

# **Presidents Council Meeting Minutes**

**November 28, 2016**

## **CALL TO ORDER**

*David Owens*, Mt. Airy, called the Presidents Council Meeting to order on October 24, 2016 at 10:00 a.m., after which he called for introductions.

## **SECRETARY'S REPORT**

*Bob Knutson*, PC/RPC Secretary, Ravoux, asked anyone finding errors or discrepancies in the October Minutes, to bring them to his attention at our next meeting. A Motion was made by *Mary Puente*, Front, to accept the Minutes as they stand, which was seconded by *Chastity Sabanjo*, Ravoux, and the Motion carried.

## **TREASURER'S REPORT**

*Melissa Pappas*, PC/RPC Treasurer, Seal, presented the Treasurer's Report for the month of October. The checkbook Register balance is forty seven thousand, four hundred nine dollars and seventy-two cents (\$47,409.72). The Ending Balance is forty-four thousand, seven hundred seventy-five dollars and twenty-five cents (\$44,775.25). *Gloria Jiles*, Edgerton, made a Motion to approve the Treasurer's Report, which was seconded by *Leona Eishen*, Wilson, and the Motion carried. The Report will be filed for audit.

## **BOARD OF COMMISSIONERS REPORT**

*Mary Puente*, Commissioner, Front, stated she will update the PC at the next meeting, as she had not attended the last Commissioners Board meeting.

## **MAINTENANCE REPORT**

*Tim Angaran*, Assistant Maintenance Director, wanted to thank everyone for allowing his staff to come out and talk about Capital Improvements in the hi-rise buildings. He then took questions.

## **PHA MANAGEMENT REPORT**

*Charisse Brown*, Assistant Resident Services Senior Manager, again stressed the importance of tenants obtaining home owner insurance. The PHA encourages all residents to insure their belongings. She also wanted to reiterate what *Keith Draz* said about keeping the windows closed during the cold weather season. Open windows will burst water pipes and flood surrounding apartments. One of many good reasons to consider getting home owner's insurance.

## **PHA MANAGEMENT REPORT** *(continued)*

She also reminded everyone to watch for sweeping and / or snow plow notices, to avoid being towed. Julia Hupperts brought up a question about the times PHA parking lots are available for public use, and Charisse answered that all non-registered cars should be out of the lots by 9:00 p.m. She concluded by answering questions.

## **SAFETY & SECURITY REPORT**

*Keith Draz*, Safety & Security Coordinator, stated he'll be attending December Resident Council meetings and some of the things he'll be talking about are:

1. Fire Alarms. Some hi-rises were having malfunctions.
2. Windows: The importance of not leaving windows open during freezing temperatures and the damage it causes to the plumbing pipes.
3. Holiday Reminders
  - Parcel deliveries have always been an issue in the hi-rise buildings; especially during the holidays. Several packages have been stolen in the past due to the delivery services leaving them outside tenants' apartment doors.
  - Keith warned against leaving holiday presents and other valuables in your car, or leaving it unattended while warming it up.
  - It's plowing season again! If you're not going to be home for an extended period of time, be sure and make other arrangements to have your car removed from the parking lot, or it will be towed.
  - He will also speak about being aware of the increase in visitors to the buildings during the holidays. There'll be more children than usual, along with the occasional party. A lot of people are celebrating the holidays, and it's important to try and be tolerant of the extra noise this will bring for a short period of time.
  - Alcohol use will also be more of a factor during the holidays, but as the PHA's policy states, it's strictly prohibited in any PHA building's public spaces, such as Community Rooms, Kitchens, Bathrooms, etc. It's also not allowed on the property grounds.

Keith concluded by answering questions. If you have any problems or concerns about safety in or around your hi-rise, phone Keith at 651-558-2305. If he's not available, leave a message; he returns all calls.

## **RECYCLING PRESENTATION**

*Lindsey Davis*, for Eureka Recycling, explained that their main goal is to do an outreach to traditionally underserved areas; to educate people about recycling, composting, etc. She offered her business contact information and then showed a video presentation that further explained the process of recycling and how other products are made from recyclables. After the presentation she took questions.

## **OLD BUSINESS**

No Old Business at this time.

## **NEW BUSINESS**

*Julia Hupperts*, Resident Council Coordinator, made copies of proposed revisions to the *Constitution & By-Laws of the Presidents Council*, and everyone was given a copy. Julia then went through each of the proposed revisions with the PC Council, and each revision was open to discussion. It will be presented to the PC at the meeting in January. Leona Eishen, Wilson, made a Motion to accept the revisions to the *Presidents Council Constitution & By- Laws*. It was seconded by Mary Puente, Front, and the Motion carried.

*Leona Eishen*, Wilson, presented an updated *Hi-Rise Space Use Agreement*, for Councils to use when renting out community space, and the changes were highlighted. Jim Heinige, Exchange, made a Motion that the updates to the *Hi-Rise Space Use Agreement* be accepted. It was seconded by Chastity Sabanjo, Ravoux and the Motion carried.

## **RESIDENT INITIATIVES REPORT**

*Alicia Huckleby*, PHA Resident Initiatives Director, added further comments after viewing the recycling video presentation. She stated the PHA received a *Public Entity Innovation Grant* (PEIG) from Ramsey County, and its focus is on revamping the hi-rise recycling programs. She added that the recycling vendors will work with each building regarding collection. This Grant also provides new recycling bins. She then took questions regarding that.

Another subject she wanted to touch on, is that all of you here are the leadership for your individual hi-rises, and the responsibility of that role also includes making sure that you're not only working with the rest of your Council members, but also individuals who have been assigned to different Committees. The leaders also need to make sure those individuals are representing the hi-rise, as they go about their business, and also make sure those individuals are bringing information back to you, and that you're doing everything in accordance with any Policies & Procedures which may be in place – whether those Policies and Procedures are for your building, the PHA; or even more importantly, for HUD. Alicia said the reason she's bringing this up is because Julia Hupperts recently had a meeting with the QuickBooks Peer Team members, and there were questions regarding whether the PHA has the right to ask to see Resident Council Books. Alicia confirmed that they *do* have that right.

## **RESIDENT INITIATIVES REPORT** (continued)

She also wanted to make sure that we're all clear on the fact, that while the Councils are their own group, and the PHA is here to support your work, we also have a fiduciary responsibility to make sure everything is happening as it should. Also, hi-rise managers can request to see Resident Council Books. In fact, the PHA *expects* them to do that, because part of the Managers' and Assistant Managers' responsibilities is to work with the Council to make sure that Budgets are getting passed correctly at the meetings; and when the Council spends money, to make sure it's being spent on what the Council agreed to spend it on. Alicia went on to say that if the PHA discovers that that's not happening, then she, Ron Moen, the Controller, and even Jon Gutzmann, Executive Director, will get involved. She said Mr. Gutzmann's first question would be: "Who was the staff person responsible for working with the Council to prevent oversight; and were they doing that?" She says -- as a reminder to us all -- to take this information back to your individual Councils, so that nobody should be surprised if an Assistant Manager, a QuickBooks Peer Team member, or Julia Hupperts, asks to see your Books. The PHA is responsible for seeing that money is being spent appropriately; in addition to conducting the Annual Audits. If there are any questions regarding any of this, please speak with Julia Hupperts, Resident Council Coordinator.

### **ROSS TEAM**

*Ed Petsche* and *Val Wolf*, ROSS Employment & Educational Coordinators, said they're still trying to help people who are looking for employment. However, they're not getting many residents contacting them. They could definitely use the Presidents Council's help in spreading the word within the hi-rises. He said they will be doing weekly visits for a month at various hi-rises to try and recruit new residents to work with. He stated they will also be doing "Job Fairs" in the hi-rises after the holidays.

### **COMPUTER UPDATE**

*Aaron Smothers*, IT Digital Literacy Coordinator, said computer training classes were ongoing at some hi-rises and that more classes would be coming up. He went on to list the hi-rises next on the list for Classes. He also requested that his signs for the Computer Classes not be moved, as they have been at some hi-rises. Also, there is a big need for Computer Administrators and Aaron requested that the Councils of each hi-rise make a Motion to approve a small stipend for that position.

### **SHIP GRANT UPDATES**

Julia Hupperts, Resident Council Coordinator, stated Ann Tranvik and Betsy Christensen couldn't attend the meeting today, so she was asked to fill in for them. She spoke about Betsy's busy involvement in a bike giveaway program at family sites. She also said Ann is involved in the gardening orientation, so Ann asked Julia to speak to the PC on her behalf. Ann said she left one item off of her SHIP Grant report, and that was the Tobacco Cessation Program. As of today there has been no word from HUD regarding their Proposal to limit smoking.

## SHIP GRANT UPDATES (continued)

Ann Tranvik, Public Health Nurse, put together and printed out some information to share regarding various projects. One of them is the Garden Mentor Candidate Orientation. Five PHA residents have been selected for the first ever *Ramsey County Master Gardeners Garden Mentor Training*. The pilot Garden Mentor Training candidates include:

- Mindy Johnson, Cleveland.
- Mary Ingold, Exchange.
- Pamela Martin, Wilson.
- Phil Lee, Seal.
- Antrinita Wright, Ravoux.

On Monday, 11-28-16 (today), the five Garden Mentor candidates will meet for the first time for an orientation with PHA, Ramsey County Master Gardeners, the Dispute Resolution Center and SHIP. The Garden Mentor Training will include five 2-hour classes starting in February 2017. At the completion of the Garden Mentor Training, these Garden Mentors will be able to provide support at the community garden at their hi-rises, using new skills and knowledge about common garden problems.

Everyone With Diabetes Counts: The six weekly two-hour workshops are led by Mary Beth Dahl, Stratis Health, using "living room language" to shed light on how diabetes effects the body and what can be done to manage the disease to give people confidence and skills to live a full, healthy life. The 6-week series has been completed at Hamline, Montreal and Ravoux hi-rises this year. Two more sessions are in progress at Iowa and Seal. If you'd like to find out how you can have a series at your building, please contact your HSC, or contact Ann Tranvik at [651-266-2509](tel:651-266-2509).

Healthier Vending: Vending Reps attended a Vending Rep Training in October and reviewed and discussed the Revised Vending Contract and reviewed the Healthier Vending Goals of 50% more healthy drinks by 2017. Vending Progress reports will be completed at all sixteen hi-rises during November and December, to assess how many healthier drinks are in the vending machines. Healthier drinks include water, flavored unsweetened water, low fat unflavored milk, coffee and tea without sugar, diet and zero calorie drinks. Promotions encouraging residents to **RETHINK THEIR DRINK**, and drink fewer sugar sweetened, hi-calorie beverages, will be rolled out with support of Vending Reps and SHIP.

Free Bikes 4 Kidz: This is PHA's 5<sup>th</sup> year partnering with *Free Bikes 4 Kidz*; to connect youth living at the PHA family sites with a bicycle and helmet. We'll cross a big milestone this year – we are giving out our 1000<sup>th</sup> bicycle! Bike giveaway events are taking place this week at each of the 4 family sites – November 28<sup>th</sup> – December 2<sup>nd</sup>.

Walk With A Doc – Movement Is Medicine! The 2017 Walking Event Schedule will be released in early 2017. SHIP will be working this winter to include more languages on the posters, fliers and other promotional materials.

### SECTION 3 UPDATE

*Beth Pacunas*, Section 3 Projects Coordinator / Youth Literacy, will give an update at the next meeting.

### GREEN INITIATIVES

*Yen Tran*, Green Initiatives Technician, stated they've received a Grant from Ramsey County called the *Public Entity Innovation Grant*. She said they received ninety-six thousand dollars (\$96,000.00) to engage in activities to reduce waste. One activity she's been working on is situating new Recycling Stations at the hi-rises. She still has to visit Neil, Cleveland, Montreal, Valley, Edgerton, Front and Seal; but she stated those Stations will be up by the end of this week. Also, postings will go up in the hi-rises to recruit and hire residents for positions as *Recycling Coordinators*. None existed at the hi-rises until now. She's filled five positions so far. Watch for the postings for these jobs. If you have any questions get in touch with Yen Tran.

### CLOSING

*Julia Hupperts*, Resident Council Coordinator, announced that we now have microphones to use at our meetings. She also said that when Aaron Smothers, IT Digital Literacy Coordinator, holds his Computer Training Classes, some of them are specifically geared towards Basic Computer Skills. Residents can also access YouTube on the Internet to find video tutorials for more advanced computer skills, such as Excel. She also spoke about *Faronics*, which was presented to the Computer Team and approved. *Faronics* is a company that created a software program named "*Faronics*" that could be put on all the computers to greatly increase security.

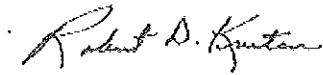
It can also be used to limit time for those hi-rises that wish to limit computer use. *Faronics* can also limit the number of copies a particular resident can print, along with many other helpful and needed features. There's money in the Presidents Council Budget for Computer Software Updates, and this is where the money for *Faronics* would come from. It's still in discussion and she'll keep us informed.

She's also been thinking about a Code of Conduct for anyone who's involved in their Resident Councils, Presidents Council, Committees, et al. The Code would be short and would include wording such as: "be respectful to others, to yourself, and to your community -- including physical property."

The next Presidents Council meeting will be in two months, on January 23, 2017. The December 2016 meeting is cancelled due to the Holidays.

No further Presidents Council business was discussed or conducted and the meeting was adjourned at 12:05 p.m.

Submitted by:



Bob Knutson  
PC/RPC Secretary  
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651-222-7656

## **Meeting Reminders:**

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

Monday, January 23, 10:00 a.m. - 12:00 p.m.

Executive Committee: January 13, 11:00 a.m. - 3<sup>rd</sup> floor.

Community Building: December 2, 10:00 a.m. - 3<sup>rd</sup> floor.

Computer Team: December 15, 1:30 p.m. - Board Room.

RPC Committee: December 16, 10:30 a.m. - 3<sup>rd</sup> floor

## **Presidents Council Website:**

[www.stphapresidentscouncil.org](http://www.stphapresidentscouncil.org)

# **Presidents Council Constitution and Bylaws**

## **CONSTITUTION and BYLAWS** **The PRESIDENTS COUNCIL of PHA HI-RISES of SAINT PAUL**

### **Article I: Name**

The name of the organization shall be the PRESIDENTS COUNCIL of PHA Hi-rises of Saint Paul.

### **Article II: Purpose**

The purpose of the PRESIDENTS COUNCIL shall be:

1. To facilitate better communication between residents, PHA staff and Board of Commissioners of the Public Housing Agency through mutual sharing of needs and concerns.
2. To foster and facilitate communication among the various organizations in the Hi-rises, Public Housing facilities and other community organizations.
3. To organize the persons of the above mentioned organizations into a powerful force, which will be able to obtain services and resources unavailable to the individuals or Hi-rises, and thereby improve the quality of life of the people of Saint Paul.
4. To learn from and support each other as officers.
5. To promote and/or provide training for officers and Hi-rise residents to create effective Resident Councils.
6. To distribute PHA Grants to Resident Councils upon completion of requirements.

### **Article III: Membership**

The membership of this organization shall consist of the President or a Board Member of the Resident Council in each Hi-rise. Other officers and residents may attend as guests with no vote.

Each Hi-rise is expected to be represented at Presidents Council meetings. In the event the delegate of a Hi-rise Resident Council is unable to attend, another officer may attend. If no other officer is able, another representative may be selected.

RESPONSIBILITIES of PRESIDENTS COUNCIL members shall be:

1. Assure Hi-rise Resident Council compliance with HUD (Housing and Urban Development) and PHA directives.
2. Relay information from the Board of Commissioners, PHA staff and PRESIDENTS COUNCIL decisions back to the Hi-rise Resident Council on a monthly basis.
3. Bring Hi-rise Resident Council concerns for discussion.
4. Share sources for entertainment, information and services.
5. Approve the annual budget.
6. Assure that resident rights are protected.

### **Article IV: Officers**

In the event there are no members of the organization who wish to run for office, or there are no qualified individuals within the membership wishing to run, an Officer outside of the membership may

*Approved AC mts 11-28-10*



be appointed or hired by the Presidents Council, specifically for positions of Secretary and/or Treasurer. This appointed individual, who must be a PHA resident, would have a voice, but would not have a vote. Additional resident officers would be added to the Executive Committee so that there would be a total of five (5) votes for the Executive Committee.

The officers of this organization may be President, Vice President, Secretary, Treasurer and Fifth Officer or may be are a Five-Member Board. When there is As a five-member Board, the officers will meet to agree together on how the officer responsibilities will be accomplished.

The duties of these officers shall be:

~~PRESIDENT:~~ The President shall preside at all regular and special PRESIDENTS COUNCIL meetings and Executive Board meetings; shall meet monthly with the Executive Board and PHA staff to designate a Presider for the next meeting, to establish the Presidents Council meeting agenda; shall and to request volunteers as needed.

~~VICE PRESIDENT:~~ The Vice President shall perform all duties of the President when the President is absent and shall perform other duties as requested by the President.

SECRETARY: The Secretary shall record all minutes of regular and special meetings and handle all correspondence for the organization. The Secretary will maintain an official set of minutes to be passed along to the succeeding secretaries. The Secretary shall be responsible for the attendance sign-in sheet, making sure each member and guest has signed. The attendance sheet will be attached to the official minutes. The Secretary shall maintain a current roster of the officers of the Hi-rises.

TREASURER: The Treasurer shall be responsible to receive all funds, keep accurate records of all receipts and disbursements, pay bills when due and make monthly reports at all regular meetings, including the balance on hand at the end of each month. All checks must be signed by two of the three officers whose names appear on the signature card at the bank. The books of the Treasurer shall be audited by the PHA Accounting Department between June 30 and September 30 each year.

~~FIFTH OFFICER:~~ The Fifth Officer shall be responsible for additional Board duties.

EXECUTIVE BOARD: These five officers and the ex-officio members shall constitute the Executive Board. Ex-officio members may be PHA staff and consultants. The Executive Board is on the Resident Participation Committee (RPC).

## Article V: Meetings

Meetings shall be held at the PHA Central Office (555 North Wabasha Street, Suite 400, Saint Paul) or at the various Hi-rises.

Executive Board meetings shall be held monthly, usually ten (10) calendar days prior to the PRESIDENTS COUNCIL meeting.

Meetings shall be held once a month on the fourth Monday of the month, except as a holiday dictates a change or if the Presidents Council *Cold Weather Rule* is in effect. A quorum shall consist of two-thirds (2/3) of the Council. Due notice of the meetings shall be sent to the Council members.

Minutes of the PRESIDENTS COUNCIL meetings shall be posted at each Hi-rise to allow residents to review them each month.

## **Article VI: Election of Officers**

The officers of the Council shall be elected by the Council members. ~~The officer structure will be voted on before candidates are nominated.~~ Any Resident Council officer may be nominated but no more than one from each Hi-rise.

At the May meeting the duties of the offices will be listed and an application form distributed for any member interested in any office.

Additional nominations shall be made at the regular September meeting and the vote taken at that meeting. Vote shall be by secret ballot. After the election, officers will turn over to the succeeding officer (or PHA staff) all records, keys, etc. pertaining to the office.

The term of office is from one regular election until the next, even if not re-elected as an officer in the Hi-rise.

If an officer resigns, a member of the Council may volunteer to fill the position for the remainder of the term. The appointment shall be confirmed by majority vote.

## **Article VII: Censure**

If a Hi-rise has no representative present for two (2) consecutive meetings, notice will be sent by the Council Secretary to the Resident Council officer and to the PHA manager for that Hi-rise.

Any member with concern about the official performance of an officer or other Council member may request a special meeting of the Executive Board with at least one PHA staff person present.

Censure is a warning that the members of the Council may use to express displeasure or indignation at the acts or words of a member or officer. The motion to censure is a main motion, debatable, amendable and requires a majority vote.

## **Article VIII: Amendments**

The Constitution and Bylaws shall be read by the Executive Board each year for information and possible revision.

The Constitution and Bylaws may be amended by a two thirds (2/3) vote of all members present. Notice of such amendment must be given at least thirty (30) days in advance of such vote. Vote shall be by ballot.

**All amendments approved by a vote of the Presidents Council.**

**Revisions: September, 1995; October, 1996; March, 1997; April, 2000; April 2006; February, 2009;  
(NEW REVISION DATE WHEN FINAL APPROVAL RECEIVED BY PRESIDENTS COUNCIL.)**

# Hi-Rise Space Use Agreement

Community Space(s) at \_\_\_\_\_ Hi-Rise

Name of Resident Requesting Space \_\_\_\_\_

Resident Phone \_\_\_\_\_ Resident Apartment # \_\_\_\_\_

I, the undersigned, request the use of the following:

Dining Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Community Room \_\_\_\_\_ Patio \_\_\_\_\_ Other \_\_\_\_\_

Date: \_\_\_\_\_ Time \_\_\_\_\_ am or pm (circle one) to \_\_\_\_\_ am or pm (circle one)

Purpose \_\_\_\_\_

## Conditions of agreement:

- The RESIDENT will make the reservation at least 14 days in advance of the date requested. \*\*
- The RESIDENT will pay a non-refundable administrative fee of \$10.00 \$15.00 \$20.00 or \$25.00, and a damage and cleaning deposit fee of \$50.00.
- The RESIDENT event may not exceed 50 guests, including children. \*\*
- All events are limited to four (4) hours; with an additional one (1) hour for clean-up.
- Guests may not park in the Hi-Rise parking lots after 9 p.m.
- Residents may have access to vending machines during a reserved event. Only invited residents may attend a reserved event.
- The RESIDENT will be present at all times with their guests. All GUESTS (adults & children) must remain in the reserved space. CHILDREN may not use the pool table, pianos, exercise equipment, karaoke equipment, televisions, air hockey tables, computers or any other such items. CHILDREN must be supervised by an adult.
- Children are not allowed in the hallways or bathrooms without an adult escort.
- The KITCHEN may only be used for reheating and serving food. It may not be used for food preparation.
- The RESIDENT will leave the space in clean condition, all furnishings replaced to the original placement and all TRASH removed to assigned receptacles.
- The RESIDENT will be held responsible for any damage to Resident Council and/or PHA property. The PHA may assess the RESIDENT for the cost of any repairs and/or cleaning expense resulting from misuse of the assigned space.
- SMOKING, ALCOHOL AND CONTROLLED SUBSTANCES ARE NOT ALLOWED ON PREMISES.
- The RESIDENT is responsible for letting their guests into the Hi-Rise. No children are to be letting in guests, and the doors may not be propped open.

\*\*Exception to this is a memorial service for a Hi-Rise resident.

Additional conditions pertaining to this event:

Signed, Resident \_\_\_\_\_ Date \_\_\_\_\_

Signed, Resident Council Officer \_\_\_\_\_ Resident Council Office Phone number \_\_\_\_\_

Two originals, each signed by all parties: one each for the Resident & Resident Council files.

The following addendums pertain specifically to \_\_\_\_\_ Hi-Rise:

This agreement facilitated by the Presidents Council in conjunction with PHA management, November 2016.

Approved PC Mtg 11-28-16