

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
PERSONNEL COMMITTEE SPECIAL MEETING**

Special Meeting Date: July 22, 2026

Time: 7:00 a.m.

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

MEETING AGENDA

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| Item No. 1.: | Call to Order and Roll Call |
| Item No. 2.: | Approval of the Minutes of the Personnel Committee Special Meeting of June 10, 2026 (Action) |
| 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 Account Specialist Classification (Action) |
| Item No.4-2.: | Closed Session
<i>Pursuant to Government Code § 54957
Appointment, Employment, Evaluation of Performance, Discipline, or
Dismissal of a Public Employee</i> |
| Item No.4-3.: | Closed Session
<i>Pursuant to Government Code §54957
Public Employee Performance Evaluation: Executive Director</i> |
| Item No.5.: | Return to Open Session |
| Item No.6.: | Adjournment |

(SEE GUIDELINES FOR PARTICIPATION ON NEXT PAGE)

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PERSONNEL COMMITTEE SPECIAL MEETING

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GUIDELINES FOR PARTICIPATION

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

June 10, 2026

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SUMMARY ACTION MINUTES

Special Meeting Date/Time: June 10, 2026, 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

Call to Order

Chairperson Ballew called the Personnel Committee's Special meeting of June 10, 2026 to order at 7:45 a.m.

Chairperson Ballew stated for the record Commissioners Helen Mayfield, Michael McCorriston and Daniel Goldstein were present in the room but observing only.

Commissioner Finley joined the meeting remotely after the roll call was taken. Chairperson Ballew confirmed that their audio and video were working. He asked Commissioner Finley to disclose if there were any adults, 18 years of age or older, present in the room where they were participating from and Commissioner Finley stated that there were none.

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 participating via Zoom:

Commissioner Angela Finley

Item No. 2: Approval of the Minutes of the Personnel Committee Special Meeting of December 16, 2025

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

Recommendation:

Approve the minutes of the Personnel Committee Special Meeting of December 16, 2025 as presented.

Motion/Second:

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

Upon roll call of the votes, the votes were:

Ayes: Commissioners Ballew, Gerry, Sakakihara and Shao

Abstain: Commissioner Finley

Motion passed. **APPROVED AS RECOMMENDED.**

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

None.

Item No.4: New Business

Item No.4-1: Authorization to Cancel the Eligibility List for the Administrative Clerk Classification (Action)

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

Ms. Otis reported that a recruitment for the Administrative Clerk job classification was completed earlier this year, resulting in the establishment of an Administrative Clerk Eligibility list. She explained that the candidates who were ranked #1 and #2 were hired successfully in February and in March, candidate #3 withdrew from the process, candidate #6 accepted the position for another job classification at HACA, and that candidates #4, #5, and #7 remain on the eligibility list.

Ms. Otis further reported that there is currently a vacancy in the Administrative Clerk job classification and that the remaining candidates on the eligibility list were interviewed in a second round of interviews, however, staff determined that none of the remaining candidates were a good fit for HACA. Ms. Otis stated that staff is recommending that the Personnel Committee authorize the cancellation of the current Administrative Clerk eligibility list so that HACA can start a new recruitment for this classification.

Recommendation:

Cancel the current eligibility list for the Administrative Clerk classification.

Commission Discussion:

None. Report received with no questions or comments from the Personnel Committee.

Motion/Second:

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

Upon roll call of the votes, the votes were:

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

Motion passed. **APPROVED AS RECOMMENDED.**

Item No.5.: Adjournment

There being no further business to discuss, Chairperson Ballew adjourned the meeting at 7:50 a.m.

Respectfully submitted,

Melissa Taesali

Executive Assistant/Housing Commission Clerk

NEW BUSINESS
July 22, 2026

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE AGENDA STATEMENT

Meeting Date: July 22, 2026

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

Exhibits Attached: Account Specialist Eligibility List

Recommendation: Cancel the existing eligibility list for the Account Specialist 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 five Account Specialist positions. In December 2025, HACA conducted a recruitment process to fill one vacant Account Specialist position, resulting in an eligibility list approved by the Executive Director on February 3, 2026. The candidate ranked #3 declined an offer, and candidate #2 was hired in March 2026.

DISCUSSION

There is now another vacant Account Specialist position to fill.

The eligibility list consisted of two remaining candidates at the time of the new vacancy. However, candidate #1 declined an offer, leaving candidate #4 on the list. Based on the assessment of the remaining candidate, HACA has determined that the candidate does not adequately meet the specific needs for the Account Specialist role.

In light of this, HACA recommends that the Personnel Committee cancel the current eligibility list for the Account Specialist position. This step will allow HACA to initiate a new recruitment process to attract a new pool of candidates.

ELIGIBILITY LIST

3622 - Account Specialist

List Expires: February 3, 2027

Candidate Name	Rank	Average Percentage
[REDACTED]	1	89.00%
[REDACTED]	2	74.67%
[REDACTED]	3	71.00%
[REDACTED]	4	70.00%

Approved By:



Laura Broussard Rosen
Executive Director

02/03/2026

Date Approved

CLOSED SESSION

July 22, 2026

**Pursuant to Government Code § 54957
Appointment, Employment, Evaluation of Performance,
Discipline, or Dismissal of a Public Employee**

HACA AGENDA ITEM NO.4-3.

CLOSED SESSION

July 22, 2026

Pursuant to Government Code §54957

Public Employee Performance Evaluation: Executive Director