

**Minutes of the Regular Meeting
Of the Board of Commissioners of the
Housing Authority of the City of Upland, CA
Held Monday, June 13, 2016 - 4:30 P.M.**

The Board of Commissioners of the Housing Authority of the City of Upland, CA met in regular session at Upland City Hall, Council Chamber, 460 N. Euclid, Upland, CA, in the manner called for in the bylaws. Chairman Musser called the meeting to order, and upon roll call, Commissioners present and absent were as follows:

1. ROLL CALL

Present: Commissioners Musser, Stone, Bozar, Timm, Filippi, Horton, and Roman.
Absent: None
Others Present: Executive Director Swift

Chairman Musser declared a quorum present.

2. ORAL COMMUNICATIONS

Eric Gavin explained about outsourcing software to Foothill Knolls school and offered to provide information to Housing Authority if interested in doing the same.

3. CONSENT CALENDAR

It was moved and seconded by Commissioners Stone and Bozar to adopt the consent calendar for the June 13, 2016 meeting as follows:

- A. Approval of minutes of regular meeting of **May 9, 2016**
- B. Public Housing Program Utilization Report for **May 2016**
- C. Housing Choice Voucher Program Utilization Report for **April 2016**
- D. Waiting List Statistical Report for Public Housing and Housing Choice Voucher Programs for **May 2016**

4. FINANCIAL REPORTS

Following discussion it was moved and seconded by Commissioners Stone and Timm to accept the financial reports for the Public Housing and HCV Programs for the months of April 2016 as submitted. During discussion Commissioner Stone requested a detailed report on staffing related costs.

The motion was approved unanimously by a voice-vote of all Board members present.

5. COMMISSIONER ITEMS

None.

6. LEGAL MATTERS

None.

7. DIRECTOR'S REPORT

Director Swift reviewed the written Director's Report for the **June 13, 2016** Board meeting (copy on file at the UHA office and available for public review upon request).

Action Item: Director Swift recommended the Board of Commissioners authorize and approve budget authority to convert the agency's expiring housing software system with the existing vendor's upgraded product, Housing Pro, plus related computer equipment and network upgrades. Following discussion Commissioner Stone requested a breakdown of the computer equipment upgrade portion of the recommendation and Commissioner Bozar requested a summary spreadsheet to reflect the costs for the recommendation. **No other action was taken.**

Action Item: Chairman Musser introduced and led the discussion for the proposal for professional development planning services submitted by Mr. Steve Dukett of Urban Futures. Following discussion about the purpose of the proposal Commissioner Filippi recommended that Mr. Dukett be invited to the next Board meeting to present on the proposal and answer questions. **No other action was taken.**

All other items on the **June 13, 2016** Director's report were of an informational nature only; no action requested, none taken.

8. UPLAND COMMUNITY HOUSING REPORT

None.

9. ADJOURNMENT

The regular meeting of **June 13, 2016** was adjourned at **5:26 P.M.** The next regular meeting of the Board of Commissioners of the Upland Housing Authority is scheduled for **4:30 P.M.** on Monday, **July 11, 2016**, at the Upland Housing Authority Office, 1200 N. Campus Avenue, in the City of Upland, CA.

Respectfully submitted for approval,



Don Swift – Secretary to the Board



Ray Musser – Chairperson