

# Presidents Council Meeting Minutes

February 26, 2018

## CALL TO ORDER

David Owens, Mt. Airy, called the Presidents Council Meeting to order on February 26, 2018 at 10:00 a.m. Introductions followed.

## SECRETARY'S REPORT

Bob Knutson, PC/RPC Secretary, Ravoux, requested if any discrepancies or errors are found in the Minutes, report them during the Secretary's Report at the next meeting. A Motion was made by Teresa Souvannachack, Montreal, to accept the Minutes as they stand. It was seconded by Donna Walters, Seal, and the Motion carried.

## TREASURER'S REPORT

Melissa Pappas, PC/RPC Treasurer, Seal, gave the Report for the month of January. The register balance is thirty-four thousand, eight hundred seventy-four dollars and fourteen cents (\$34,874.14). The ending balance is thirty thousand, one hundred eleven dollars and seventy-seven (\$30,111.77). The report will be filed for audit.

## GUEST SPEAKER

Stacey Nelson-Kumer, Director of Community Investment, Comcast Cable, spoke about a program called *Internet Essentials*; that is designed to be a wraparound solution to directly address major barriers, by offering **affordable Internet, subsidized computers, and free digital literacy training**. She passed out a flyer that explained what *Internet Essentials* includes and who qualifies for it. If you qualify, it will give you the ability to use the Internet for \$9.95 a month plus tax. You can also purchase a computer for \$149.99 plus tax. In addition, individuals may participate in free digital skills training to better understand the Internet and the many ways it can benefit them. If you'd like more information, call Stacey at **651-493-5780**, or email her at [Stacey\\_nelsonkumar@comcast.com](mailto:Stacey_nelsonkumar@comcast.com).

## MAINTENANCE REPORT

Dave Lang, Maintenance Contracts Manager, stated all parking lots will be cleaned up tomorrow. They're also doing some removal of Ash trees at Hamline and Front this week, due to an infestation of a bug called the *Ash Borer*. He also wanted to thank the people at Valley for the cooperation they're exhibiting during the plumbing restoration. After Valley's restoration is completed, they plan to do the same at Montreal.

## PHA MANAGEMENT REPORT

Charisse Brown, Assistant Resident Services Senior Manager, gave an update on *RAD*, as many have been asking about it. Currently they're still waiting to apply, but haven't heard anything back yet.

## PHA MANAGEMENT REPORT (continued)

She emphasized again that residents need to be reminded to keep their windows closed during the freezing months. They've already had a couple of pipes burst. Any damages to your property as a result of a pipe bursting will be your responsibility. She encourages residents to get homeowner's insurance so they can replace items that may get damaged by water. She spoke about a flyer everyone should have received in their February rent statements, regarding the Tri-annual Recertification, also known as ACO's. Residents who are on fixed incomes no longer have to have human interaction to renew their leases. They will be given paperwork which can be mailed in. They're also in the process of hiring more assistant managers.

## SAFETY & SECURITY REPORT

Kent Cleveland, Sargent, St. Paul Police Department – ACOP, reported that two new officers had begun to work on their own after being trained, and gave us a run-down of what's been happening. There have been a lot of changes in staffing, but he'll keep us up-to-date.

When the weather is cold, non-residents will try to enter buildings to sleep in laundry rooms, stairwells, etc. He asked everybody to keep their eyes open, and if they see any indication of this, to call the police. There have also been a few thefts.

There is a problem of cars being parked in hi-rise parking lots without permits. Currently, there's only one parking enforcement officer working at night. If you know of anyone parking in the lot who is a non-resident, report it to your manager.

He added that he's put together a PowerPoint training presentation for residents and staff, regarding personal safety and financial crimes, especially those targeting the elderly. He's putting together the finishing touches, and hopes to implement it at various buildings in the next couple of months. He asked the Reps to have their councils discuss it to see if they would like something like that set up. He then took questions.

## OLD BUSINESS

No Old Business.

## NEW BUSINESS

**Debit card procedures:** *Julia Hupperts* discussed a draft of the *Resident Council Debit Card Use Procedures*. They are ready to proceed with the debit card, but first she wanted to read through the *Procedures* with the hi-rise representatives. If Debit Cards are approved by the P.C. then the process can continue. On the back of the *Procedures* is a *Disbursement Form* that was approved at last month's Presidents Council Meeting. It now contains a separate area for debit card information. She proceeded to go through each procedure with the representatives, with questions being asked and answered along the way. Both documents will be sent out to all managers and will be posted on the P.C. website. ***It's important to know that not every resident council has to get a debit card.*** Leona Eishen, Wilson, made a Motion that the *Resident Council Debit Card Use Procedures* be approved. It was seconded by Cheryl Eastwold, Neil, and the Motion carried.

## **NEW BUSINESS** (continued)

**Computer Peer Volunteers and Computer Peer Team:** The P.C. and the RPC have been discussing this for a long time. When the RPC and P.C. approved the Budget, they approved \$3,000 for a Computer Peer Team. The challenge is in soliciting volunteers and defining exactly how the Computer Team will be reimbursed for any time they put in. It would be considered a “stipend”, but the Team was unable to come to an agreement on what the stipend should be. There are two ways a Computer Team could be reimbursed. One would be similar to the QuickBooks Peers, where a volunteer would get a stipend for working with a particular hi-rise in keeping the computers working and in good shape. The second way would be by-the-hour. She would like all Reps to think seriously about this, as it’s been a huge challenge. The bottom line is we need to find some way to keep the computers working and in good shape. Councils should work with their Computer Administrators to see that the areas are cleaned up and no food or beverages are near the work areas. Councils should also remind computer users to keep computer areas neat and clean for the next user.

**Solid state drives and updated timers have been installed:** At last month’s meeting, the P.C. approved the purchase of updated timers for the computer program *Faronics*. They were to be installed on sixty-four computers throughout the sixteen hi-rises. However, as of last week the ROSS Grant has ended and we no longer have Aaron Smothers, Computer Tech, to turn to for computer help. And due to some problems, Aaron did not have the time to install solid-state drives at Montreal, Edgerton, Hamline or Wilson.

**Residents must be considerate of the council computers:** The computers at your hi-rises are owned by your resident council, not by the PHA. It’s very important that these computers be treated with respect, and residents need to be careful and considerate around them. Foods or beverages should never be anywhere near a computer. Every hi-rise should ensure that their computer rules are solid and established, and are being followed. Julia Hupperts also reminded everyone that only residents are allowed to use the computers. Regarding any misuse of computers, residents should never put themselves in danger or at risk by confronting anyone they’re not comfortable with. If you see someone flagrantly disobeying established computer rules and you’re not comfortable approaching them about it, please note the date and time, and give that information to your manager.

**Application and the Computer Peer Job Description:** This has been looked at by the Computer Team and they’re in agreement on it. Julia then read the job description.

After much discussion, the draft copies of the *Computer Peer Volunteers* qualifications, expectations, etc., along with the *Application for the Computer Peer Team* and the *Computer Peer Invoice*, were all tabled in order to allow more time to examine them again. Donna Walters, Seal, made a Motion to table all three draft documents. John Cardoza, Cleveland, gave a second, and the Motion Carried.

## **ANNUAL RECOGNITION EVENT**

*John Cardoza*, Cleveland, stated the date of the event has been changed to **Monday, June 4th**. He also spoke a little about what the event was and what it’s about, for those who have never attended.

## **BOARD OF COMMISSIONERS REPORT**

*John Cardoza*, Commissioner, Cleveland, informed everyone that any actions the Board of Commissioner's take, can be found on the PHA website. In their meeting they talked about a proposal to sell thirty-two Scattered Site homes as part of a *Home Ownership Program* for residents who would like to own a home.

An *Allina Neighborhood Health Program Grant* application was submitted, to apply for Allina grants which include events like "*Walk With A Doc*", and will also provide funding for them. Next week the Board of Commissioners will begin discussing the Budget.

## **RESIDENT INITIATIVES REPORT**

*Alicia Huckleby*, Resident Initiatives Director & Interim Human Resource Director, addressed the debit card procedures and protocol. She said she's very appreciative of the work the council officers do. There's a lot of information to keep track of, and you're here representing your entire building; making very significant policy decisions, financial decisions and procedural decisions, which affect all sixteen hi-rises.

But from time to time, she or Julia Hupperts gets a call or an email from a resident, who says their council didn't hear about various things that were decided at the P.C. meeting. In order for information to get back to the individuals on those sixteen councils, it's the P.C. Representatives responsibility to see that information is shared with your executive board, to help in constructing the agenda for the next council meeting. It's imperative that after you leave the P.C. meeting and go back to your hi-rises, that you make plans to share with your executive board what you learned at the meeting, so it can be put on the agenda and be shared and discussed at council meetings. You must ensure that your council is kept up-to-date on policy, procedural changes and activities available to them.

## **SECTION 3 UPDATE**

*Beth Pacunas*, Section 3 Projects Coordinator/Youth Literacy. Her job as Section 3 Coordinator is to organize partnerships and find people jobs, field training, and education that will lead to employment. You'll see flyers around the buildings, and they will usually put one up by the elevator on every floor when they have a program coming up. Classes are of no cost to the resident and they usually don't require too much of your time. So, when you see a flyer in your building offering the services listed above, why not take advantage of the opportunity. It just may change your life for the better.

She spoke about he people living in your buildings and about helping residents know what activities are available to them -- that may or may not be in their particular building -- but are available to everyone system-wide. A lot of the coordinators in the Resident Initiatives Department do programming and projects that are available to everyone; they just aren't able to come to every individual site. She said they have a big challenge getting the message out to everyone. If you, or someone you know, are looking for a job, training or education, or if you have any questions or concerns, get in touch with Beth at **651-228-3204**.

## **SHIP GRANT UPDATE**

*Ann Tranvik*, St. Paul Public Health Nurse -- who works with Betsy Christensen, SHIP Coordinator -- gave us an update. SHIP promotes healthy opportunities for all residents of the PHA. She handed out a packet containing various flyers and gave a quick overview of what they contained:

## **SHIP GRANT UPDATE** (continued)

1. **Walk With A Doc** is starting a new season in May at six sites. Flyers will be posted.
2. **Saint Paul Pedestrian Plan** will set a vision to make walking safe, easy and convenient. Betsy will be asking residents to be a part of the *Plan*. There will be an open house at Arlington Hills Community Center, 1200 Payne Avenue in St. Paul, on March 22, 2018, 5:00-7:00 p.m.
3. **Smoking Cessation Workshops** are going on with the *National Alliance of Mental Illness* (NAMI). The HUD Smoking Ban will be going into effect the end of July, so NAMI has put together a great list of programs that are available at many PHA sites, and residents from all hi-rises are welcome. They also partnership with Walgreens Drug Store.
4. **Mini-Quit Mondays** are short exercises designed to help you practice quitting tobacco. We'll have one Mini-Quit Monday a month with a prize drawing for each.
5. **Diabetes Support Group**. There are a number of workshops that will be offered at different PHA sites starting in March, so watch for flyers to be posted. There must be at least eight people signed-up in order to have a support group.

## **GREEN INITIATIVES**

Yen Tran, Green Initiatives Technician gave a recycling update. She talked about the *Ramsey County Public Entity Innovation Grant*. They received the grant in 2016, and it's to be used to help them re-energize the recycling programs at the hi-rises; along with a pilot of an *Organic Collection Program* at the Dunedin family site. In three months that Grant will be over, so presently they're focusing on purchasing more resources for the Recycling Coordinators. They've expressed getting more cleaning supplies, which they're able to do.

They're working on finalizing a publication which will be condensed and easier for residents to read, and they will be translating the publication into three languages: Hmong, Karen and Somali. They had also handed out some recycling totes and bags and they're working on getting more to meet demand. She'll keep us posted when they receive them.

They've been to a couple of hi-rises to talk about the Recycling Surveys and have received a lot of responses back, which will help them prioritize the needs of the program and focus on getting more outreach programs to residents. Lastly, she handed out recycling checks to all hi-rises.

## **CLOSING**

*Julia Hupperts*, Resident Council Coordinator:

1. The *PHA Vendor Fair* will be held March 28<sup>th</sup>, 1:30 - 2:30 p.m. at the Mt. Airy Community Center. She encourages every hi-rise to send at least two representatives; one being a council officer and the other the vending contract Rep. Send at least two, but more are welcome.

Julie Ralston Aoki, from the Public Health Law Center, will talk about food labeling laws. Vending contractors will also be there, but she doesn't have confirmation on which ones will attend.

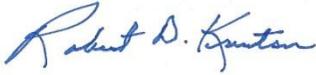
## CLOSING (continued)

PHA staff and *St. Paul Ramsey Public Health* staff will be there as well, to answer your questions about contracts, healthier eating and insurance certificates. The plan is to have each vending contractor give a brief presentation. There will also be tables set up around the room, so you can speak with specific vendors. The reason we are having this and bringing it up now is because your vending contract follows your fiscal year, from July 1<sup>st</sup> to June 30<sup>th</sup>. You need to talk to your resident council about whether they want to continue with the vendor they have, or switch. A few resident councils may choose to continue with their present vendor. In any event, a new contract will need to be signed and a new updated insurance certificate will need to be submitted. If your council decides they want to switch to another vending, your contract states you must give a thirty (30) day notice prior to the change. It's also important to have another vendor in place before terminating your present vending contract.

2. Also in your packet, there's something taken from *The Resident Council Guide* regarding *Application for the Peer Advisor Team*. They're looking for residents who are interested in being Election Judges to help resident councils work through the election process. If you're interested, please fill out the application form and submit it to Julia Hupperts. There will be election judge training in March. Election judges make a commitment to go to hi-rises for three months – April, May and June – to attend resident council meetings. The actual elections will be conducted in June. Election judges will be placed at the top of resident council meeting agendas, so you will not have to stay for the entire meeting. You will receive training and you will also receive a stipend of \$15.00 from the Presidents Council for each hi-rise that you go to. When the elections are over in June, then the individual hi-rises will also give you a \$25.00 stipend, to cover your transportation costs.
3. Julia reminded us that at the resident council meetings, the Secretary records the Minutes, and then gives a copy to your resident council treasurer. The treasurer then gives a copy of the Minutes to the QuickBooks Peer; who will then submit a copy to the Drop Box. Minutes are very, very important; they're a snapshot of what happened at your council meeting, but they're also proof and verification that your resident council has met.
4. It is the responsibility of your council secretary to go to the Presidents Council website every month and get a copy of the P.C. Minutes, print them out and post them on the bulletin board. The Minutes are also very important in reporting back to your resident council as to what happened at the meeting. The P.C. Minutes are posted to the website usually by the end of the week after the P.C. meeting.
5. Julia's been hearing from the QuickBook Peers that they have difficulties getting bank statements. Make sure after your resident council receives the bank statement, that your treasurer notifies the QuickBook Peer, so they can schedule an appointment to come out to your hi-rise and reconcile your bank account.
6. On the window ledge in the back of the room you will find a quick survey from *Ramsey County Public Health* (RCPH). Completing the survey gives you some input in helping the RCPH in what they're going to be looking at, and how they want to proceed.
7. You also received a flyer for telephone discounts. This is from the State of Minnesota. Everybody who lives in public housing is eligible for a small discount on a land-line. Information is in this flyer.

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

Submitted by:



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## **Meeting Reminders:**

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

Monday, March 26, 10:00 a.m. - Noon

**Executive Committee:** March 16 @ 11:00 a.m. - 3<sup>rd</sup> floor.

**Community Building:** March 2 @ 10:00 a.m. - 3<sup>rd</sup> floor.

**Computer Team:** March 15 @ 1:30 p.m. - Board Room.