

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SPECIAL MEETING

Meeting Date/Time: February 5, 2025 at 7:45 a.m.

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

Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

- Item No. 1:** Call to Order and Roll Call
- Item No. 2:** Approval of the Minutes of the December 11, 2024 Personnel Committee Special Meeting
- Item No. 3:** Public Comment
On matters not on the agenda
- Item No. 4:** New Business
- Item No.4-1:** Authorization to Cancel the Eligibility List for the Housing Specialist Classification
- Item No. 5:** Adjournment

As a courtesy, and technology permitting, members of the public may continue to participate virtually by Zoom. However, HACA does not guarantee that the public's access to teleconferencing or videoconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. Should Zoom not be available, or become non-functioning, or should the Housing Commission otherwise encounter technical difficulties that make Zoom unavailable, the Housing Commission will proceed with business in person unless otherwise prohibited by law.

In-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. In-person and remote attendees who wish to comment on a matter NOT on the Housing Commission's agenda must wait until the Chairperson calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chairperson calls 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 Housing Commission from discussing and/or acting on any matters that are not on the meeting agenda. Therefore, matters not on the agenda that are raised during public comment will be referred to staff.

PERSONNEL COMMITTEE
MEETING MINUTES
December 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SUMMARY ACTION MINUTES

Special Meeting Date/Time: December 11, 2024 at 7:45 a.m.

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

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MEETING AGENDA

Item No. 1: Call to Order and Roll Call

Personnel Committee (PC) Chairperson Michael Hannon called the meeting to order at 7:48 a.m.

Commissioners present in the HACA Board Room:

Commissioner Pete Ballew

Commissioner Mark Gerry

Commissioner Michael Hannon (PC Chairperson)

Commissioner Yang Shao

Commissioners who were excused:

Commissioner Angela Finley

Item No. 2: Approve the Minutes of the September 11, 2024 and October 9, 2024 Personnel Committee Special Meetings

Report received with no questions or comments from the Personnel Committee.

Recommendation:

Approve the minutes September 11, 2024 and October 9, 2024 Personnel Committee Special meetings.

Motion/Second:

Commissioner Shao (motion) and Commissioner Ballew (second).

Upon a roll call of votes being taken, the votes were:

Ayes: Commissioners Ballew, Gerry, Hannon, and Shao.

Motion passed. Approved as recommended.

Item 3.: Public Comment

None.

Item 4.: New Business

Item No.4-1: Authorization to Cancel the Eligibility List for the Eligibility Technician Classification

Laura Broussard Rosen, Executive Director, presented the staff report. Ms. Broussard Rosen reported that a recruitment for the Eligibility Technician classification was held and an eligibility list for this classification was generated and subsequently approved. She indicated that HACA successfully hired the candidates who were ranked #1 and # 2 on that eligibility list. Ms. Broussard Rosen explained that HACA has remaining vacancies to fill in this classification but has determined after conducting second round interviews that the remaining candidates on the eligibility list would not be a suitable fit for these positions. Ms. Broussard Rosen requested that the Personnel Committee cancel the existing eligibility list so that staff can conduct a new recruitment for the Eligibility Technician classification and allow the opportunity to expand the pool of potential candidates.

Recommendation:

Cancel the existing eligibility list for the Eligibility Technician classification.

Commission Discussion:

Commissioner Ballew asked if the candidates on the existing list can reapply. Ms. Broussard Rosen said these candidates will be able to submit another application.

Motion/Second:

Commissioner Shao (motion) and Commissioner Gerry (second).

Upon a roll call of votes being taken, the votes were:

Ayes: Commissioners Ballew, Gerry, Hannon, and Shao.

Motion passed. Approved as recommended.

Item No. 5: Adjournment

There being no further business to discuss, Chairperson Hannon adjourned the meeting at 7:52 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

NEW BUSINESS
February 5, 2025

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE AGENDA STATEMENT

Meeting Date: February 5, 2025

Agenda Item No.4-1.: Authorization to cancel the eligibility list for the Housing Specialist Classification

Exhibits Attached: Housing Specialist Eligibility List

Recommendation: Cancel the existing eligibility list for the Housing Specialist classification.

DISCUSSION

Article 8 of the HACA Personnel Rules outlines the policies regarding employment lists and the certification process following recruitment. Specifically, Section 8.4 (E)(1) states that the eligibility lists are valid for one year, unless canceled or extended by the Personnel Committee.

HACA recently conducted a recruitment process to fill two Housing Specialist positions. As a result, an eligibility list was generated and approved by the Executive Director on July 31, 2024. Candidates ranked #1 and #5 were successfully hired in August 2024, and the candidate ranked #2 did not respond to a job offer and was removed from the list. There are two external candidates remaining on the eligibility list, ranked #3 and #4.

Currently, HACA has one vacancy to fill in this position. After conducting an additional round of interviews with both remaining candidates, it was determined that neither would be a suitable fit for the Housing Specialist position. This decision was based on several factors evaluated during their interviews, including their qualifications and overall alignment with the needs of the role.

At this time, HACA is requesting that the Personnel Committee cancel the existing eligibility list in order to initiate a new recruitment process for this critical position. Canceling the eligibility list will allow HACA to expand the pool of potential candidates for the Housing Specialist role.

Eligibility List

3650 – HOUSING SPECIALIST

The list Expires on July 31st, 2025

Candidate Name	Rank	Average Percentage
	1	87.83%
	2	82.50%
	3	77.00%
	4	74.33%
	5	72.83%

Approved By:



Laura Broussard Rosen
Executive Director

7/31/2024

Date Approved