

# Presidents Council Meeting

## Minutes

September 25, 2017

### CALL TO ORDER

*John Cardoza*, Cleveland, called the Presidents Council Meeting to order on September 25, 2017 at 10:00 a.m. after which introductions were made.

### SECRETARY'S REPORT

*Bob Knutson*, PC/RPC Secretary, Ravoux, requested that if there are any discrepancies found in the Minutes, bring them to his attention at the next meeting. A Motion was made by Bill Hughes, Iowa, to accept the Minutes as they stand. It was seconded by David Owens, Mt. Airy, and the Motion carried.

### SPECIAL GUEST SPEAKER

Jon Gutzmann, Executive Director, St. Paul Public Housing, extended a welcome to returning hi-rise Representatives and also to the new members. He said the Presidents Council is very critical in helping the PHA in its performance mission, and there will be a lot of work coming up over the next year. He also wanted to recognize his PHA staff members who will be working on their Budget, RAD and other goals. He said it's his distinct honor to be working with John Cardoza, who was elected to sit on the PHA Board of Commissioners. In closing, he wanted to thank everyone for their services.

### INVITED HI-RISE SPEAKER

*Mindy Johnson*, a volunteer and Community Builder for Cleveland Hi-Rise, stated that over the past year, some Cleveland residents have been going out to different events throughout the community. One opportunity they've taken advantage of is the Hennepin Theatre Trust's *Access* program, which offers tickets and engagement opportunities to members of the community who are traditionally underserved by their theatres; i.e., the Orpheum, State, Pantages and New Century. Through their *Access* program, residents can experience the best of Broadway, music, lectures and dance. If your Resident Council is interested in becoming an *Access* participant, please contact the Education Program Coordinator at [pete.tedrow@hennepintheatretrust.org](mailto:pete.tedrow@hennepintheatretrust.org). Applications for the *Access* 2017-2018 season will be accepted Thursday, September 28<sup>th</sup> through Thursday, October 12. Another opportunity was going to the Mill City Museum, which has a discount program for non-profits and offers \$4.00 tickets for general admission to various museums throughout the Twin Cities.

### TREASURER'S REPORT

*Melissa Pappas*, PC/RPC Treasurer, Seal, presented the Treasurer's Reports for the months of July and August. The checkbook register balance for July is thirty-six thousand, five hundred sixty-four dollars and sixty-seven cents (\$36,564.67). The ending balance is thirty-three thousand, three hundred fifty-four dollars and seventy-three cents (\$33,354.73).

## **TREASURER'S REPORT** (continued)

The August register balance is thirty-four thousand, eight hundred forty dollars and forty-six cents (34,840.46), and the ending balance is thirty-two thousand, four hundred fifty-four dollars and ninety-one cents (\$32,454.91). The Reports will be filed for audit.

## **MAINTENANCE REPORT**

*Dave Lang*, Maintenance Contracts Manager, thanked everyone for allowing representatives from their department to come to your resident council meetings and talk about the proposed Budget. He stated the money that was approved was \$40,000.00 more than was expected. In addition, he said they've received bids for replacing plumbing at Valley Hi-Rise and that job should be beginning soon. *Tim Angaran*, Maintenance Manager also said he is looking forward to the work at Valley to begin and he also took questions.

## **PHA MANAGEMENT REPORT**

*Phung Nguyen*, Housing Manager – who sat in for *Charisse Brown*, Assistant Resident Services Senior Manager -- wants residents to know that there is an option for renters' insurance. This insurance would be through an insurance agent, not through the PHA. Renters' insurance helps cover your property in the event of damage or loss, and may also cover personal items. He further stated Valley plumbing renovation is scheduled to start November 1<sup>st</sup> and he added that there are three new assistant managers who have already started working at Cleveland, Hamline, Exchange, Central and Front hi-rises.

## **SAFETY & SECURITY REPORT**

*Kent Cleveland*, Sargent, St. Paul Police Department – ACOP, stated that crime-wise, PHA as a whole is significantly lower compared to the rest of the city, and he contributes that to the cooperation between the police and the PHA. In November or December, he'd like to get an awareness training program together with residents, so they can make others more aware of the scams and frauds that are circulating around, mainly by telephone or on the Internet. He also spoke about *Summer Nights*; a program that brings the police and PHA communities together by having events at recreation centers at various PHA sites. He briefly spoke about the Crosswalk Safety events and thanked the many people who participated. He urged all residents to keep their eyes open and report any illegal activity to their manager.

## **OLD BUSINESS**

No Old Business.

## **NEW BUSINESS**

*Julia Hupperts*, Resident Council Coordinator, reminded everyone that any information received at the P.C. Meeting must be taken back to your resident councils and shared. She went on to state that at the first meeting of the year, the Presidents Council elects a new five-member executive board. Board members are responsible for planning the monthly meetings and they also rotate chairing the meetings; in addition to being check-signers for the P.C. She then read through the qualifications needed to be a member of the P.C. Executive Board. She asked all Representatives to think about whether or not this is something they could do.

## **NEW BUSINESS** (continued)

John Cardoza, Cleveland, made a Motion to accept nominations for the Executive Board. He asked for a show of hands of those interested and five people raised their hands. Those five people were then asked to fill out an application.

The P.C. is in need of volunteers for some of our Committees. She then explained what types of Committees there are, which include:

- QuickBooks Peer Committee.
- Resident Participation Committee.
- Proposed Computer Peer Committee.
- Community Building Committee.

Handouts were offered that described each Committee and she went on to state how often they meet. She also read the qualifications needed for serving on a Committee. Anyone serving on a Committee will receive a stipend; however, awhile back the P.C. voted that only one stipend be paid per hi-rise. If two people attend, they would split the stipend.

She talked about having the P.C. consider a Computer Peer Team, which would be comprised of people experienced and familiar with computers, and who are able to troubleshoot and do maintenance and minor computer repair. The computer Peer Team would complement the hi-rise resident Computer Administrator. She also stated the ROSS Grant would be over in a couple of months and the Digital Literacy Coordinator, Aaron Smothers, will no longer be available. She asked anyone interested in being on the Computer Peer Team, to fill out an application and return it to the Presidents Council. Stipends were also discussed. Over the next several months the P.C. must decide what the Computer Peer Team would look like and how it would work. Julia then collected the applications from those willing to serve on the P.C. Executive Board.

The P.C. Secretary and Treasurer have been appointed positions for the last two years, and at this time their terms are over. She asked the Board to consider making a Motion for a temporary appointment for thirty days, for Bob Knutson, Ravoux, as Secretary and Melissa Pappas, Seal, as Treasurer, until the October Board Meeting. David Owens, Mt. Airy, made a Motion for a temporary appointment for both Secretary and Treasurer. The Motion was seconded by Valerie Rockett, Valley, and the Motion carried.

## **BOARD OF COMMISSIONERS REPORT**

Newly elected Commissioner, *John Cardoza*, Cleveland, will give an update at the next meeting.

## **RESIDENT INITIATIVES REPORT**

*Alicia Huckleby*, Resident Initiatives Director & Interim Human Resource Director. Under Resident Initiatives, her department is responsible for working with the P.C. as well as our counterparts, i.e., the family sites and the City Wide Resident Council. They're also responsible for sourcing outside grant funds to help support some of the work they do. We'll hear more on this regularly. Behind her, on the window sill, were sixteen pottery mugs. She said they came as a donation, courtesy of a company named Deneen Pottery. Alicia went to Deneen Pottery this summer and did a tour of their operation from start to finish, and they were kind enough to contact her afterwards and drop off over 700 mugs, which will be given to the PHA's Human Services Coordinators, who can distribute them to residents in need of housewares.

## RESIDENT INITIATIVES REPORT (continued)

In exchange for the mugs, the P.C. needs to provide Deneen Pottery with a donations acceptance letter, which Julia Hupperts had already drawn up. Alicia then read the letter to the P.C. Teresa Souvannachack, Montreal, made a Motion that we provide them with a letter of acceptance. It was seconded by Drusilla Garrett, Dunedin, and the Motion carried.

### SECTION 3 UPDATE

Beth Pacunas, Section 3 Projects Coordinator / Youth Literacy, distributed her business card to the P.C. She said her job is to help provide programming on-site and also resources off-site for job training and education, to help residents gain employment or sustain employment. Jobs are strong in construction, manufacturing, professional business services and education and health. If there are any residents interested in either changing careers or starting a new one, and don't know where to go or who to turn to, she's responsible for providing programs that would train them, and that would give them resources to other training. She provides outside partnerships with people like Resource, Inc., Goodwill Easter Seals, and most of the programs are free. Many also provide GED training, as well. She -- along with other members of the Initiatives Department -- try to provide as much information and resources as they can. ***Present this information at your resident councils, and if any residents have questions, ask them to contact her.***

### ROSS TEAM

*Ed Petsche & Val Wolf*: ROSS Employment & Educational Coordinators. Ed Petsche said he and Val will only be doing this for a few more months, until the Grant ends in February. So, there's still time to help people looking for jobs or job skills training. He said there are a lot of programs out there right now, and they're all free. Val Wolf said recently they had a Job Fair at McDonough. Thirty-five residents attended and they had seven employers there, as well. She said maybe they'll have an Education Fair coming up in the near future, which will be about college and training programs, etc. Ed Petsche can be reached at **651-298-4931**, and Val Wolf at **651-298-4933**.

### COMPUTER UPDATE

*Aaron Smothers*, IT Digital Literacy Coordinator, said that ROSS will be ending soon, so Aaron's focus for the next couple of months will be to get as many of the computers running and up-to-date as possible. He's trying to ensure that after he's gone there is something set in place to make sure your IT needs are met once ROSS is done. Also, he's dealing with Comcast and the billing, and seeing what that will look like for the next couple of years.

### SHIP GRANT UPDATE

*Betsy Christensen*, PHA SHIP Coordinator, works with the Resident Initiatives Department with the SHIP Grant, which stands for **Statewide Health Improvement Partnership**. All of the things she and Ann Tranvik, St. Paul Public Health Nurse, talk about, comes through SHIP. She brought blue gift bags for each hi-rise, which contained five more sets of resistance exercise bands, along with flyers about upcoming events. There are also some other exercise resources that they received from the National Society on Aging. In addition, there's a book showing stretching exercise you can do using a chair, along with some bookmarks, etc. She also added that September 30<sup>th</sup> is the last date to sign up for the *Green Bike Membership*.

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

September 30<sup>th</sup> is also *Public Lands Day*, so events are popping up all across the United States, encouraging people to get out and enjoy the public lands, which are your public parks. A flyer regarding this is in the gift bag. She also passed around a sign-up sheet for those who would like crosswalk safety events to take place at their location.

*Ann Tranvik*, St. Paul Public Health Nurse, reminded us that if you haven't heard from her yet, she needs to schedule a Vending Progress Report that's done in the fall in preparation for the upcoming vending training that they will have for the Vending Reps on October 23. She will send the dates that vendor training will take place. She said they've done a good job in reaching a 50% healthier vending goal, but she'll talk with you more when she meets with you at the different buildings. She also said they've completed the series of the *NAMI Cessation Classes* that were held at almost every hi-rise -- as well as family sites -- in preparation for the July 2018 HUD No Smoking Rule, which will go into effect then. There will be no smoking within 25-feet of any PHA property after that date. She also presented a flyer for a free veggie giveaway from HealthPartners, and it's this Saturday the 30<sup>th</sup>, 11:00 a.m. until 1:00 p.m.

## **GREEN INITIATIVES**

*Yen Tran*, Green Initiatives Technician, works on green projects to help create a nice living environment for you and for the community. She talked about the rooftop beehives at 555 Wabasha, and said the honey produced is sold to partners, and she invites everyone to purchase a jar. All of the profits from the sales of the honey go into their *Resident Scholarship Fund*. This is their third year with the bees and the hives have been doing quite well. She also wanted to highlight the *Community Garden Program* that they provide to all of the hi-rises. We need to set a date to clean out the garden areas, and if you're interested in having the garden wastes composted, bag it up and contact Yen at the number on the card she passed out, and she'll be more than willing to help pick up the garden waste and bring it to a yard waste site to be composted.

Another program she wanted to talk about is their recycling program at all hi-rises. They received funding from Ramsey County to engage in waste reduction initiatives, and with the funds from that, they are able to place new recycling stations in all of the hi-rises. They're working with hi-rise Recycling Coordinators to provide more education, and she'll be going around to each hi-rise in the upcoming months to provide everyone with recycling "goodies".

## **CLOSING**

*Julia Hupperts*, Resident Council Coordinator, spoke about the *Resident Initiatives Newsletter* that will be emailed to you, and which also can be found on the Presidents Council's web site. It comes out monthly from the PHA and it talks about all the resident initiative activities, along with any program updates. It's a good source of information.

Julia then announced that we have a new P.C. Executive Board, and she thanked everyone who turned in an application for that position. There are five new Executive Board officers. Congratulations to Bob Knutson, Ravoux; Teresa Souvannachack, Montreal; Donna Kay Walters, Seal; David Owens, Mt. Airy and Cheryl Eastwold, Neill. She thanked all for stepping up and also wanted to include John Cardoza as the Commissioner, who's also on the Executive Board. She proceeded to swear all candidates into office.

## **CLOSING** (continued)

Julia went on to speak about picnic funds, and how some hi-rises have turned in receipts for their picnic. If your hi-rise has not done that, make sure you turn in your receipts for your picnic as soon as possible to the Presidents Council. If your hi-rise decided not to have a picnic, you must return the funds you received to the Presidents Council, who will in turn, return the funds to the PHA. If you do not submit receipts, or the P.C. doesn't hear from you, you'll be contacted to get the funds returned to the Presidents Council.

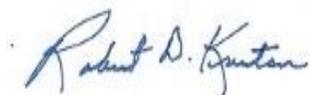
Lastly, Julia asked Ruby Steward to come up to the front of the room. Ruby has worked for the Presidents Council since 2008, but her contract is ending and this will be her last P.C. meeting. Julia presented her with a framed Certificate of Appreciation for her willingness to guide the council in enhancing the lives of all hi-rise residents, to encourage the council to be fiscally responsible, and to always make sure all PHA and HUD protocols were followed.

Earlier, Ruby gave all Representatives a manila envelope containing documents to be given to your hi-rise Treasurer, and in her closing remarks, she stated: *"You've all taken on a fantastic responsibility to work with some people in our buildings and try to help build a great community. This is a way of doing that; so rather than mailing the envelopes out to the Treasurers, I decided to hand them out at the P.C. Meeting. This is a way to help you get to know your Treasurer . . . It's a means to starting a conversation and getting to know the people that you're going to be working with. So always strive to get that cooperation going and try not to be disagreeable."*

*Many thanks for your distinguished service, Ruby!*

No further Presidents Council business was discussed or conducted, and the meeting adjourned at 11:40 a.m.

Submitted by:



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## **Meeting Reminders:**

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

Monday, October 23, 10:00 a.m. - Noon

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

**Community Building:** October 6 - 11:00 a.m. - 3<sup>rd</sup> floor.

**Computer Team:** October 19 - 1:30 p.m. – Board Room.