

Presidents Council Zoom Meeting Minutes

March 22, 2021

CALL TO ORDER

Jesse Thomas, Seal, Chairperson, called the Presidents Council Meeting to order at 10:00 a.m. and took a roll call of hi-rise Representatives present.

SECRETARY'S REPORT

Bob Knutson, PC/RPC Secretary, Ravoux, stated there is a copy of the Minutes posted on the PC website. He also asked Representatives to instruct their resident council Secretaries to print a copy of the PC Minutes and post them along with the Minutes from their resident council meetings. Dennis Loudon, Edgerton, made a Motion to accept February's Minutes as they stand. Laurie Wrycza, Valley, seconded and the Motion carried.

TREASURER'S REPORT

Melissa Pappas, PC/RPC Treasurer, Seal, gave a rundown of income and expenses for the month of February. The cleared balance is sixty-five thousand, five hundred seventy-five dollars and ninety-seven cents (\$65,575.97). The ending balance is fifty-nine thousand, nine hundred twenty-nine dollars and forty-two cents (\$59,929.42). The report will be filed for audit. Melissa then answered any questions.

PHA MAINTENANCE REPORT

Brent Feller, Construction Program Manager / Maintenance Contracts, gave an update on construction projects that are going on throughout the hi-rises:

1. The plumbing renovation at Front Hi-Rise continues and they will be moving residents to other hi-rises within the next couple of weeks.
2. They're in the process of finalizing their Budget approval and will be transitioning into new projects once that's completed.

Mike Silvan, Assistant Maintenance Director, stated:

1. They're working hard at finishing up the existing Work Orders (WOs) which were postponed due to the pandemic.
2. Due to the pandemic it's still uncertain when Preventative Maintenance will resume.
3. The outside contractor safety inspections will be beginning next week and will continue through Memorial Day. This is to ensure that all of the safety equipment is working properly. Notices will be posted in your buildings prior to this taking place.

Brent and Mike then took questions from Representatives. A major matter of concern was inadequate lighting in the hi-rise parking lots.

PHA MANAGEMENT REPORT

Tara Johnson, Resident Services Senior Manager, will give her report at the next PC meeting.

SAFETY & SECURITY REPORT

Sgt. Amy Boyer, St. Paul Police Department, ACOP Unit, said now that the weather is getting warming there are less and less people attempting to gain access to the buildings to use as a place to sleep. She also stated that the car jacking's throughout the city have decreased over the past couple of weeks.

The trial concerning George Floyd's death is due to begin next Monday, so you may see a bit of an increase of officers patrolling the buildings during the day and evening hours as a precautionary measure. They're not expecting any civil unrest in the city, but if that does occur they're well prepared and trained to deal with anything that should arise. If you have any concerns regarding this, please reach out to ACOP at the phone numbers and websites listed below. Sgt. Boyer then answered any questions. The main issue brought up was that the Officers-In-Residence (OIRs) are not attending the resident council meetings at a few hi-rises. Sgt. Boyer said she would deal with that today. She also stated that if she needs to fill in for an OIR at any meetings, ideally she would like a day's notice for that.

If you need further information regarding ACOP, or have any questions regarding policing activities, contact Sgt. Boyer at **651-558-2305**, or email her at Any.Boyer@ci.stpaul.mn.us..

In addition, if you're in need of information regarding Covid-19, the Minnesota Department of Health has a Covid-19 hotline number which is **651-201-3920**. It's open from **7:00 a.m. to 7:00 p.m.**

OLD BUSINESS

Youa Thao, Resident Council Coordinator spoke about Election Judges. Election Judge training was held last week, and beginning in April, Election Judges will be coming to your buildings. Please put the Election Judge after the Secretary's Report on your resident council Agendas for your April meeting. She has printed out sixteen posters containing information regarding Resident Council Officers Elections, and has sent them out to building Managers to be posted in a conspicuous area of your hi-rise. Anyone having any questions about what the Election is about can refer to this poster for information. It lists the information for the various council officer positions for anyone who has the desire to run for any office. Anyone who would like to run for any of the positions should read the requirements prior to the Election Judges coming to your buildings. The Election is a three-month process that runs from April through June. In addition, at the bottom of this poster are listed the consequences involved if any hi-rise resident council should shut down.

NEW BUSINESS

1. Presidents Council Financial Book Training. Youa Thao, Resident Council Coordinator, said one of things that they would like to propose is to have training for the QuickBook (QB) Peers to go over the Presidents Council's Financial Books. This will be beneficial to both new QB Peers and existing QB Peers. Those who would come to the Presidents Council office for this training, would look through the Books to ensure that everything is correct, which will aid in the auditing process. The proposal include giving all Peers that attend this training a \$10.00 stipend. Melanie Fox, Montreal, made a Motion that the \$10.00 training stipend be approved. The Motion was seconded by Darlene Fisher, Mt. Airy, and the Motion carried.

NEW BUSINESS (continued)

2. **Community Insider Newsletter.** Youa Thao showed a copy of the *Community Insider Newsletter* that will be coming out at the end of this week. A committee was formed and they all worked very hard putting this together for everyone at the hi-rises. She will send copies to all hi-rise Managers so they can post them for all to see, in addition she will email copies which can be printed out. They are looking for residents to write stories about their pandemic experiences and the ways they have found to cope with being quarantined, etc. Any questions regarding the Newsletter were answered.
3. **Board Structure for Next Year.** Resident Councils must decide whether they prefer to have a Traditional Board or a Five-Member Board. A Traditional Board consists of a President, Vice President, Treasurer, Secretary and Fifth Officer. A Five-Member Board consists of three Board Officers, a Treasurer and a Secretary. The difference between the two types of Boards is that for a Five-Member Board the duties are divided among the five elected officers. There are no titles, such as President, Vice President, etc. Instead officers perform those duties on a rotating basis. However, the duties of the treasurer do not rotate. The role of presider may rotate among all the Board members, including the Treasurer.

BOARD OF COMMISSIONERS REPORT

John Cardoza, Cleveland, Commissioner, stated the Board actions for February 24 included a couple of reclassifications for PHA staff. There was also the approval of the ACOP Budget for the year 2022 and he wanted to thank Sgt. Amy Boyer and all of the ACOP members for an excellent job. ACOP has been a great partner with the PHA for the past thirty-one years. There was also the approval for an increase in the Executive Director's salary. The Executive Director of the PHA is Jon Gutzmann. This increase is retroactive to January 1st. John reminded anyone having questions to give him a call at **651-955-5450** or send an email. Also, the Minutes for the Commissioner's meeting are on the PHA website under News & Advocacy.

SECTION 3 UPDATE

Beth Pacunas, Section 3 Projects Coordinator/Youth Literacy, wants everyone to know that there was a big response to the *Twin Cities Ride Program*. There are posters about this in all of the hi-rises. Approximately forty people have reached out, and many of those have been admitted to the *My Road To Success* program, which is general workplace training, customer service training and also maintenance and facilities training. If there are any hi-rises that do not still have the *Twin Cities Ride* posters still posted, let Beth know and she'll get more to you. The posters have been very successful and are working.

She also put out a notice to all the hi-rises regarding Janitorial Training, which started about a week ago, and there were also about forty people who came forward for that, many from the hi-rises. Unfortunately due to the pandemic, most training has had to take place online. For anyone wanting to take this training online, but doesn't have a computer, they can contact *PC's For People* at www.pcsforpeople.org Computers are available and cost about \$140.00 and could possibly be free if you can't afford one. Contact them for more information. She looks forward to the day they can get classes back on-site, which will make things more convenient.

If you or someone you know is trying to find a job, obtain job skills, education, employment counseling; or if they just need more information on Section 3, they can contact Beth Pacunas at: **651-228-3204**, or email her at elizabeth.pacunas@stpha.org. She also now has a PHA phone number which is **651-252-5799** if you need assistance in the areas mentioned above. She will do the best she can to provide it. Also, keep an eye out for flyers and posters in your hi-rises as well. She then answered questions.

RESIDENT INITIATIVES REPORT

Alicia Huckleby, Resident Initiatives Director / Human Services Director, reported the following information:

- On Friday, March 19, PHA staff and President Council Peer officers were able to get the Moderna Covid-19 vaccination at a clinic which took place at Ravoux Hi-Rise.
- On Friday, March 26, Saint Paul-Ramsey County Public Health will be onsite at Wabasha H-Rise from 1:30 to 4:30 p.m. to provide Moderna Covid-19 vaccinations.
- It is anticipated that the second clinic at Hamline Hi-Rise will take place on April 16.

HIP REPORT

Betsy Christensen, *Health Improvement Programs* (HIP) Coordinator, gave the follow information:

1. People can now do in-home Covid-19 testing. If you would like more information regarding this, go online to www.health.state.mn.us/diseases/coronavirus/testsites/athome.html.
2. She also spoke about eliminating the use of lead in fishing tackle to protect wildlife and the environment. To learn more on this, go online to www.ramseycounty.us/content/free-lead-fishing-tackle-exchange.
3. There will be a Vaccination Clinic at Como High School, **Saturday, March 27th** from **8:00 a.m. until 4:00 p.m.** The address is 740 Rose Avenue West, Saint Paul, MN 55117. You must call for an appointment first at **612-262-6675**.
4. There will be drive-through pickup events for a 30-pound box of **FREE FOOD** at the following locations and times. A link to Facebook events is also included:
 - PIPEFITTERS 455, 1301 L'Orient Street, St. Paul, MN, March 23rd at 11:00 a.m. The Facebook event link is <https://fb.me/e/4axWsgo14>.
 - UFCW 1189, 266 Hardman Avenue North, South St. Paul, MN, March 25th at 2:00 p.m. The Facebook event link is <https://fb.me/e/DKSy2BGF>.
 - IBEW 110, 1330 Conway Street, St. Paul, MN, March 27th at 11:00 a.m. The Facebook event link is <https://fb.me/e/5dbeRlmzV>.
 - LETTER CARRIERS, 1715 Van Dyke Street, Maplewood, MN, March 27th at 1:30 p.m. The Facebook event link is https://www.facebook.com/SaintPaulRLF/events/?ref=page_internal.

CLOSING

Youa Thao, Resident Council Coordinator, spoke about the following:

1. Mileage Form. Every resident council has been sent a copy of the new Mileage Form. For the year 2021 the mileage reimbursement has decreased from 57.5 cents to 56 cents. Please print a copy of the form that was sent to you and post it in your buildings. Also keep a copy in your Treasurer's Book.

CLOSING (continued)

2. Minute Reports. The taking of the Minutes at meetings has been discussed at length in the past, but we need to have a conversation about it again. There are two different ways the Minutes can be recorded and Youa showed an example of how she would like the Minutes to be done. There is also an *Easy Form for Taking Minutes* (cheat sheet) that is used, and everything is listed on there. All that needs to be done is to fill in the various blanks. However, some of these types of Minutes leave a lot of information out, and it's very important that details of various reports and events be recorded, i.e., the Management Report, Old and New Business, etc. Be as detailed as possible with regard to the various parts of the Minutes, so when people look at them, they know exactly what took place at the meetings, what was approved and who made a Motion and a Second for various items. A copy of the example Youa would prefer Secretaries use was sent to each council back in November.

With regards to the *Easy Form for Taking Minutes* (cheat sheet), it's very important that ALL the blanks be filled in and that none are left without information. Be sure that you write down your name and the name of your hi-rise, the name of the chairperson who presided over the meeting and the time. It's very important to note who wrote the Minutes report and whether or not it was accepted or rejected. They must note who made the Motion to accept the Minutes and who seconded the Motion. It's also very important to write in the name of the person who gave the Treasurer's Report, along with the amount of money that remains in the bank account.

Regardless of how Secretaries decide to record the Minutes of a meeting, be sure there is as much detailed information in the report as possible so that anyone who goes back and reads them will know exactly what took place at the meeting. And again, be as detailed as possible – no short cuts.

Also, include in the Minutes any important questions that were asked by residents, so others can see what the questions were and what the answers were to them.

If there is anyone who has questions about how the Minutes should be done, contact Youa Thao, Resident Council Coordinator for further clarification. She then opened the floor to questions.

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

Submitted by:



Bob Knutson
PC/RPC Secretary
Peetiebird2@gmail.com

MEETING REMINDERS:

Next Presidents Council Zoom Meeting:

Monday, April 26, 10:00 a.m. – Noon.

Zoom Executive Committee Meeting: Friday, April 16 @ 11:00 a.m.

Zoom Computer Team Meeting: Thursday, April 22 @ 1:30 p.m.