

# Presidents Council Zoom Meeting Minutes

October 28, 2024

## **CALL TO ORDER**

Melanie Fox, Montreal, called the Presidents Council Meeting to order at 10:00 a.m. and took a roll call of hi-rise Representatives present, along with PHA staff members.

## **SECRETARY'S REPORT**

Aado Perandi, PC/RPC Secretary, Wabasha, stated you can always find a copy of the Minutes posted on the PC website. He also asked Representatives to instruct their resident council Secretaries to print a copy of the PC Minutes and post them along with the Minutes from their resident council meetings. Pamela Davis, Dunedin, made a Motion to accept last month's Minutes as they stand. Yasmine Aminou, Central, seconded and the Motion carried.

## **GUEST SPEAKER**

Teddy Leverenz, Vail Communities, gave a brief introduction to their services with Vail Communities at their clubhouse location in Saint Paul. They have already attended a few resident council meetings at some of the hi-rises. The Saint Paul clubhouse opened in May of this year at 285 Dale St N. They are connected with Lutheran Church of the Redeemer which is a known space in the community. Vail Communities is not affiliated with the church, they are not a religious organization, but they are leasing space at the church. It is a great space the works out well.

The clubhouse model is similar to a community support program (CSP). It is a space where members run it, there is a low staff to member ratio that allows members autonomy over their space. Generally, members need to be adults, eighteen years of age or older, and have been diagnosed with mental illness at some point. This is a free service, with no fees. Department of Human Services and private donations provides funding for the services offered. To join, potential members should fill out a referral form available at their website, <https://vailcommunities.org/ramsey-clubhouse/>. Teddy then took questions.

## **TREASURER'S REPORT**

*Melissa Pappas*, PC/RPC Treasurer, Seal, gave a rundown of income and expenses for September.

For September the cleared balance is one hundred twenty-nine thousand, one hundred thirty-three dollars and twenty-two cents (\$129,133.22). The ending balance is ninety-one thousand, two hundred sixty-two dollars and fifty-eight cents (\$91,262.58). The report will be filed for audit. Melissa then took questions.

## **PHA MAINTENANCE REPORT**

Brent Feller, Construction Program Manager / Maintenance Contracts gave an update. Maintenance staff is busy budgeting, planning, and getting out contract and bid documents.

At Edgerton, the electrical project service work will be starting November 11 and work planned in the tub room is currently in the design phase; at Hamline and Iowa, the light-emitting-diode lighting project upgrade is close to being completed in all the residential units and the contractors will be working on the common areas shortly;

at Hamline, one elevator car is currently down, the contractor is currently diagnosing the issue, and currently there is no estimate of the time needed to repair; at the hi-rises, washer and dryer swap out project will be starting in December; at Central, Cleveland and Montreal parking lots need to be re-stripped, there is no confirmed time to needed to complete, but working on completing it in the next couple of weeks; at Neill, some electrical work is being done in the lobby, but the majority of the work will be happening down the road; the Dunedin lower level roof project is looking to be completed in about a week; at Hamline, Iowa and Dunedin, air conditioning (AC) unit project should be done in about a week; the Ravoux exterior ceiling project is about halfway done, work will continue until weather shuts down the project down; the Seal emergency generator should be arriving in December and will be completing the work for this project, after the generator arrives.

Brent.Feller@stpha.org

### **PHA MAINTENANCE REPORT** *(continued)*

Mike Silvan, Assistant Maintenance Director had a few things to say during these fall months.

1. Preventative maintenance inspections are currently being done.
2. Heat is now on for the winter. If there are any problems with the heat or hot water, please call in a work order. Also, now is a good time to install air conditioning unit covers. If there are any questions or issues, please call in a work order.
3. For normal maintenance requests, Monday through Friday, between 8:00 am - 4:30 pm, please call in a work order at 651-298-4413.

Maintenance then took questions from the hi-rise representatives.

Michael.Silvan@stpha.org

### **PHA MANAGEMENT REPORT**

Mela Krick, Resident Services Senior Manager, reported that on November 5, Election Day, the community rooms will be home to ten of the Ramsey County polling places at: Edgerton, Wilson, Iowa, Ravoux, Montreal, Seal, Hamline, Front, Mount Airy, and McDonough Community Center. From about 6 am till about 9 pm, we must all follow all rules that apply at all voting places which include, no loitering, no wearing of political shirts and caps, no political literature, no campaign materials, no waiting in line for manager or human services coordinator or any other disturbances.

Union Gospel Mission (UGM) will be providing Thanksgiving Day meals at the hi-rises for residents. If interested, please sign up by this Thursday. Mela Krick then took questions.

[Mela.Krick@stpha.org](mailto:Mela.Krick@stpha.org) or 651-292-6072

### **SAFETY & SECURITY REPORT**

Sgt. Darryl Boerger, St. Paul Police Department, ACOP Unit reported that the new Officer in Residence (OIR) at Edgerton is Officer Blake Steffen. OIR at Exchange is now vacant. There is an applicant for OIR at Iowa, that is going through the process to be assigned. Officer Tommy Adams has decided to leave Montreal and go

to Cleveland. There is an OIR applicant for Montreal, she will be getting her paperwork in soon. Issues with ones' OIR can be reported to assistant managers which can then report to ACOP as appropriate. At McDonough, a few weeks ago, there was a violent assault, including homicide, and ACOP is working with management and investigators on it. At Exchange, there were a couple arrests from an apartment and there is work on terminating the tenants lease for that unit. He then took questions.

The cellphone number for the Community Liaison Officers is 651-755-3525 that is answered M-F from 6:00 a.m. - 3:30 p.m. After hours, the ACOP number is 651-558-2305.

As always, do not let unauthorized non-residents into the buildings. If appropriate call the non-emergency number at 651-291-1111 or the emergency number at 911.

[darryl.boerger@ci.stpaul.mn.us](mailto:darryl.boerger@ci.stpaul.mn.us) or 651-331-0510

### **OLD BUSINESS**

1. 2024 – 2025 Budget Approval. The Presidents Council presented their July 2024 – June 2025 budget at the September meeting. The budget has been posted for 30 days and now the Presidents Council are coming back to approve of the budget.

Representatives were each provided an opportunity to give any last comments or questions about the budget before the Presidents Council proceed to approving of the budget.

Leonard Thomas, Seal, made a Motion to approve of the budget. Yasmine Aminou, Central, seconded and the Motion carried.

### **NEW BUSINESS**

1. Presidents Leadership Training. Attendance at the Presidents Leadership Training is mandatory for the President or an officer of each hi-rise council. This training will be conducted by Sorensen Consulting.

Dr. Lisa Sorensen is a licensed psychologist in Minnesota with over 35 years of experience. She has a Ph.D. in Psychology and a Master's in Counseling Psychology.

She will conduct a training session on Trust and Building Rapport, which PHA management staff will also attend. The goal of this training is to help all attendees understand how to build stronger partnerships and share this knowledge with their council boards.

This training will be offered on two separate days, with the same content for both sessions. The officer attending on behalf of the council can choose which date to attend.

This training is held virtually over Zoom. If anyone needs accommodations or have questions, please reach out to Youa before the training.

#### **Below are the training date and times:**

November 6, 2024 @ 10:00am – 12:00pm or  
November 18, 2024 @ 10:00am – 12:00pm

**Zoom Information for November 6, 2024 at 10am:**

Topic: Building Rapport and Trust

Time: Nov 6, 2024 10:00 AM Central Time (US and Canada)

Meeting ID: 842 4656 3532

Passcode: 228995

**Zoom Information for November 18, 2024 at 10am:**

Topic: Building Rapport and Trust

Time: Nov 18, 2024 10:00 AM Central Time (US and Canada)

Meeting ID: 885 0088 0649

Passcode: 557212

**BOARD OF COMMISSIONERS REPORT**

Leonard Thomas, Seal, Commissioner reported that a resolution was held for Commissioner Yer Chang for her dedicated service as a Commissioner of the Saint Paul Public Housing Agency (PHA) from September 23, 2015, to September 25, 2024. During her time, she consistently attended meetings, supported staff and fellow Commissioners, and focused on the needs of families using PHA services. Her commitment to health and safety made a real difference for PHA residents.

The Board has approved a one-year contract with Plunkett's Pest Control to provide pest control services at eight PHA hi-rises. Plunkett's proposal was rated the highest among those received, and they are a Woman-Owned Business Enterprise. The estimated annual cost for this contract is about \$106,092. The contract can be extended for up to five years. The services will include pest control inside dwelling units, offices, and common areas, with each unit inspected at least twice a year. Leonard then proceeded to take questions.

**RESIDENT INITIATIVES REPORT**

Alicia Huckleby, Resident Initiatives Director & Human Services Director reported that we should present the exercise equipment inspector position at our November resident council meeting. Youa will be sending out information about the exercise equipment inspector position to the resident councils. Residents Initiatives is working with other PHA departments to determine what funds would be available to pay stipends for the exercise equipment inspector position and for repairs for exercise equipment when needed.

All resident councils that have exercise equipment, must make sure all equipment is properly working. There must be signage that use of equipment is at each user's risk. Users will need to sign waiver forms. There will need to be a volunteer at each hi-rise that will check all equipment and report to the council. Any defective equipment will need to be repaired. Any defective equipment that is defective that will not be repaired must be removed. Operating manuals for all equipment must also be available. Alicia then took questions.

Alicia.Huckleby@stpha.org

**SECTION 3 UPDATE**

Khadar Osman, Resident Initiatives Coordinator, job skills training, employment, and education, reported on upcoming career training provided by Hired. Medical call center training, which begins today, October 28 and runs until December 16, 2024, both in-person and online, with classes held four days per week, Monday through Thursday from 9:30 am — 1:30 pm for a total of seven weeks. Training will take place at Northwest Family Service Center, Brooklyn Center. Participants will receive training and certifications in customer service skills, medical terminology and more. Prepare for a career working in health insurance, a medical clinic or a

hospital.

Office Administration training which starts today October 28, Mondays through Thursdays, from 9:30 am — 2:30 pm, both in-person and online.

Medical Manufacturing training, which starts November 4, in-person only, runs for four days per week for four weeks. For more information about the training offered by Hired, or to apply, you may visit their website at <https://hired.org/>.

If we have any questions regarding employment, education or training please contact Khadar Osman at 651-236-7820 or 651-298-4929 or [khadar.osman@stpha.org](mailto:khadar.osman@stpha.org).

### **HIP REPORT**

Betsy Christensen, *Health Improvement Programs* (HIP) Coordinator, had a few updates. Betsy reported that she coordinates various health and wellness initiatives.

Upcoming fall programming:

- Vail Communities, which provides mental health services, has opened a club house in Saint Paul. They also plan to attend and give a presentation of the services available at the resident councils in the coming months.
- This winter there will be some short training sessions about recycling: 30 to 45 minutes, interactive and in-person. Be on the lookout for fliers that will be posted.
- Cub Pharmacy Flu and Covid vaccine clinics are being scheduled. Look for posters, check with Human Services Coordinator or your Assistant Manager to find the date and time for when the clinic will be at your site or at a site near you. Sign up if interested.

If there are any questions about any of the above programming, please contact Betsy. She then took questions.

Betsy can be reached by email at [betsy.christensen@stpha.org](mailto:betsy.christensen@stpha.org) or by phone at 651-298-4030.

### **CLOSING**

Youa Thao, Resident Council Coordinator informs us that she has been reviewing the September minute report for all 16 councils and has been reaching out the Secretary and council board to work on correcting errors or incomplete minutes.

The minute report is important because it justifies the release of funds to the council and supports stipends for board members who manage the council's business. Council boards must submit accurate and complete minutes. Nothing should be left blank, and details about council spending should be well-organized.

If there are concerns about the minutes, Youa has reached out to offer one-on-one training to council boards to address the issues on the minute report.

If councils do not take action to improve their minutes, they may become ineligible for funding due to the lack of proper recording of council business.

Youa thanked the representatives for their dedication and hard work in successfully presenting the budget and having a good kick off to the council year.

Youa.thao@stpha.org or 651-228-3205

No further Presidents Council business was discussed or conducted, and the meeting adjourned at 11:40 a.m.

Submitted by:

Aado Perandi  
PC/RPC Secretary

## **MEETING REMINDERS:**

(Meeting through Zoom)

### **Next Presidents Council Meeting:**

Monday, November 25, 10:00 a.m. – Noon.

**Executive Committee Meeting:** Thursday, November 14 @ 11:00 a.m.

**Computer Team Meeting:** December 26, 2024