

RPC Meeting minutes 10/23/15

Attendees: David Owens, Jesse Thomas, Karen Arnold, Gerard Forys, Lisa Lee, Mary Peterson, Shirley Porter, Joyce Tolbert, Connie Lydon, Mary Rivet, Mary Puente, Melissa Pappas, Eileen Tittle, Julia Hupperts

Introductions:

Everyone introduced themselves. New Residents Council Coordinator Julia Hupperts was introduced by Eileen. She told a bit about herself.

Review of PC/RPC budget:

The budget was gone over. The computer grant funds have all been spent. The Special call grant has been spent except for about \$100. There is \$5300 left in the Wi-Fi grant. A question was asked about whole building Wi-Fi. PHA is still considering options. It likely won't be in the very immediate future though. Costs for that are still pretty high and PHA will be dealing with funding cuts this year. (They will only be getting .83 per resident instead of what they were getting before.)

There are low cost Internet options out there like Centurylink, Netzero, and Juno. Comcast also has a low income rate for families with children on the free lunch program.

Review of audit for previous fiscal year:

The last year's audit report was discussed.

Findings:

No deposit detail on one deposit.

\$7.00 held back because of no receipt for transportation.

One check written for \$2.50 over the receipt amount.

Check Eileen did not sign off on.

Check \$3.00 over the receipt amount.

Check written for five dollars less than receipt amount. A second check was written for the missing amount. A question was raised about why the full amount wasn't paid right away.

Question about what non federal funds were specifically.

Copy of MOU not included.

No bank register or reconciliation documentation present for credit union account.

Internal tracking documents needed for grant expenditures.

Internal tracking documents needed for hi-rise loan balances.

Council officers need to be approvers on payments. (Before just Eileen had to sign off on those.)

Minutes missing for one RPC meeting.

All pages of sign in sheets need to be included with check documentation.

Question about treasurer training sign in sheet.

Question about payments to Eileen. (All of those were legit and documented.)

Question about differing stipends for treasurer training. People doing the training got a slightly higher stipend.

Question about copier expense. Question about price per copy since the amount was listed differently on the documentation. We now have our own copier and buy our own stamps so this is no longer an issue.

Questions about entertainment for Officers Recognition event. That cannot be paid for with HUD money. This next year it will be paid with hi-rise contributions.

Negative balance on TCF account. Checks not yet cleared when account was closed were voided out.

A reminder was given that checks need to be deposited within seven days of receipt.

Overall the findings were minor and easy to deal with. (\$40.00 held back total.) Finance said it was a good audit.

A question was raised about how paperwork could be done better by the hi-rises. The QB Peer team is working to do that. The Peers do the QB work and bank reconciliation each month. They also look at the treasurer's book to be sure everything is there. Hi-rises without peers have their books audited quarterly by another Peer.

Challenge Grant:

PHA Director Jon Gutzman offered the Presidents Council a \$25,000 grant. This is for Presidents Council only and does not include the family sites. We are getting a committee together to brainstorm ideas for the grant. (Ideas need to be presented in December.) This grant would be administered in much the same way the Special Call grant was.

We need things that will improve life in the hi-rises and will reach the largest number of residents. Having multiple components would be good. (They don't want just one thing like say \$25,000 to buy exercise equipment or computers.)

The first Challenge Grant committee meeting will be on November 13th at 10:00AM.

Ideas should be presented in writing. They also shouldn't be for just one hi-rise.

A question was asked about stipulations for the grant. There aren't any that we know of.

Review of PC/RPC budget for the current fiscal year:

Thanks were given to Connie Lydon for creating the Excel spreadsheet the PC and Residents Councils are now using. Thanks were given to Melissa for her hard work too. The PC chart of accounts has been changed to more closely match the budget spreadsheet categories.

Income and expenses were gone over.

PHA-RPC grant income is funds requested for PC expenses. Part of those funds have already been used to purchase the new printer for the PC office.

PC hi-rise funds have been cut this year. Each hi-rise will get \$1250 in PHA funds.

There is now money allocated for garden training.

Interpreters were discussed. This is a big expense and the Presidents Council can't afford that. Going forward, the councils will have to look at other options. Councils can still hire interpreters they would pay for. That would have to go through the Presidents Council since the account with Garden & Assoc. is set up through them.

If your hi-rise is having difficulty finding someone to interpret it would be good to talk to the HSC or manager. They may have suggestions of residents who could interpret.

A question was raised about setting up separate bank accounts for each fund. That will not be done. (And it would be a logistical nightmare if it was done.)

The amount set aside for the accountant will be cut since the QB team is doing a lot of that work now.

QB team stipends are a new thing this year. Each peer gets \$50 per hi-rise per month.

That is a set fee no matter how many times a peer goes to a hi-rise each month.

Some of the allocated training funds will be used to print more Residents Council guides.

Reducing postage costs was discussed. David Owens suggested a program called stamps.com. That would allow us to print our own stamps for a yearly fee.

How the budget spreadsheet works was explained. Each month it will show how much is left in each category and what was spent that month.

Small budget changes can be made at an RPC meeting. Larger changes need to be discussed at a Presidents Council meeting.

Hi-rises can still request RPC funding for things they want to do. Requests need to be in writing and be presented at an RPC meeting.

Because there were issues at some buildings with the raised garden beds there will be garden meetings in February and March.