



**PERSONNEL COMMITTEE AGENDA**  
**Special Meeting: February 10, 2021**  
**Time: 7:00 a.m.**

**COVID-19 UPDATE:** Based on guidance provided by the Centers for Disease Control Prevention, Alameda County Public Health officials and Governor Newsom’s Executive Orders, HACA’s office building is temporarily closed to the public and in-person meetings have been suspended until further notice. **The Personnel Committee will conduct this meeting on Zoom and by phone.**

<b>How to attend this meeting using the Zoom Video Conference platform:</b>		
Members of the public may listen, view, and/or participate in this meeting using Zoom. You may have to download the Zoom app, however, using Zoom and downloading the Zoom app is free. You can access the Zoom meeting through one of the following ways:		
<b>Click on this link:</b> <a href="https://us02web.zoom.us/j/88460095724">https://us02web.zoom.us/j/88460095724</a>	<b>OR</b> Use your computer or laptop and go to: <a href="https://zoom.us/join">https://zoom.us/join</a>  Type in/enter Meeting ID: <u>884 6009 5724</u>	<b>OR</b> Use your mobile device, e.g. a cell phone, iPad and/or tablet, download the Zoom app to your device. In the app tap on “Join Meeting” then type in/enter Meeting ID: <u>884 6009 5724</u>

<b>How to participate in this meeting by phone:</b>
Dial: 1-888-788-0099 then when prompted, enter Meeting ID: <u>884 6009 5724</u>

**PUBLIC COMMENT**

If you wish to comment on a matter NOT on the agenda please email your comment(s) to [melissat@haca.net](mailto:melissat@haca.net), no later than **5:00 p.m., on Tuesday, February 9, 2021**. Your comment(s) will be shared during the meeting when the Chairperson calls for Public Comment. If you are attending the meeting on Zoom or by phone please wait for the Chairperson to ask for comments from the public then upon recognition by the Chairperson, state your name, comments and/or questions. 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. Anyone wishing to address the Housing Commission on an agenda item or on business introduced by the Personnel Committee may do so when the Chairperson calls for comments on the agenda item. **NOTE: Only matters within the Personnel Committee’s jurisdiction may be addressed.** Thank you for your understanding and flexibility during the COVID-19 public health emergency. If you have any questions, please email [melissat@haca.net](mailto:melissat@haca.net) or call (510)727-8511.

(CONTINUED ON NEXT PAGE)



Housing Authority of the  
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

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<b>1. CALL TO ORDER / ROLL CALL</b>				
<b>2. APPROVAL OF THE MINUTES OF THE OCTOBER 14, 2020 MEETING</b>			<b>ACTION</b>	<b>PAGE</b> <hr/> 3
<b>3. PUBLIC COMMENT - On matters not on the Agenda</b>				
<b>4. NEW BUSINESS</b>				
	<b>PERSONNEL RULE</b>	<b>DESCRIPTION</b>		
<b>4-1.</b>	N/A	Amendments to the Personnel Committee Bylaws	<b>ACTION</b>	11
<b>4-2.</b>	1.2	Amendments to Personnel Rules – Rules 7.4, 21, 22, 24 and 25	<b>ACTION</b>	11
<b>4-3.</b>	5.4	Adoption of class specifications (Housing Specialist)	<b>ACTION</b>	14
<b>5. ADJOURNMENT</b>				