approval process. These agency goals relate to HACA objectives during the upcoming fiscal year and are tied to resources allocated in the approved budget. The goals are reviewed and approved by the Housing Commission along with the annual budget in the June Housing Commission meeting.
3. In May the PC Chair reviews and makes any updates to the Executive Director's Performance Review forms.
4. In June the PC chair gives Self-Evaluation instructions to the Executive Director to complete. If the PC Chair is the same person as the Housing Commission Chair, the Housing Commission Chair will select another PC committee members to serve as the PC Committee Executive Director evaluation chair.
5. The Executive Director delivers the completed Self-Evaluation to the PC chair or designee prior to the July Housing Commission meeting.
6. The PC chair or designee distributes a Feedback Form and a copy of the completed Self-Evaluation to all Housing Commissioners at the July Housing Commission meeting. Commissioners complete the Feedback Form independently of each other and email it to the PC Chair for compilation. The feedback shall be for the period of the recently passed performance year (July 1 to June 30).
7. The PC chair will share the compiled results with the Housing Commission and discuss language to use in writing the performance review. The PC chair or designee and Housing Commission chair will complete a draft of the Performance Evaluation with assistance from the PC.
8. The Housing Commission shall discuss the draft Performance Evaluation in a closed session at the August Housing Commission meeting.
9. The PC Committee Chair or designee will finalize the Performance Evaluation reflecting the consensus reached at the closed session in August and email it to the Executive Director.
10. Prior to the September Housing Commission meeting, the PC chair or designee and Housing Commission chair will provide a final copy of the Performance Evaluation and discuss it with the Executive Director.
11. At the September Housing Commission meeting, the Executive Director and the Housing Commission will conclude the annual evaluation process. A brief confirmation that the evaluation has been concluded is all that is needed to be announced and documented in the minutes, unless it is necessary to have further discussion related to agency goals for the next year.
12. The Executive Director's compensation will be adjusted, if warranted by a determination of the Housing Commission, with an effective date of the beginning of the fiscal year following the review period.

## **Executive Director – Self Evaluation**

Please review the Executive Director Performance Evaluation Form and be prepared to comment on your performance, with specific examples.

Please prepare a memo that responds to the following items:

1. List the current HACA Agency goals that were approved or established by the Housing Commission for the current fiscal year and tell us where you are on them.
2. Give a short summary about the direction HACA is going and your role in progress.
3. Tell us how your leadership has affected the overall performance of the organization.
4. Explain your working relationships with staff, community partners, and the Housing Commission and tell us any strategies you have that enhance these relationships.
5. Describe any problems or concerns you feel need to be addressed in order to improve your performance. Include any professional development initiatives you feel are necessary.
6. Provided a summary of your performance throughout the review period by highlighting accomplishments, contributions, disappointments, and changes in your work responsibilities or role at HACA.

**HACA Housing Commissioner's Feedback Form**  
Executive Director Performance for FY2022

**Executive Director:** \_\_\_\_\_

1. How well did the Executive Director meet the current goals that were approved or established by the Housing Commission for this fiscal year? (See attached fiscal year goals.)

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2. How well did the Executive Director progress the direction of HACA?

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3. How has the Executive Director's leadership affected the performance of the organization?

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4. How well did the Executive Director build and maintain working relationships with staff, community partners and the Housing Commission?

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5. Were there any problems, concerns, or growth areas that the Executive Director addressed in order to improve individual performance?

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6. Please give a summary of the Executive Director's overall performance throughout this review period including accomplishments, contributions, disappointments, changes in work responsibilities, or role at HACA.

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**Additional Comments/ Significant Accomplishments**

Are there any other comments that you feel would help provide guidance, improve performance, or otherwise enable the Executive Director to succeed in leading the agency?

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Thank you for your participation. Please send your completed form to the Chair of the Personnel Committee.

Housing Commissioner completing this form:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Executive Director FY2022 Performance Evaluation

Executive Director: \_\_\_\_\_ Review Period: \_\_\_\_\_

## **Significant Accomplishments**

Example language: *(review #1 on self-eval and Housing Commissioner feedback forms)* You were given specific goals to... **(See Attached Goals)** These goals were reached by... This was achieved by... Your accomplishments for this review period were... etc.

## **Direction and Performance of HACA**

Example language: *(review #2 and #3 on self-eval and BOC feedback forms)* BHA is progressing towards..... You have collected best practice ideas... etc.

## **Leadership/ Communication**

Example language: *(review #3 and #4 on self-eval and Housing Commissioner feedback forms)* Your leadership was... Your relationships with.... You view individual differences as value-added... etc.

## **Professional Development**

Example language: *(review #5 on self-eval and Housing Commissioner feedback forms)* You have a keen eye on your own individual-development needs... Some areas to pay attention to are... Some progress we would like to see for the next performance year are... etc.

## **Additional Comments**

Example language: *(review #6 on self-eval and Housing Commissioner feedback forms)* You found creative ways to... etc.

PC Chair or designee: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Housing Commission Chair: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Please submit signed copies to Human Resources for placement in the personnel file.)*