

Presidents Council Meeting Minutes

March 28, 2016

CALL TO ORDER

Lisa Lee, Wilson Hi-Rise, called the Presidents Council Meeting to order on March 28, 2016 at 10:00 a.m., after which she called for introductions.

SECRETARY'S REPORT

Bob Knutson, PC/RPC Secretary, Ravoux Hi-Rise, said everyone should have a copy of the Minutes, and if corrections need to be made, bring them up at our next meeting. Tommy Houston, Front Hi-Rise, made a Motion that the Minutes be accepted as they stand. It was seconded by Yasmine Aminou, Central Hi-Rise, and the Motion was carried.

TREASURER'S REPORT

Melissa Pappas, PC/RPC Treasurer, Seal Hi-Rise, presented the February Treasurer's Report. The current balance is twenty-two thousand, eight hundred thirteen dollars and eighty-six cents (\$22,813.86). The Register balance is seven thousand, nine hundred forty one dollars and thirty cents (\$7,941.30). The Report will be filed for audit.

RESIDENT INITIATIVES REPORT

1. *Alicia Huckleby*, PHA Resident Initiatives Director, said the PHA's Budget was approved last week. Because it was a tight Budget, Jon Gutzmann, PHA Executive Director, had to find ways to reduce the amount of items. Unfortunately, the Board could only approve \$10,000.00 toward wellness activities at all hi-rises. She said they will continue working with the Presidents Council Executive Board regarding translation services.
2. Auditing hi-rise books. One major issue found during the audits, were checks that are being pre-signed. Alicia wanted to make it clear going forward, that resident council Boards cannot have pre-signed checks in their checkbooks, that aren't completely filled out. And checks should only be signed shortly before you're ready to make a purchase.
3. The second thing that came out of the hi-rise audit had to do with fund raising. Every resident council has a lot of discretion where this is concerned, but we need to remember that all fund raising activities have to be carefully accounted for.

RESIDENT INITIATIVES REPORT (continued)

The Resident Council Manual contains fund raising forms that have to be filled out. She explained that it was also noticed during the audit, that the accountability regarding fund raising had slipped a little. For the annual training in August, there will be a special section devoted just to *Fund Raising*, and how to account for the money you get through that activity.

BOARD OF COMMISSIONERS REPORT

Mary Puente, Commissioner, Front Hi-Rise, said it was voted on and approved at their meeting to approach the eight social service agencies, who have been leasing space in the PHA Community Centers for years – at no cost to them – to ask if they would contribute towards covering the operating costs for the spaces they occupy. The Commissioners also approved contracting with the City of St. Paul, through the Police Department, for ACOP services through March 31, 2017 when it becomes time to renew again. She also said for those who receive meals at the hi-rises, they've approved executing a new contract with the Presbyterian Homes to provide the meals for participants in the *Congregate Housing Services Program*. She also said the Minutes of their last meeting are available on request.

MAINTENANCE REPORT

The Maintenance Report will be given at the next meeting.

SAFETY & SECURITY REPORT

Keith Draz, Safety & Security Coordinator, received complaints from four hi-rises about “*I.R.S. Scams*” that make telephone calls to people asking them to withdraw money from their bank accounts. Keith advises anyone receiving a call from anyone saying they're from the I.R.S., and demanding money, to immediately stop communication and hang up. **The legitimate I.R.S. would never contact anyone by phone to ask for money.** He also was pleased to announce that the Board has approved their budget, providing more funding for off-duty security, which in turn will provide more coverage. He went on to emphasize that the warm weather is here, and with it comes increased numbers of incidents in parking lots and other areas. He also said if anyone notices any lighting fixtures that aren't working in and around the building, please let him know about it. If you have any problems or concerns about safety, give him a call at **651-558-2305**. If he's not there, leave a message; he returns all calls.

PHA MANAGEMENT REPORT

Charisse Brown, Assistant Resident Services Senior Manager, said PHAS (Public Housing Assessment System) has been completed, but they'll return in about three years. She said all of the hi-rises did pretty good, but wanted to remind everyone to get the word back to their buildings, that when they have, or see things that need to be fixed, to call in a Work Order as soon as possible and not wait. She mentioned that the new *Sales & Service Charges* will become effective April 1st. She also reminded everyone that yearly Inspections will be beginning again around May.

OLD BUSINESS

Committee Stipends: *Connie Lydon*, Neill Hi-Rise, stated that some time ago, there was a meeting held concerning Stipends and how much each Committee member should receive. Due to Budget overages, it was decided at the meeting that stipends would only be paid to the building Representatives or Peers representing their building, but not to other guests. John Cardoza, Cleveland Hi-Rise, made a Motion that only Hi-Rise Representatives, or peers representing their buildings, receive stipends. It was seconded by Karen Arnold, Exchange Hi-Rise, and the Motion was carried.

NEW BUSINESS

Presidents Council Website: *Melissa Pappas*, Seal Hi-Rise, said everyone should have received two handouts when they got their other materials for the meeting. Some redesigning of the site has been done to make it more user-friendly and easier to navigate. She encourages anyone who uses the Computer Labs to let her know how they feel about the new design, or if they have any suggestions on how it could be improved. One of the main goals is to get more residents to use the website, where all information regarding the PHA is available; including Job Listings, Computer Lessons and Computer Help. It was also mentioned that all of the computers in the hi-rises should have the *Presidents Council Website* as their Home Pages.

ANNUAL RECOGNITION EVENT COMMITTEE

Cathy Hicks, Valley Hi-Rise, is looking for people to volunteer to be on the yearly Recognition Event Committee. She said there will be a meeting on April 1st at 11:00 a.m., on the third floor, for all who are interested in participating.

ROSS TEAM

1. *Diane Anastos*, ROSS Grant Coordinator, updated us on the ROSS Grant activities currently going on. There was a *Financial Literacy Class* held at Seal Hi-Rise, and it went well. There was also a *Youth Fair* at Mt. Airy which also was a success. She also stated the Annual Report for the ROSS Grant was submitted last week and they're hopeful to have it approved. She offered updates on the computers in the Computer Labs. Aaron Smothers, Computer Tech, is working on a system that will allow users to submit a report regarding computer issues online, which will make them easier for him to track. He's also working on updating security and software on all computers.
2. The subject regarding accessing inappropriate materials online was brought up, and *Alicia Huckleby* stated it is never allowed. It also applies to residents who use their own personal laptops, because they're tapping into the Wi-Fi systems of the hi-rises to get online.

SHIP GRANT UPDATES

Betsy Christensen, SHIP Coordinator, gave updates from both herself and Ann Tranvik, Public Health Nurse, as Ann wasn't able to attend the meeting. Betsy passed around packets containing sheets of information about the various SHIP activities, one of which shows all of the different programs that *Ramsey County Public Health* is working on, which includes Public Housing. She then went through each sheet in the packet, and gave a brief description about each one, after which she took questions.

Information from Ann Tranvik, Public Health Nurse: Ann stated they partnered with the National Alliance for Mental Illness (NAMI) to hold the Smoking Cessation Workshops. Thirteen of the sixteen hi-rises have been completed. Ann thanks everyone who's been helpful in promoting them. She said all of the Workshops will be completed by April 25th. She went on to say there still is no word on the HUD smoking ban. She is also in the process of completing the Vending Reports at all hi-rises. Updates will be shared at the next PC Meeting.

SECTION 3 UPDATE

Beth Pacunas, Section 3 Projects Coordinator/Youth Literacy, said they try to provide education and training for residents, to help them either get certified in a job they've been trained for, or are trying to gain new employment. This is done through the *Minnesota Resource Center*, who have had *Workplace Essentials* flyers up in the hi-rises over the past year. There is another class starting on April 11th at the Wellstone Center on the west side of St. Paul, which is near Dunedin Hi-Rise. There is also a Small Business Training Class at McDonough through *African Economic Development Solutions*. She left her business cards for those interested.

GREEN INITIATIVES

Yen Tran, Green Initiatives Technician, gave three updates:

1. We had a Garden Committee Training meeting at a couple of hi-rises last Wednesday and it went well. She would like to attend Resident Council meetings in other hi-rises, to give everyone a rundown of what happened, and also provide the resources for this year.
2. She gave an update on Grants that *Resident Initiatives* applied for this year. They applied for the *Public Entity Innovation Grant* through Ramsey County, which will be used for waste reduction initiatives.
3. We applied for the City of St. Paul Star Grant. This Grant is used for improving community spaces.

CLOSING

Julia Hupperts, Resident Council Coordinator, thanked those who volunteered for the Recognition Event Planning Committee, and also wanted to remind everyone that it's a national recognition event, and per HUD rules, there will only be snacks available, no meals. The Event is to recognize hi-rises and Officers for the work they've done over the past year. She also spoke about re-energizing recycling programs. Also, she will be handing out vending checks for hi-rises. Julia reminded everyone that annual elections will be coming up soon in the hi-rises. An Election Judge will be attending Council meetings in April, May and June to talk about the elections that will take place in June, after which officers will be sworn in. ***Please make every effort to put the Election Judges at the head of your Agendas, after the Secretary's Report.*** Julia also wanted to have a discussion, and get recommendations regarding the Annual Hi-Rise Picnics. After much discussion, it was decided to have individual hi-rise picnics. Cathy Hicks, Valley Hi-Rise, made a Motion that individual hi-rises plan their own Annual Picnics. It was seconded by Tommy Houston of Front Hi-Rise, and the Motion was carried.

No further Presidents Council business was discussed or conducted and the meeting was adjourned at 12:00 p.m.

Submitted by:



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Meeting Reminders:

Next Presidents Council Meeting:

Monday, April 25, 10:00 a.m. - 12:00 p.m.

RPC Meeting: April 8, 9:30 a.m. - 3rd floor.

Executive Committee: April 15, 11:00 a.m. - 3rd floor.

Community Building: April 1, 9:30 a.m. - 3rd floor.

Computer Team: April 21, 1:30 p.m. - Board Room.

Annual Recognition Committee: April 1 @ 11:00 a.m.

Presidents Council Website:

www.stphapresidentscouncil.org