

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SPECIAL MEETING

Special Meeting Date/Time: October 2, 2025 at 9:00 a.m.

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

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 August 13, 2025 Personnel Committee Special Meeting**
- Item No. 3.:** **Public Comment**
On matters not on the agenda
- Item No. 4.:** **Closed Session - Public Employee Evaluation: Executive Director**
Pursuant to Government Code §54957
- 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 Personnel Committee otherwise encounter technical difficulties that make Zoom unavailable, the Personnel Committee 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
August 13, 2025

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SUMMARY ACTION MINUTES

Special Meeting Date/Time: August 13, 2025 at 8:00 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

Call to Order

Chairperson Ballew called the Personnel Committee's Special meeting of August 13, 2025, to order at 8:00 a.m.

Roll Call

Commissioners present in the HACA Board Room:

Commissioner Pete Ballew (Chairperson)

Commissioner Mark Gerry

Commissioner Scott Sakakihara (Vice Chairperson)

Commissioner Yang Shao

Commissioners who were excused:

Commissioner Angela Finley

Item No. 2: Approval of the Minutes of the Personnel Committee's Special Meeting of May 14, 2025

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

Recommendation:

Approve the minutes of the May 14, 2025 Personnel Committee Special meeting as presented.

Motion/Second:

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

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

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

Motion passed. **Approved as recommended.**

Item No. 3: Public Comment - *On matters not on the agenda.*

None.

Item No.4: Closed Session: Considering the Appointment, Employment, Evaluation of Performance, Discipline, or Dismissal of a Public Employee

Pursuant to Government Code § 54957, subd. (b)(1).

The Personnel Committee entered into a closed session at 8:01 a.m. and returned to open session at 8:07 a.m. Chairperson Ballew reported that there were no reportable actions taken in the closed session.

Item No.5.: New Business

Item No.5-1.: Authorization to Cancel the Eligibility List for the Housing Programs Manager Classification

Laura Broussard Rosen, Executive Director, introduced this item, and Mildred Otis, Human Resources Manager, presented the staff report.

Ms. Otis explained that HACA has 2 Housing Programs Manager positions and conducted a recruitment at the end of 2024 to fill one of the positions that had been vacant. completed recruitment for 1 of the Housing Programs Manager positions that was vacant. She explained that an eligibility list was established as a result of this recruitment and HACA filled the position.

Ms. Otis reported that this position is vacant again. She stated that HACA conducted a second round of interviews and thorough reassessment of the remaining candidates on the eligibility list and determined that these remaining candidates do not meet the specific needs for this role. Ms. Otis recommended that the Personnel Committee cancel the current eligibility list for the Housing Programs Manger position to allow HACA to begin a new recruitment process aimed at attracting a broader pool of qualified candidates for this critical management position.

Recommendation:

Authorize the cancellation of the existing eligibility list for the Housing Programs Manager classification.

Motion/Second:

Vice Chairperson Sakakihara (motion) and Commissioner Shao (second).

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

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

Motion passed. **Approved as recommended.**

Item No.6.: Closed Session: Public Employee Evaluation: Executive Director

Pursuant to Government Code §54957

The Personnel Committee went into a closed session at 8:09 a.m. and returned to open session at 9:01 a.m.

Item No. 5: Adjournment

There being no further business to discuss, Chairperson Ballew adjourned the meeting at 9:01 a.m.

Respectfully submitted,

Melissa Taesali

Executive Assistant/Housing Commission Clerk

CLOSED SESSION

October 2, 2025

*Public Employee Evaluation: Executive Director
Pursuant to Government Code §54957*