



**PERSONNEL COMMITTEE MEETING AGENDA**

Special Meeting Date: May 10, 2023

Time: 7:15 a.m.

Location: HACA Board Room, 22941 Atherton Street, Hayward, CA 94541-6633

*The meeting location is open to the public. Members of the public also have the option to observe and participate in the meeting remotely at the following link: <https://us02web.zoom.us/j/88460095724>*

*If attending in person and you wish to speak on a matter, please request a speaker slip from the Housing Commission Clerk, fill it out then return the speaker slip to her as soon as possible before the start of the meeting. Members of the public who are participating remotely should submit their written comment(s) to: [melissat@haca.net](mailto:melissat@haca.net).*

*For both in-person and remote attendees, if you wish to comment on a matter NOT on the Personnel Committee’s agenda, please wait until the Chairperson calls for PUBLIC COMMENT. To comment on a specific item on the meeting agenda, please wait for the Chairperson to call for public comments on that agenda item. There is a time limit of 3 minutes for each public speaker. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers.*

*The Brown Act restricts the Personnel Committee from discussing and/or acting on any matters that are not on the meeting agenda. Therefore, matters that are raised during public comment will be referred to staff. We want to ensure everyone feels comfortable participating in Personnel Committee meetings and is not intimidated by any public comments.*

**MEETING AGENDA**

**PAGE**

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|--------------------------------------------------------------|--------------------|----------|
| <b>1. CALL TO ORDER / ROLL CALL</b>                          |                    |          |
| <b>2. PUBLIC COMMENT - On matters not on the agenda</b>      |                    |          |
| <b>3. NEW BUSINESS</b>                                       |                    |          |
| <b>3-1. Executive Director Recruitment Plan and Timeline</b> | <b>INFORMATION</b> | <b>2</b> |
| <b>4. ADJOURNMENT</b>                                        |                    |          |

**NEW BUSINESS**  
**May 10, 2023**

**BACKGROUND INFORMATION**

<u>ITEM NO.</u>	EXECUTIVE DIRECTOR RECRUITMENT PLAN AND TIMELINE	<u>PERSONNEL RULE:</u>
3-1.		N/A

At the April Housing Commission meeting, Kurt Wiest, Executive Director, reminded the Housing Commission that he plans to retire at the end of the year and indicated that he will work with the Personnel Committee and the Housing Commission Chairperson on a recruitment plan.

HACA will work with William Avery & Associates, Inc. (Avery Associates), a management consulting firm based in Los Gatos, CA, that specializes in executive search and human resources/management consulting. HACA has worked with Avery Associates for numerous recruitments, including the previous Executive Director recruitment and the ongoing recruitment for Human Resources Manager. Paul Kimura from Avery and Associates will be participating at your committee's meeting on May 10 to discuss the recruitment plan and answer any question your committee may have.

**Recruitment Process**

Summarized below are the steps in the recruitment plan outlined by Avery and Associates:

1. Position Profile and Organizational Assessment. The previous position profile will be updated for the formal position announcement and used as a marketing tool.
2. Development of the Search Strategy and Advertising. Conduct a comprehensive outreach program supplemented by a focused targeted recruitment approach.
  - Candidate Assessment. Avery Associates will conduct several 'tiers' of evaluation which will include screening and for those who pass the initial screening stage, a formal interview with Mr. Kimura including a thorough discussion of experience, accomplishments, management philosophy and interpersonal style; and
  - preparation of a Candidate Assessment Report for those who best fit the position, including two initial reference interviews.
3. Candidate Presentation. Avery will prepare and present a Candidate Presentation Book, which includes a candidate summary sheet, resume, the Candidate Assessment Report and the reference reports.

4. Selection Process. Avery Associates will assist in the structuring of the interview process, including development of interview questions, and coordinate the scheduling. It will also serve as a liaison to candidates with respect to travel, etc. Avery Associates will sit in on the interviews.
5. Recruitment Closure. Assist HACA in the formulation of appropriate compensation and other employment arrangements, including assistance in negotiating an employment contract.

### **Housing Commission Role and Board of Supervisors Role**

The Housing Commission was not delegated the full authority to appoint the Executive Director. Therefore, the recruitment process includes not only the Housing Commission but also the Authority Commission, comprised of the Board of Supervisors and the two HACA Tenant Commissioners.

### **Personnel Committee's Tasks**

The Housing Commission's Personnel Committee (PC), along with the Housing Commission Chairperson, will take the lead for the Housing Commission.

- Along with HACA staff, the PC and Chairperson will meet with Avery Associates to finalize the recruitment plan.
- Once Avery Associates identifies potential candidates and prepares the Candidate Presentation Book, the PC/Chairperson and HACA staff will meet with Avery Associates to review the Book and determine which candidates to interview.
- The PC/Chairperson will interview the selected candidates and determine the three most qualified (as required by HACA procedures). It may also designate which candidate is the top candidate.
- The PC will forward its decision, along with any written comments, to the Authority Commission and the County Administrative Officer (CAO). It will report on its decision to the Housing Commission in a closed session at the Commission's next meeting.

### **Authority Commission Tasks**

The Authority Commission, comprised of the Board of Supervisors and the two HACA Tenant Commissioners, will:

- Interview the three candidates selected by the Housing Commission; the CAO may sit in on the interviews.
- If requested by the Authority Commission, Avery Associates will sit in on the interviews and provide assistance to the Authority Commission.
- The Authority Commission (likely through the CAO) will notify HACA of its selection.
- In the event the chosen candidate requests an employment contract, the PC will work with the candidate, Avery Associates and HACA staff<sup>1</sup> to develop such contract.
- The PC will recommend the draft final contract to the Authority Commission for approval (alternatively, the Authority Commission may delegate contract approval to the Housing Commission).

### **Timing**

In the event the new Executive Director is not on board by December 4, 2023, the Housing Commission may contract with a temporary replacement or a HACA staff member may be appointed to serve in an interim Executive Director position.

The proposed Executive Director recruitment timeline is on the following page.

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<sup>1</sup> HACA staff would not negotiate employment terms but would provide financial information as to benefits, costs and budgetary items.

### Proposed Executive Director Recruitment Timeline

<b>HACA, Avery, &amp; recruitment committee initial meeting</b>	May 10, 2023	Along with HACA staff, the Personnel Committee and Housing Commission Chairperson will meet with Avery and Associates to finalize recruitment plan.
<b>Finalize Job Announcement</b>	Late May – Early June	The job announcement does not require any Housing Commission action
<b>Job Announcement to Printer</b>	Mid-June	Considering that HACA and Avery completed an ED recruitment in 2019, HACA will be making minor updates to the job announcement that was used in the last ED recruitment.
<b>Mailings Out</b>	Mid to Late June	Seek out mailing/contact lists
<b>Internet postings/ads</b>	Early July	NAHRO, NAHRO-PSWRC, CLPHA, PHADA, NALHFA, NPH (Non-Profit Housing Assoc of Nor Cal), CAHA.
<b>Filing/Outreach Period</b>	Begins July 3, 2023	4 week outreach
<b>Final Filing Date</b>	August 4, 2023	
<b>Preliminary Interviews/Assessment/Referencing/Development of Candidate Books</b>	August 2023	Avery will qualify, interview, check initial references and complete formal assessment
<b>Selection of candidates for interviews w/ recruitment committee</b>	Target: September 13, 2023 <i>Personnel Committee Meeting</i>	Once Avery identifies potential candidates and prepares the Candidate Presentation Book, the PC along with the Housing Commission Chairperson and HACA staff will meet with Avery to review the book and determine the 3 most qualified. It may also designate which candidate is the top candidate.
<b>Candidate Interviews w/ Recruitment Committee and Selection of Final Candidates</b>	Early-Mid October	Interview candidates and select final candidates for interviews with Board of Supervisors
<b>Interviews with County Board of Supervisors</b>	Late October	Date TBD
<b>Appointment by County Board of Supervisors</b>	November 7, 2023 or November 14, 2023 <i>(latest)</i>	Date TBD
<b>Target Start Date</b>	December 4, 2023	Kurt's last working day in the office is 12/21 and retirement date is 12/31.