

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SPECIAL MEETING

Special Meeting Date/Time: June 10, 2026, at 7:45 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 the Personnel Committee Special Meeting of December 16, 2025
- 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 Clerk Classification
- Item No. 5.:** Adjournment

The Housing Commission's Personnel Committee (PC) meetings are held in person and open to the public. All reports and supporting material for the meeting are available on the internet at <https://www.haca.net/housing-commission/> and in the Office of the Secretary at 22941 Atherton Street in Hayward. Members of the public may also participate virtually by Zoom. The Housing Commission does not guarantee that the public's Zoom access will be free from interruption or technical difficulties. Should Zoom not be available, the PC Chairperson may, at his/her discretion, continue the meeting in person if no Housing Commissioner is participating in the meeting through teleconference. If a Housing Commissioner is participating in the meeting through teleconference, and Zoom access is interrupted, then the PC shall take no further action in open session until Zoom access is restored.

In-person attendees who wish to speak on a matter are invited to request a speaker slip from the Housing Commission Secretary, fill it out, and return it to the Secretary as soon as possible. Remote attendees who wish to address the PC on Zoom should click on "raise hand" when the item they wish to speak on is called. The Secretary will activate and unmute speakers in turn. Written comments may be submitted at least 24 hours in advance of the meeting to melissat@haca.net. If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. All attendees who wish to comment on a matter NOT on the PC's agenda must wait until the Chairperson calls the Public Comment item. Comments on specific agenda items will take place when the Chairperson calls for public comments on that agenda item. There is a time limit of three minutes for each public speaker. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers.

Persons requesting accommodation for a disability should contact melissat@haca.net at least 24 hours prior to the meeting.

PERSONNEL COMMITTEE
MEETING MINUTES
December 16, 2025

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SUMMARY ACTION MINUTES

Special Meeting Date/Time: December 16, 2025, at 9:00 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 December 16, 2025 to order at 9:00 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 Scott Sakakihara (Vice Chairperson)

Commissioner Yang Shao

Commissioners who were excused:

Commissioner Angela Finley

Commissioner Mark Gerry

Chairperson Ballew noted that Commissioner Goldstein was also in attendance.

Item No. 2: Approval of the Minutes of November 17, 2025 Personnel Committee Special Meeting

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

Recommendation:

Approve the minutes of the November 17, 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: Authorization to Cancel the Eligibility List for the Administrative Analyst Classification (Action)

Laura Broussard Rosen, Executive Director, presented the staff report. Ms. Broussard Rosen reported that there is currently a vacancy in the Administrative Analyst classification due to a recent promotion. She indicated that although there is a current eligibility list for the position, staff is requesting that this eligibility list be cancelled.

Ms. Broussard Rosen explained that 3 candidates remained on the eligibility list. She further explained that one candidate withdrew from the process, and the remaining two candidates participated in a second round of interviews. Ms. Broussard Rosen reported that following the assessments of the remaining candidates, staff determined not to move forward with either candidate.

Ms. Broussard Rosen recommended that the Personnel Committee cancel the current Administrative Analyst eligibility list to allow staff to proceed with a new recruitment for this classification.

Recommendation:

Cancel the existing eligibility list for the Administrative Analyst classification.

Commission Discussion:

Chairperson Ballew asked whether it would be possible to remove this administrative process from the Personnel Committee. Ms. Broussard Rosen explained that the process is currently dictated by HACA's Personnel Rules. She noted that, in the past, there had been discussions with the former HR Manager regarding potential changes to certain administrative processes that are brought to the Personnel Committee. Ms. Broussard Rosen added that a comprehensive review of the Personnel Rules is planned and currently on staff's radar. She indicated that as part of this review, this and other administrative processes that require some level of PC authorization and approval will be evaluated and that staff will seek input from the PC on any recommended changes to these processes.

Motion/Second:

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

Ayes: All.

Motion passed. **Approved as recommended.**

Item No.5.: Adjournment

There being no further business to discuss, Chairperson Ballew adjourned the meeting at 9:05 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

NEW BUSINESS

June 10, 2026

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE AGENDA STATEMENT

Meeting Date: June 10, 2026

PC Agenda Item No. 4-1: Authorization to Cancel the Eligibility List for the Administrative Clerk Classification

Exhibits Attached: Administrative Clerk Eligibility List

Recommendation: Cancel the existing eligibility list for the Administrative Clerk 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 nine Administrative Clerk positions. In October 2025, HACA conducted a recruitment process to fill vacant Administrative Clerk positions, resulting in an eligibility list that was approved by the Executive Director on December 10, 2025. The candidate ranked #1 was hired in February 2026, and the candidate ranked #2 was hired in March 2026.

DISCUSSION

Due to a recent resignation, there is now another vacant Administrative Clerk position to fill.


The current eligibility list consists of 5 remaining candidates. However, candidate #3 has decided to withdraw from the process, and candidate #6 applied and was hired for the Account Specialist classification, leaving #4, #5, and #7 on the list. Based on the assessment of the three remaining candidates in the second round of interviews, HACA has determined that these candidates do not adequately meet the specific needs for the Administrative Clerk role.

In light of this assessment, HACA recommends that the Personnel Committee cancel the current eligibility list for the Administrative Clerk position. This step will allow HACA to initiate a new recruitment process to attract a new pool of candidates who meet the agency's needs for this position.

ELIGIBILITY LIST

3618 – Administrative Clerk

List Expires: December 10, 2026

Candidate Name	Rank	Average Percentage
	1	87.83%
	2	83.17%
	3	79.33%
	4	78.33%
	5	78.17%
	6	77.83%
	7	77.00%

Approved By:



Laura Broussard Rosen
Executive Director

12/10/2025

Date Approved