

# Presidents Council Minutes

11/25/13

## **Take back to your resident councils Community Building newsletter- ideas are needed Guests at building events**

### **Call to order**

The meeting was called to order at 10:00AM by Lisa Lee from Wilson hi-rise. Hi-rise representatives, PHA staff, and guests introduced themselves. Staff in attendance: Kim Nguyen, Dave Lang, Alicia Huckleby, Troy Parkinson, Ed Petsche, mVal Wolff, Jon Gutzman, Mike Winston, BettyLou Authier, Aaron Smothers

### **Secretary's report**

Copies of the minutes from October were handed out. There were no changes or additions.

### **Treasurer's report**

Bill Anderson made a motion to pass the budget with two small Allina Grant changes made. Connie Lydon seconded. Motion carried.

Secretary of State filing has been completed except for Neill hi-rise. Copies of the paperwork will be sent out.

Jesse Thomas gave the report for October.

### **PHA Board of Commissioners report**

Harold Purtell gave the report. This will be his last report since he no longer lives in public housing.

The December meeting will be cancelled because of a lack of agenda items,

A new copier lease contract will be signed with Ricoh. This contract will cost 19% less than the current one with Xerox.

A laser printer maintenance contract was signed with Cartridge Care. This is also less than the current contract.

A contract for work at Central Hi-Rise was also signed.

Capital improvements: improvements that promote fire and life safety will be continued.

PHA will continue contracting with section 3 businesses. This will provide work to low income individuals in the city.

Lease enforcement was discussed. Kim Nguyen and Charisse Brown were complimented by Jon Gutzman for inspecting 100% of apartment units.

The agency got an award from the Housing Insurance group for most improved PHA.

Non payment of rent was discussed. If an individual owes money for back rent that amount can be taken from rent rebate payments.

Harold was thanked for all his years of service on the Board.

### **Maintenance and Maintenance Contracts**

Dave Lang spoke first.

A question was raised about getting more consistent information about building updates and planned work.

Progress is being made on Dunedin's new roof (They are about 75% done)  
There will be more information about weekend hazardous waste cleanup at the December meeting.

Issues raised:

Lack of cleaning at Cleveland. The community room doesn't seem to be cleaned very often.

### **Safety and Security**

#### **PHA management report**

Kim Nguyen gave the report.

There is a recycling coordinator position available at Edgerton.

Building OIRs will be moving into the former caretaker units effective 12/31.

Temporary staff changes at Front, Neill, and Seal. Changes are effective the second week of December.

Inspections are now finished except for Mt. Airy and Dunedin.

A question was raised about whether or not hallways and common areas are inspected. They are checked before the apartments are. Hallways are checked as well.

Interviews have been completed for the new manager for Mt. Airy. There should be more information in a couple of weeks.

### **Resident Incentives:**

Alicia Huckleby spoke.

The letter the Presidents Council sent to Jon Gutzman requesting defederalization of PHA funds has been received. It is being looked at and there will be a response in a couple of weeks.

Harold Purtell will be stepping down from the Board of Commissioners after this Wednesday's meeting.

We will need to find a replacement for him. Mary Puente has been nominated.

Bill Anderson made a motion to approve Mary Puente's nomination. Connie Lydon seconded. Motion carried.

Jon Gutzman then spoke. He thanked Harold for all his hard work. He was impressed with how he delivered the board minutes.

He also thanked all the hi-rise representatives for all the work they do.

### **Ross Grant update**

The four Ross Grant service coordinators gave an update on what they have been doing.

They recently had a job fair at one of the family sites. 94 people came. 56 of them were housing residents.

87 residents have been helped gain employment. 25 have obtained employment over the last four months.

There was Quickbooks training this past September. There also was a basic computer class at Seal hi-rise. They would like to have classes at the other hi-rises in the coming months.

New computers have been installed at 10 hi-rises. The other sites are waiting for new furniture.

Eventually there will be a server and network connecting all the sites and their computers.

DeepFreeze is being installed on the new computers.

DeepFreeze is a program that prevents users from making permanent changes to a computer. When it is activated all changes are wiped every time the computer is rebooted.

A question was raised about computer security. DeepFreeze and OpenDNS should take care of that. OpenDNS will block porn and things like that. It also works on personal laptops since it is set on the router. There will be a computer grand opening event at each building. There will also be Skype classes. Multimedia classes will also be available in the future.

### **Community building**

Vendor fair:

Mary Puente collected the vending surveys. Once the surveys are looked at the committee will come up with guidelines for vendors.

There should be a good number of vendors at the vendor fair.

A question was raised on how to decide on a vendor. Information will be available and then it is up to the hi-rises to go through it and decide what would work best for their residents.

This vendor fair is being done in partnership with the SHIP grant. They are working on getting more healthy items offered.

There is a lunch and learn presentation after the meeting today. This will focus on healthy eating and issues that make that difficult.

Newsletter:

Ruby Steward spoke about this.

The community building team is working on getting the newsletter started.

They are working on format and what kind of content will be in it. Articles from PHA staff are possible.

Ideas for a name are needed.

Hopefully the newsletter will be available in different languages.

The newsletter will be available in hard copy and on the website.

People are needed for the newsletter team. Committee will meet on Dec. 13th.

The next community building meeting is on Dec. 6th.

### **Old business**

MOU:

Comments from hi-rises were asked for. This needs to be approved today. The attorney has already looked at the draft MOU. Cathy Hicks made a motion to accept the draft MOU. Connie Lydon seconded. Motion carried.

Pro-Bono representation:

Some guidelines have been drawn up.

Requests to seek legal advice must go through the executive board.

Representation may not be sought for a resident in a personal matter or a dispute with the PHA.

Legal advice can only be sought for things that directly impact the Presidents Council and Residents Councils.

Connie Lydon made a motion to accept the pro-bono legal representation. Cathy Hicks seconded. Motion carried.

Donation letter update will be discussed next month.

Website:

The help desk was demonstrated. You can use this system to report computer problems. You also can continue to call or email as you have been. The help desk is at <http://www.help.stphapresidentscouncil.org>. Having the help desk will make it easier to keep track of recurring problems and assist people more quickly.

There also is a knowledge base on the site. This will give you answers to questions you might have and enable you to ask questions of your own. It is being updated regularly with new information.

The site also now has the capability to take surveys online. The vending survey was available and future surveys will be as well.

There are now links to email Dave Lang with suggestions for maintenance contracts and directly email the Executive Board. The links automatically open a new email in whatever is your default email program. If you have Outlook installed it will use that. Otherwise it will use something like gmail.

The email addresses are [dave.lang@stpha.org](mailto:dave.lang@stpha.org) and [councilboard@stphapresidentscouncil.org](mailto:councilboard@stphapresidentscouncil.org)

**New business**

There was a short presentation about the Hamline hi-rise walking group. They walk Monday through Thursday. They are walking inside now because of the weather.

Call Hannah at 651-983-4121 if you are interested in joining them.

Guests at hi- rise events:

There were requests to allow guests at hi-rise events. (Especially since we now have to pay for events with hi-rise funds.)

This will change the rule that is in the resident guide now.

Possible rules:

Total number of attendees cannot exceed the maximum allowed for the community room. (This is likely definite because of fire Marshall rules)

Sign up is first come, first served. There will likely be a charge for guests.

There will also need to be a limit on the number of guests a resident can invite.

Guests should be signed up for in advance.

There will have to be discussion about this.

A question was raised about what the donation amount would be. That would likely depend on what the event is and the cost of it. Catered dinners would likely be more than something like a potluck.

Fundraising:

Some hi-rises want to do things to raise funds for activities.

A rummage sale and Amway sales were mentioned. Mt. Airy has been selling coffee and snacks for some time. They also serve hotdogs, hamburgers, corn dogs, Jimmy Dean sandwiches. They buy the food at Sam's Club. Everything sold is packaged.

It is not allowed to purchase raw ingredients to make items to sell.

Packaged food is acceptable. Fundraising items must be purchased with hi-rise funds.

Cash needs to be counted at least weekly by two people and documented on a form.

December Presidents Council meeting:

Cathy Hicks made a motion to have the meeting on December 23rd. Motion carried.

**Resident Council Coordinator**

Meeting date changes:

Eileen will be sending a list of all the meeting times. There are several instances of multiple meetings at the same time. This makes it hard for PHA staff to attend.

Eileen will be attending each hi-rise's board or council meeting to help with budget call Grant issues. It seems there is some clarification needed.

There were questions about whether or not karaoke machines and grocery carts would be allowed. A gazebo is likely possible.

Community room furniture is not allowed.

Exercise equipment is definitely allowed. Insurance is not needed as long as a sign saying the council is not responsible and use at your own risk is posted clearly.

Asset lists:

It is important to have a list of everything the council owns. Major items only. Include serial numbers where possible.

A reminder was given to use the website and all the new features.

Meeting adjourned at 12:00PM