

**Minutes of the Regular Meeting  
Of the Board of Commissioners of the  
Housing Authority of the City of Upland, CA  
Held Monday, December 14, 2015 - 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 (arrived at 4:31p.m.), Timm, Horton, and Roman.  
**Absent:** Commissioner Filippi  
**Others Present:** Executive Director Swift

Chairman Musser declared a quorum present.

**2. ORAL COMMUNICATIONS**

None.

**3. CONSENT CALENDAR**

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

- A. Approval of minutes of annual meeting of October 12, 2015, regular meeting of October 12, 2015, and special meeting of November 23, 2015
- B. Public Housing Program Utilization Report for November 2015
- C. Housing Choice Voucher Program Utilization Report for October 2015
- D. Waiting List Statistical Report for Public Housing and Housing Choice Voucher Programs for November 2015

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

**4. FINANCIAL REPORTS**

*Following review and discussion, the financial reports for the Public Housing and HCV Programs for the months of September and October 2015 were accepted as submitted without objection from all Board members present.*

**5. COMMISSIONER ITEMS**

*Following discussion of strategic planning ideas, Commissioner Stone recommended creating a Strategic Planning Ad Hoc Committee to review ideas and make*

*recommendations to the Board. Chairman Musser suggested himself, Commissioner Timm, and Commissioner Stone for this committee. There were no objections and Director Swift was directed to reach out in January to schedule the first meeting.*

6. **LEGAL MATTERS**

None.

7. **DIRECTOR'S REPORT**

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

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

8. **UPLAND COMMUNITY HOUSING REPORT**

None.

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 December 14, 2015.**

*Following review and discussion, it was moved and seconded by Commissioners Bozar and Stone to adopt the revised Procurement Policy dated December 14, 2015.*

10. **ADJOURNMENT**

The regular meeting of **December 14, 2015** was adjourned at **4:46 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, **January 11, 2016**, at the Upland Housing Authority Office, 1200 N. Campus Avenue, in the City of Upland, CA.

Respectfully submitted for approval,

  
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Don Swift – Secretary to the Board

  
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Ray M. Musser  
CHAIRMAN UHA