



PERSONNEL COMMITTEE MEETING
Special Meeting: July 14, 2021
Time: 7:15 a.m.

COVID-19 UPDATE: Based on guidance provided by the Centers for Disease Control Prevention, state and local public health officials, 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.**

How to attend this meeting using the Zoom Video Conference platform:		
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:		
Click on this link:	OR	OR
https://us02web.zoom.us/j/88460095724	Use your computer or laptop and go to: https://zoom.us/join	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>
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How to participate in this meeting by phone:
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, no later than **5:00 p.m., on Tuesday, July 13, 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. Upon recognition by the Chairperson, state your name, comments and/or questions. To allow the opportunity for all to speak, there is a time limit of 3 minutes 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 public speakers who wish to address the Personnel Committee. Public comments on an agenda item or on business introduced by the Personnel Committee may be made when the Chairperson calls for comments on the agenda item. **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 or call (510)727-8511.

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1. CALL TO ORDER / ROLL CALL

2. APPROVAL OF THE MINUTES OF THE FEBRUARY 10, 2021 MEETING

ACTION

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3. PUBLIC COMMENT - On matters not on the Agenda

4. NEW BUSINESS

**PERSONNEL
RULE**

DESCRIPTION

	PERSONNEL RULE	DESCRIPTION		
4-1.	5.4	Adoption of class specifications (Financial Accounting Manager and Procurement & Purchasing Manager)	ACTION	8
4-2.	N/A	Succession Planning and Recommendations for Organizational Changes	PRESENTATION	10