

**Minutes of the Regular Meeting
Of the Board of Commissioners of the
Housing Authority of the City of Upland, CA
Held Monday, October 12, 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 Housing Authority Office, 1200 N. Campus Avenue, 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, and Horton.
Absent: Commissioner Roman
Others Present: Executive Director Swift

Chairman Musser declared a quorum present.

2. ORAL COMMUNICATIONS

Ms. Lidia Carpen addressed the Board and indicated that she had a problem with management and past rent calculations, that she attended a Hearing on the matter, but disagreed with the Hearing Officer's decision. Ms. Carpen also indicated management repeated the mistake for the current rent calculation. Commissioner Bozar requested a copy of the Hearing Officer's decision.

3. CONSENT CALENDAR

It was moved and seconded by Commissioners Stone and Bozar to adopt the consent calendar for the October 12, 2015 meeting as follows:

- A. Approval of minutes of regular meeting of **September 14, 2015**
- B. Public Housing Program Utilization Report for **September 2015**
- C. Housing Choice Voucher Program Utilization Report for **August 2015**
- D. Waiting List Statistical Report for Public Housing and Housing Choice Voucher Programs for **September 2015**

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

4. FINANCIAL REPORTS

Following discussion and recommendation by Commissioner Stone to look at energy efficiency measures for the administration buildings, it was moved and seconded by Commissioners Stone and Bozar to accept the financial reports for the Public Housing and HCV Programs for the month of August 2015 as submitted.

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

5. COMMISSIONER ITEMS

Commissioner Filippi requested to have an update on legal matters from Authority Attorney Jimmy Gutierrez by the end of the year.

6. LEGAL MATTERS

None.

7. DIRECTOR'S REPORT

Director Swift reviewed the written Director's Report for the **October 12, 2015** Board meeting (copy on file at the UHA office and available for public review upon request).

Action Item: UHA Strategic Planning. Director Swift recommended that the Board of Commissioners establish a strategic planning task force or to allow additional time at meetings as necessary to engage in bigger conversations about current and future strategic planning activities to help ensure UHA continues to be a financially sound and high performing agency that delivers quality affordable housing programs. ***Following discussion, the consensus of the Board was to begin meetings earlier at 4:30p.m. instead of 5:00p.m. that are held at the UHA office to allow for additional time for strategic planning conversations.***

Action Item: Accounting Services Contract. Director Swift reviewed the procurement process for accounting services, indicating that the bid from the Housing Authority of the County of San Bernardino (HACSB) provided the best value to UHA, and recommending that the Board approve HACSB to provide accounting services, with a contract effective November 1, 2015. ***Following discussion, it was moved and seconded by Commissioners Stone and Timm to approve HACSB to provide accounting services, with a contract effective November 1, 2015. The motion was approved unanimously by a voice-vote of all Board members present.***

All other items on the **October 12, 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.

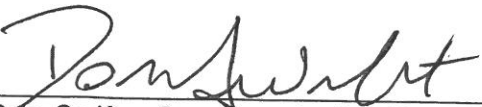
9. RESOLUTION NO. 15-10: A Resolution of the Board of Commissioners of the Housing Authority of the City of Upland Authorizing and Approving Implementation of the Revised Procurement Policy Dated October 12, 2015.

Following review and discussion, consensus of the Board was not to adopt the recommended change to the Procurement Policy regarding an increase for small purchase procurements from \$50,000 to \$100,000. No action was taken.

10. ADJOURNMENT

The regular meeting of **October 12, 2015** was adjourned at **5:58 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, **November 9 2015**, at the Upland City Hall, Council Chambers, 460 N. Euclid Avenue, Upland, CA.

Respectfully submitted for approval,


Don Swift – Secretary to the Board

