

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SPECIAL MEETING

Special Meeting Date/Time: December 16, 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 November 17, 2025 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 Administrative Analyst 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 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
November 17, 2025

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SUMMARY ACTION MINUTES

Special Meeting Date/Time: November 17, 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 November 17, 2025 to order at 8:00 a.m.

Chairperson Ballew thanked Vice Chairperson Sakakihara for stepping in to chair the Personnel Committee meeting in October.

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

Chairperson Ballew noted that Commissioner Goldstein was also in attendance.

Item No. 2: Approval of the Minutes of the October 2, 2025 Personnel Committee Special Meeting

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

Recommendation:

Approve the minutes of the October 2, 2025 Personnel Committee Special meeting as presented.

Motion/Second:

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

Ayes: All.

Motion passed. **Approved as recommended.**

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

None.

Item No.4: Report on Management Compensation Analysis (Information Only)

Laura Broussard Rosen, Executive Director, presented the staff report. Ms. Broussard Rosen explained that in October 2024, the Housing Commission directed staff to conduct a comprehensive compensation analysis for all HACA management positions and review methodologies for determining cost-of-living adjustments (COLA) for management employees.

Ms. Broussard Rosen stated that, following a solicitation process, HACA engaged CBIZ Compensation Consulting Services (CBIZ) to perform the analysis. She reported that CBIZ initiated the compensation analysis in May 2025 and is now prepared to present their findings.

Ms. Broussard Rosen introduced the CBIZ team, Ryan Blackwell, Director, Compensation Consulting, and Taylor Sprague, Compensation Consultant, who joined via Zoom and shared their presentation on screen. In their presentation, Mr. Blackwell and Mr. Sprague, described the scope of the study, detailed the study methodology which included the use of job analysis questionnaire and peer market survey, discussed the results of the analysis and their recommendations.

Commissioner Shao asked about HACA's leave benefits and how these benefits compare within the job market. Mr. Blackwell indicated that he would look at that data and get back to Commissioner Shao on that question.

Commissioner Goldstein and Ms. Broussard Rosen discussed the COLA for represented staff and management employees. Commissioner Goldstein asked whether HACA has salary compaction rules or any policies that automatically trigger salary increases. Ms. Broussard Rosen clarified that HACA does not have such policies and explained that there are salary ranges. She reiterated that the COLA is not automatic for the represented staff or the management employees. Ms. Broussard Rosen further explained that each year, staff conducts a COLA survey to determine and recommend an average adjustment for management employees, which is then presented to the Housing Commission for approval. She also explained that the COLA for the represented employees is negotiated through the labor contracts negotiations process. Ms. Broussard Rosen added that historically, management employees receive the same COLA as the represented employees and that management employees would not receive a higher COLA.

Commissioner Goldstein and Ms. Broussard Rosen briefly discussed the impact of salary adjustments on retirement. Ms. Broussard Rosen indicated that changes to the salaries and salary ranges become part of the official record that are reported to the Alameda County Employees Retirement Association (ACERA). They also discussed the management salary ranges and the Executive Director employment agreement.

Mr. Blackwell responded to Commissioner Shao's question about HACA's leave benefits and provided a brief comparison to market standards. He noted that, on average depending on an employee's accrual rates, HACA offers approximately 4 additional vacation days and 1 additional

sick day compared to the market.

Chairperson Ballew and Ms. Broussard Rosen discussed the budget. Ms. Broussard Rosen clarified that the \$13 million budgeted amount is based on HACA's operating budget. Chairperson Ballew asked for clarification on the phrase, "age the data." Mr. Blackwell clarified that this phrase relates to the process of data collection and analysis. He explained that when trying to use slightly older compensation data to inform present and future decisions, they aged the data forward to approximate where those wages are expected to be in the same period next year. Chairperson Ballew and Mr. Blackwell also discussed attractive entry-level pay and whether "soft benefits" such as culture, retention, or transportation costs are considered in the analysis. Mr. Blackwell clarified that while those benefits do have value, CBIZ looks at quantifiable data with a dollar value cost. Chairperson Ballew asked for the cost of the survey and the number of management positions. Ms. Broussard Rosen indicated that she will report back with the cost of the survey and that there were 16 total management positions.

Item No.5.: Adjournment

There being no further business to discuss, Chairperson Ballew adjourned the meeting at 8:48 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

NEW BUSINESS
December 16, 2025

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE AGENDA STATEMENT

Meeting Date: December 16, 2025

PC Agenda Item No.4-1: Authorization to cancel the eligibility list for the Administrative Analyst classification

Exhibits Attached: Administrative Analyst Eligibility List

Recommendation: Cancel the existing eligibility list for the Administrative Analyst classification.

BACKGROUND

Article 8 of the HACA Personnel Rules provides guidelines for employment lists and the certification process following recruitment. According to Section 8.4 (E)(1), eligibility lists remain valid for one year unless canceled or extended by the Personnel Committee.

HACA has three Administrative Analyst positions. In June 2025, HACA conducted a recruitment process to fill one vacant Administrative Analyst position, which resulted in an eligibility list that was approved by the Executive Director on August 11, 2025. The candidate who ranked #1 was successfully hired in September 2025.

DISCUSSION

Due to a recent promotion, there is now another vacant Administrative Analyst position to fill.


The current eligibility list consists of three remaining candidates. However, candidate #2 has decided to withdraw from the process, leaving candidates #3 and #4 still on the list. Based on the assessment of candidates #3 and #4 in the second round of interviews, HACA has determined that these candidates do not adequately meet the specific needs for the Administrative Analyst role.

In light of this assessment, HACA recommends that the Personnel Committee cancel the current eligibility list for the Administrative Analyst position. This step will allow HACA to initiate a new recruitment process to attract a wider and more diverse pool of candidates who can better align with the goals and needs of the agency for this important position.

Eligibility List

3659 - Administrative Analyst

The list expires on August 11, 2026

Candidate Name	Rank	Average Percentage
	1	87.04%
	2	83.05%
	3	79.30%
	4	78.79%

Approved By:



Laura Broussard Rosen
Executive Director

08/11/2025

Date Approved