

Zoom Resident Participation Committee Meeting Minutes

December 6, 2023

OPENING

Youa Thao, Resident Council Coordinator, called the quarterly meeting of the Resident Participation Committee (RPC) to order at 10:00 a.m. on December 6, 2023. Introductions followed.

The RPC is charged with being financially responsible for the federal RPC/PHA grant funds.

The RPC is part of the Presidents Council and consists of the Executive Committee of the PC, as well as other hi-rise residents and other interested individuals. The goal is to have the Committee representative of as many hi-rises as possible.

The Committee meets quarterly to discuss opportunities for additional participation for all hi-rises and its members receive a stipend for attending.

The RPC is expected to spend federal funding where the largest number of residents would benefit or where there is the greatest need among individual hi-rises. Funds are PHA/RPC funds and have restrictions on the way they're used.

SECRETARY'S REPORT

Aado Perandi, PC/RPC Secretary, Wabasha, reminded everyone that a copy of the last meeting's Minutes can always be found on the Presidents Council website. Motion to approve the last meeting's Minutes was made by Melanie Fox, Montreal and seconded by Jason Bruce, Exchange. The minutes from the last meeting was approved.

TREASURER'S REPORT

Melissa Pappas, PC/RPC Treasurer, Seal gave a rundown of income and expenses for the month of November. The cleared balance is \$133,064.87. The ending balance is \$132,689.87. Melissa then proceeded to answer questions from the hi-rise representatives.

OLD BUSINESS

No Old Business.

NEW BUSINESS

1. First half of the RPC/PHA Funds. Youa Thao, Resident Council Coordinator explained the below to show officers why some council did not meet the requirement to become eligible to receive the first portion of the RPC/PHA funds.

- **First scenario:** Councils successfully provide minute reports which documents that their budget was presented at the September meeting and was passed at their

October meeting. However, they did not complete their October audit. Until the audit is completed successfully, a hold will be put on the councils funds. However, once the audit is completed, the hold will be removed and the council will become eligible for funding again.

- **Second scenario:** Councils successfully passed the approval of their budget and have completed their audits. However, in one of their minute reports, the council failed to document the passing and approval of their minutes. The council would need to pass and approve these minutes at their next meeting and then send in documented proof of these corrections to get the hold removed.
- Lastly, none of the council made the mistake of failing to document the presentation and approval of the budget in their September and October minute report.

If your council has further questions about the status of your fall funding, please reach out to Youa.

2. Quickbook Audits. Some of the numbers on the Balance sheet do not correctly reflect what is truly in the council's bank account.

Effective in January 2024, if the expenses and income deducted or added to the previous month's balance does not match with the current month's balance, audits will be placed on hold until the Quickbooks Peer and Treasurer are able to make corrections to the audit to ensure that the numbers add up correctly.

To prevent any hold to your audits, please reach out to your Quickbooks Peer and compare the remaining balance in your Hi-Rise fund, Flower fund, and RPC/PHA fund. Your Picnic fund should be \$0 at the moment. Please make sure that your remaining balance in each funding matches the number that is in the Balance Sheet. If you notice that the remaining balance on the Balance Sheet does not match the end balance in your bank account in each of your funding, please reach out to your Quickbooks Peer and make the needed corrections to avoid a hold to your audits.

3. Return of Picnic Funds. The Presidents Council is still waiting for a few more councils to return their unused picnic funds, before we are able to return the unused fund back to the PHA Accounting. Please get your receipts and documents to Youa right away if your council has not submitted in picnic documents yet.

If councils fail to submit in documents and receipts by mid-December, they will need to return the full amount of their picnic funding.

4. Training Opportunity. The PHA is offering a one-time training with Lisa Sorensen to council officers. This training will occur on January 8, 2024, from 10:00 a.m. to 12:00 p.m. This training will be over Zoom and is optional. Officers will NOT get a stipend for attending. But please take advantage of this opportunity to learn more about professional Communication!

GUEST SPEAKER

Alicia Huckleby, Resident Initiatives Director / Human Services Director reported that we

handled some heavy financial and budgeting policy process items this morning and that she, Youa, as well as our fellow council members and residents appreciate our willingness to step up and tackle these important issues on behalf of everyone in our building. Alicia reminded us of the importance of following our established resident council guide processes. These processes help us use HUD and PHA funds appropriately and would apply when presenting and approving the budget. In general, there should be consistency with the use of the vending contracts, as it is currently structured, to preserve the best interests of all of us that are involved.

CLOSING

Youa Thao, Resident Council Coordinator, thanked everyone who attended this quarterly RPC meeting. No further RPC business was discussed or conducted and the meeting adjourned at 10:54 a.m.

Submitted by:

Aado Perandi
PC/RPC Secretary