

# Presidents Council Meeting Minutes

February 27, 2017

## CALL TO ORDER

*Melanie Fox*, Montreal, called the Presidents Council Meeting to order on February 27, 2017 at 10:00 a.m., after which introductions were made.

## SECRETARY'S REPORT

*Bob Knutson*, PC/RPC Secretary, Ravoux, requested that everyone look over the Minutes from the last meeting and report any errors or discrepancies at the next meeting. A Motion was made by Kevin McFadden, Neill, to accept the Minutes as they stand, which was seconded by David Owens, Mt. Airy, and the Motion carried.

## TREASURER'S REPORT

*Melissa Pappas*, PC/RPC Treasurer, Seal, presented the Treasurer's Report for the month of January. The checkbook Register balance is forty-one thousand, two hundred fifty-one dollars and forty-five cents (\$41,251.45). The Ending Balance, as of January 31<sup>st</sup>, is forty thousand, six hundred six dollars and forty-five cents. (\$40,606.45). The Report will be filed for audit.

## GUEST SPEAKER

*Jon Gutzmann*, Executive Director, St. Paul Public Housing, wanted to acknowledge the loss of some of our colleagues; many of whom he had known for years. He also wanted to acknowledge and thank those who have been working hard in their elected roles, and who also deal with their own gains and losses. The work you do as the leaders of your buildings is relied upon by the PHA to do its work. He spoke about the change in the administration in Washington and stated 80% of the PHA's annual budget is funded through the federal government, and 20% is funded by tenant rental payments. At this time he doesn't know what changes -- if any -- are coming. He went on to explain how the system works in Washington, where HUD is concerned: i.e., Budgets, Policy changes, Rules, etc. He'll come back and talk to us when he knows what's been decided.

## BOARD OF COMMISSIONERS REPORT

*Mary Puente*, Commissioner, Front, will give the Report at the next meeting.

## MAINTENANCE REPORT

*Dave Lang*, Maintenance Contracts Manager, wanted to thank the Resident Councils for allowing him to come and speak regarding the Capital Funds Program, which is where the money comes from to make improvements to the PHA buildings. He said they're waiting for HUD to publish our final funding amount. When they learn what it is, they'll let the PC know. He said they applied for \$500,000 in funding from the Federal Home Loan Bank of Des Moines, for Valley Hi-Rise plumbing replacement, and they were granted the money. Valley plumbing replacement will begin soon. They also applied for two other Grants, which weren't approved. He said they were also going to apply this year for another \$750,000 grant. Dave then took questions.

## **PHA MANAGEMENT REPORT**

*Charisse Brown*, Assistant Resident Services Senior Manager, said that Flat Rents are going up April 1<sup>st</sup> and everyone should receive a copy of the new amounts in their rent statements. She said Flat Rent for a one-bedroom will be \$776.00 and the rent for a zero-bedroom studio is going to \$629.00. She also wanted to remind everybody about the PHAS inspections coming up, and stressed that residents should call in a Work Order on anything that isn't working properly in their apartments. The Inspections will take place at: **Ravoux, Neill and Central on May 8<sup>th</sup>; Exchange and Wabasha on May 15<sup>th</sup>; Edgerton, Iowa and Wilson, May 16<sup>th</sup>.**

## **SAFETY & SECURITY REPORT**

*Keith Draz*, Safety & Security Coordinator, will give an update at the next PC Meeting.

## **OLD BUSINESS**

1. *The amended Hi-Rise Space Use Agreement Form* was presented to the PC. David Owens, Mt. Airy, made a Motion that we accept the revised Agreement. It was seconded by Leona Eishen, Wilson, and the Motion carried.
2. *Vending Contract final approval.* John Cardoza, Cleveland, made a Motion that the Vending Contract be approved by the PC. It was seconded by Kevin McFadden, Neill, and the Motion carried.
3. *Replacement of Missing Check Form approval.* John Cardoza, Cleveland, made a Motion that the new Form be approved. It was seconded by David Owens, Mt. Airy, and the Motion carried.

## **NEW BUSINESS**

1. *Julia Hupperts*, Hi Rise Resident Council Coordinator, said the Allina Grant in the amount of \$4,970.00, which Citywide and the PC had applied for, was approved and awarded to Citywide Resident Council and the Presidents Council. This Grant will be used much the same way as the Challenge Grants were used. The Presidents Council will be the fiscal agent for the Allina Grant.
2. A reminder of upcoming Council elections. Julia asked that all Representatives -- at their March council meetings -- have a discussion and a vote for the upcoming election which will be held in June. Individual Resident Council's need to make a decision as to whether they want to be a five-member Board or a Traditional Board. She referred them to a handout that explains what each type of Board is. The decision should be made at your March council meeting.
3. The Presidents Council needs volunteers! The main areas of need are: The Annual Recognition Event Planning, which occurs after the May PC meeting, Election Judges and Vending Committee. She mentioned having a Vendor Fair where vendors can come and present themselves and also review the Contract.

## **RESIDENT INITIATIVES REPORT**

*Alicia Huckleby*, PHA Resident Initiatives Director, said she had two things to talk about. The first was regarding the HUD *No Smoking Rule* in public housing, which became effective February 3, 2017. All housing authorities and public housing authorities have eighteen (18) months from the effective date for implementation.

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

The PHA and our partners, through the SHIP Program with Public Health, as well as organizations like the American Lung Association, Walgreens, NAMI (National Association for Mental Illness); our metro state partners and a group of others, are starting to coordinate in two areas. The first being our work in terms of the education and resources to residents who would like to quit smoking and need assistance; or would prefer Nicotine Replacement Therapy. The second thing being focused on is what this change is going to mean for all of our PHA Policies and Procedures. After August 3, 2018, all public housing properties will be smoke-free. No one can smoke within twenty-five (25) feet of public housing property. PHA will work with individual hi-rises regarding *Designated Smoking Areas*. Resident Initiatives will be focusing on Education and Training.

She had a congratulatory message about the Wilder Foundation Leadership Program. A number of Resident Council Representatives had enrolled and successfully graduated from this program in the past. The program lasts for six months, and participants meet at least twice a month; sometimes on weekends. They're matched up with Mentors who teach them how to be good community stewards. It's also an excellent opportunity for participants to network with other non-profit organizations, or individuals working with non-profit organizations around the Twin Cities area. This year the PHA was pleased to send John Cardoza, Cleveland, Eileen Mackin, Cleveland and Diane Anastos, Resident Initiatives Coordinator, to the program. All three will be graduating this coming Wednesday. Congratulations to them all!

### **SECTION 3 UPDATE**

*Beth Pacunas*, Section 3 Projects Coordinator / Youth Literacy, stated there were flyers put up recently concerning the renewing of business licenses, certificates or exams; it is a \$200 Scholarship. The deadline was last week. There are five applicants who, for many different reasons, wanted to get to the next level of their education. They're almost finished with their Small Business Training Program, which has been meeting at the Mt. Airy Community Center every Tuesday. The Program will end the last Tuesday in March. They are there to help you obtain skills for the job place, entering into the workplace, or starting a new business. She encourages Presidents Council Representatives to share this information with their Resident Councils. Those interested can give her a call at the Resident Initiatives Department.

### **ROSS TEAM**

*Ed Petsche* and *Val Wolf*, ROSS Employment & Educational Coordinators. Val stated they just finished the Youth Resource Fair. They have also finished a few Economics Counseling Sessions at various hi-rises. She said they're still open to scheduling more. If your hi-rise hasn't had one yet and wants to have one, get in touch with Ed Petsche or Val Wolf of the ROSS Team. Ed Petsche said they've had seven of those classes; six in hi-rises and one at the Mt. Airy Community Center, which attracted 54 attendees. They are looking to schedule more, including Job Fairs. To date, two Job Fairs are scheduled for the end of March or early April.

### **COMPUTER UPDATE**

*Aaron Smothers*, IT Digital Literacy Coordinator, passed out a packet of information and then spoke about visiting sites and working on Computer Lab systems where he updates hardware, software and security. He also checks to make sure upkeep is being done regularly. He does these reports every month and will continue to do them, as they allow individual hi-rises to look at the report and see where their building stands. He also spoke about the condition of some of the furniture in the Labs; i.e., broken chairs and tables, etc. Read these reports to get a breakdown of what's happening at your site.

### **COMPUTER UPDATE** (continued)

He went on to talk about Community Computer Lab Preferences, which can be configured into the *Faronics* security program. The Program can be configured for time limit use on the computers, or can limit the number of copies residents can print, along with many other security settings. He wants to have one night out of the month where the Computer Labs are locked down. This will facilitate “thawing” the computers and doing updates and other general maintenance. This will also make them faster.

Lastly, Aaron talked about computer recycling, and stated he’s called a number of places and they recycle basically the same way that St. Paul Computer Recycling does. He then went through comparisons of other recycling places and the prices charged.

*Julia Hupperts*, Resident Council Coordinator, wanted to clarify information on the page entitled: Community Computer Shopping List. Most Resident Councils have very limited budgets, so the PC is going to look at this in more detail. She wants to ensure that all computer stations are working correctly, safely and securely. The PC will be looking more closely at these items so we can get the best prices. Further information will be coming.

### **SHIP GRANT UPDATE**

*Betsy Christensen*, PHA SHIP Coordinator, gave a few updates. She sent around a sign-up sheet and said if your Resident Council would like some support in getting the *Resident Interest Survey* completed, put your information down and either she or Julia Hupperts will follow up and help provide support in getting residents to respond. Challenge Grant material was handed out last month and is due by March 31<sup>st</sup>.

Six locations have been chosen for the 2017 *Walk With A Doc*, which will begin in May and will be held each month until October. The locations are: Wilson, Ravoux, Cleveland, Seal, McDonough Family and Dunedin Hi-Rise and Family Sites. She will be getting in touch with these six sites. The walk will be offered for six months. She’s also waiting for a list of different types of opportunities and dates and times, from the St. Paul Regional Parks Department. She hopes to have more information by our next PC Meeting. She’s also waiting to hear back from *Nice Ride*. She said she doesn’t have any details yet about what the programs look like for the summer.

*Ann Tranvik*, St. Paul Public Health Nurse, wanted to add to what Julia Hupperts said about the Vendor Fair and having volunteers sign up and help. The last Vendor Fair was in 2013, and it was very helpful to have volunteers helping with the planning, which made sure we got the things we needed to get in the Vendor Fair. She asked those present to consider volunteering. She also said this year they’re focusing on beverages, and the goal is 50% healthier drinks. It’s important the Vendors be on-board as well. She presented something that could be put on the vending machines, to help the vendors remember that we’re focusing on healthier drinks. She also said they were able to hold five Diabetes Classes in five different sites this past year and they are working on how to get both Diabetes and Chronic Disease discussion groups together.

### **GREEN INITIATIVES**

*Yen Tran*, Green Initiatives Technician had an announcement regarding recycling and gardening. She and Nina Semmelroth had planned to go out to each hi-rise to connect with the Recycling Coordinators. They’ve decided instead that they’re going to hold a central meeting, where they’ll meet with the Coordinators to update them about their new recycling contacts. That meeting will be scheduled for some time in March.

### **GREEN INITIATIVES** (continued)

She also encourages each community to assemble a Garden Committee. Last year we had Mentor Training, but not this year. If your community would like additional resources, such as gardening tools, or a Gardening Mentor, please contact Yen Tran. She then took questions.

### **CLOSING**

*Julia Hupperts*, Resident Council Coordinator, wanted to remind everyone that it's very important that Representatives share what's discussed at the PC Meeting with all residents. Julia said while it is the Resident Council Secretary's job to see that the Presidents Council Minutes get posted at the hi-rises, to please work as a team to see they get posted if the Secretary is not able to. She also wanted to remind us that if your Council receives checks of any kind, make sure that they're deposited into your bank account quickly. She also reiterated that if any hi-rises need help completing forms for the Questionnaire, she or Betsy Christensen would help.

She spoke about Computer Team Training and the recently purchased security program called *Faronics*. It's important for all Computer Administrators to know how it works. The Computer Team, which is comprised of a representative from each hi-rise, meets monthly on the third Thursday of the month. This month the meeting will take place at the McDonough Computer Labs. Aaron Smothers will facilitate teaching *Faronics*. All Computer Administrators will get a notice when the training will be held there.

PHA staff are not allowed to receive any gifts, so when they do, they donate them to various Resident Councils, Family Councils, etc. Last month, the PC was the recipient of a gift, and this month Montreal Hi-Rise was given an Amazon Gift Certificate, compliments of Alicia Huckleby.

No further Presidents Council business was discussed or conducted, and the meeting was adjourned at 12:06 p.m.

Submitted by:



Bob Knutson, PC/RPC Secretary

## **Meeting Reminders:**

Next Presidents Council Meeting: Monday, March 27, 10:00 a.m. - 12:00 p.m.

Executive Committee: March 17, 11:00 a.m. - 3<sup>rd</sup> floor.

Resident Participation Committee: March 17, 10:00 a.m. - 3<sup>rd</sup> floor.

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

Insider Newsletter: March 3, 10:00 a.m. - 3<sup>rd</sup> floor.

Computer Team: March 16, 1:00 p.m. - McDonough Community Center..