

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SPECIAL MEETING

Meeting Date/Time: December 11, 2024 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:** Approve the Minutes of the September 11, 2024 and October 9, 2024 Personnel Committee Special Meetings
- 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 Eligibility Technician Classification
- Item No. 5:** Adjournment

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
September 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SUMMARY ACTION MINUTES

Special Meeting Date/Time: September 11, 2024 at 7:15 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

Personnel Committee (PC) Chairperson Michael Hannon called the meeting to order at 7:19 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 12, 2023 Personnel Committee Special Meeting

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

Recommendation:

Approve the minutes of the September 12, 2023 Personnel Committee Special Meeting.

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

Erica S., a member of the public, commented on her experience with HACA during the porting process and described the issues she encountered.

Item 4.: New Business

Item No.4-1: Approve Revisions to the Personnel Committee Bylaws

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that staff has been working with Alameda County Office of County Counsel to ensure consistency across the Housing Commission's standing sub-committees and that counsel reviewed the Personnel Committee's bylaws as part of this process. She stated that staff is proposing revisions to bylaws to improve the overall organization of the provisions within the bylaws and to provide additional clarification for the committee's structure and meeting format. Ms. Broussard Rosen stated for the record that there is a typo in the report attachment and stated the correction. She recommended that the Personnel Committee approve the proposed revisions to the bylaws and forward their recommendation to the Housing Commission to formally adopt a resolution at their regular meeting to approve the revised bylaws.

Recommendation:

Approve the proposed revisions to the Personnel Committee bylaws.

Motion/Second:

Commissioner Gerry (motion) and Commissioner Shao (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.4-2: Adopt Classification Specifications: Housing Inspector

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that the Housing Inspector job classification has not been updated since 2005. She also reported that staff is planning to recruit for the Housing Inspector classification due to the recent retirement of two Housing Inspectors who were both in this job classification for more than 20 years. Ms. Broussard Rosen summarized the substantive revisions that staff is proposing to update the job classification so that it accurately reflects the current organizational structure, incorporates the use of technology in conducting inspections, and references the required knowledge, skills and abilities currently required for this classification. Ms. Broussard Rosen reported that on August 29, 2024, HACA met with SEIU Local 1021 to review the proposed changes, and they agreed to the revisions. She recommended that the Personnel Committee approve the proposed revisions to the Housing Inspector classification specifications.

Recommendation:

Adopt the classification specifications for Housing Inspector.

Commission Discussion:

Commissioner Shao and Ms. Broussard Rosen discussed the timing of the retirement of the 2 Housing Inspectors. Commissioner Shao asked if contracting out the housing inspections is

more cost effective. Ms. Broussard Rosen commented that HACA currently uses a contractor for most of its housing inspections but that it would be practical to have at least one Housing Inspector on staff to cover additional inspections and those that may be urgent. She indicated that HACA intends to hire one Housing Inspector for the 2024-2025 fiscal year. Commissioner Shao and Ms. Broussard Rosen briefly discussed how inspections are measured for the Section Eight Management Assessment Program (SEMAP) and how the inspections reporting might impact SEMAP scores.

Commissioner Ballew recommended that staff include language about Housing Inspectors implementing best practices for energy efficiency.

Chairperson Hannon and Ms. Broussard Rosen discussed the differences between the U.S. Department of Housing and Urban Development (HUD) Housing Quality Inspections standards and state housing code standards. Chairperson Hannon expressed concerns about the minimum qualifications and experience required for this position. Ms. Broussard Rosen indicated that all job classifications at HACA need to undergo a comprehensive review and assessment for minimum qualifications.

Commissioner Shao noted that the proposed HR Analyst item that is coming up on the agenda contains language requiring a driving record acceptable to HACA's insurance provider, but this job classification does not. He recommended that staff add language to the Housing Inspector job classification specifications since this person will be driving out in the field. Ms. Broussard Rosen agreed.

Amended Recommendation:

Adopt the classification specifications for Housing Inspector with language added to include criteria for an acceptable driving record.

Motion/Second:

Commissioner Gerry (motion) and Commissioner Shao (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.4-3. Adoption of Classification Specifications: Human Resources Analyst

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that HACA's HR Department has undergone significant changes in staffing since 2021. She introduced Mildred ("Milly") Otis, HACA's Human Resources Manager and explained that Ms. Otis has been working closely with Administration to actively evaluate and assess the needs of the HACA HR department since joining HACA in July 2023. Ms. Broussard Rosen stated that the department requires a support position with a higher level of skill and experience in human resources functions.

Ms. Broussard Rosen stated that staff is proposing to reestablish the Human Resources Analyst job classification. She explained that this position has not been utilized by HACA for many years and will provide the essential professional-level management support that the department needs. Ms. Broussard Rosen recommended that the Personnel Committee approve the proposed job classification specifications for the Human Resources Analyst.

Recommendation:

Adopt the Human Resource Analyst job classification specifications as presented.

Commission Discussion:

Commissioner Shao asked how urgently the position is needed. Ms. Broussard Rosen indicated that the position is critical to the HR Department and that upon approval by the full Housing Commission, staff would begin the plans for recruitment.

Commissioner Ballew and Ms. Broussard Rosen discussed the support role that this person would have during labor contract negotiations.

Commissioner Hannon and Ms. Broussard Rosen discussed how this role would support recruitments at HACA.

Motion/Second:

Commissioner Gerry (motion) and Commissioner Shao (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 7:51 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

PERSONNEL COMMITTEE
MEETING MINUTES
October 9, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE SPECIAL MEETING

SUMMARY ACTION MINUTES

Meeting Date/Time: October 9, 2024 at 7:15 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

Personnel Committee (PC) Chairperson Michael Hannon called the meeting to order at 7:18 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 absent:

Commissioner Angela Finley

Item No. 2: Approve the Minutes of the September 11, 2024 Personnel Committee Special Meeting

Laura Broussard Rosen reported that the meeting minutes for September 11, 2024 were inadvertently omitted from the agenda packet and requested that the Personnel Committee defer action on this item until the next PC meeting.

Chairperson Hannon moved on to the next item on the meeting agenda.

Item No. 3.: Public Comment

None.

Item No. 4.: New Business

Item No.4-1.: Closed Session

*Pursuant to Government Code §54957(a)
Public Employee Evaluation Process: Executive Director*

The Personnel Committee went into a Closed Session at 7:19 a.m.

Item No.4-2.: Return to Open Session

The Personnel Committee returned to open session at 7:54 a.m. Chairperson Hannon reported that no reportable actions were taken in the closed session.

Item No.5.: Adjournment

There being no further business to discuss, Chairperson Hannon adjourned the meeting at 7:54 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

NEW BUSINESS
December 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

PERSONNEL COMMITTEE AGENDA STATEMENT

Meeting Date: December 11, 2024

Agenda Item No.4-1.: Authorization to cancel the eligibility list for the Eligibility Technician classification

Exhibits Attached: Eligibility Technician Eligibility List

Recommendation: Cancel the existing eligibility list for the Eligibility Technician classification.

DISCUSSION

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

HACA previously undertook a recruitment process to fill the Eligibility Technician position. As a result of this recruitment, an eligibility list was generated and was subsequently approved by the Executive Director on August 9th, 2024. Candidates who were ranked #1 and #2 were successfully hired in September 2024; however, HACA has remaining vacancies to fill.

At present, there are two external candidates left on the eligibility list, ranked #3 and #4. However, after conducting a second round of interviews with both candidates, it was concluded that neither would be a suitable fit for the Eligibility Technician position. This decision was based on several factors evaluated during their interviews, including their qualifications and overall alignment with the needs of the position.

At this time, HACA is requesting that the Personnel Committee cancel the existing eligibility list so that staff can conduct a new recruitment to fill this critical position. Canceling the eligibility list will allow the opportunity to expand the pool of potential candidates to fill the Eligibility Technician position.

Eligibility List

3635 – Eligibility Technician

The list Expires on August 9, 2025

Candidate Name	Rank	Average Percentage
	1	95.38%
	2	86.00%
	3	82.50%
	4	82.38%

Approved By:



Laura Broussard Rosen
Executive Director

8/9/2024

Date Approved