

**Minutes of the Regular Meeting  
Of the Board of Commissioners of the  
Housing Authority of the City of Upland, CA  
Held Monday, September 14, 2015 - 5:00 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. Vice Chair Stone called the meeting to order, and upon roll call, Commissioners present and absent were as follows:

**1. ROLL CALL**

**Present:** Commissioners Stone, Timm, Filippi, Horton, and Roman.  
Commissioner Bozar arrived at 5:08p.m.  
**Absent:** Commissioner Musser  
**Others Present:** Executive Director Swift

Vice Chair Stone declared a quorum present.

**2. ORAL COMMUNICATIONS**

None.

**3. CONSENT CALENDAR**

*It was moved and seconded by Commissioners Timm and Horton to adopt the consent calendar for the September 14, 2015 meeting as follows:*

- A. Approval of minutes of regular meeting of August 10, 2015
- B. Public Housing Program Utilization Report for August 2015
- C. Housing Choice Voucher Program Utilization Report for July 2015
- D. Waiting List Statistical Report for Public Housing and Housing Choice Voucher Programs for August 2015

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

**4. FINANCIAL REPORTS**

*Following discussion, it was moved and seconded by Commissioners Roman and Timm to accept the financial reports for the Public Housing and HCV Programs for the month of July 2015 as submitted.*

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

**5. COMMISSIONER ITEMS**

*Commissioner Filippi noted for record that he had asked Director Swift after the last meeting to look at alternatives to eliminating employee-paid retirement contributions that UHA is currently paying for.*

**6. LEGAL MATTERS**

None.

## 7. DIRECTOR'S REPORT

Director Swift reviewed the written Director's Report for the **September 14, 2015** Board meeting (copy on file at the UHA office and available for public review upon request).

Action Item: Director Swift recommended that the Board of Commissioners approve a one-year extension of the Legal Services contract with Gutierrez, Fierro, and Erickson, through November 28, 2015. ***Following discussion, it was moved and seconded by Commissioners Filippi and Horton to approve Director Swift's recommendation. The motion was approved unanimously by a voice-vote of all Board members present.***

Action Item: Director Swift reviewed staff report and made several alternative recommendations to the Board regarding the elimination of employee-paid retirement contributions that UHA pays for. ***Following discussion, it was moved and seconded by Commissioners Timm and Horton to authorize an expense not to exceed \$2,000 to conduct a professional salary survey. The motion was approved unanimously by a voice-vote of all Board members present. It was further moved and seconded by Commissioners Filippi and Bozar to gradually implement the elimination of employee-paid retirement contribution that UHA pays for, to be completed by January 1, 2016. The motion was approved unanimously by a voice-vote of all Board members present.***

Action Item: Elimination of Employee-Paid Retirement Contribution paid by UHA. This item was fully discussed and addressed in the previous action item discussion.

All other items on the **September 14, 2015** Director's report were of an informational nature only; no action requested, none taken.

## 8. UPLAND COMMUNITY HOUSING REPORT

Commissioner Filippi noted that there was no report.

9. RESOLUTION NO. 15-09:      A Resolution of the Board of Commissioners of the Housing Authority of the City of Upland, Approving and Adopting Amendments to the Personnel Policy and Procedures Manual Regarding Pay Periods and Pay Dates.


***Following review and discussion, a motion was made and seconded by Commissioners Bozar and Timm to adopt Resolution No. 15-09, approving and adopting amendments to the Personnel Policy and Procedures Manual regarding pay periods and pay dates.***

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

## 10. ADJOURNMENT

The regular meeting of **September 14, 2015** was adjourned at 5:35 P.M. The next regular meeting of the Board of Commissioners of the Upland Housing Authority will be held at 5:00 P.M. on Monday, **October 12, 2015**, 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

X

  
10/12/15