

# **Zoom Resident Participation Committee Meeting Minutes**

**December 3, 2025**

## **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 3, 2025.

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 Leonard Thomas, Seal and seconded by Robert Watson, Front. The minutes from the last meeting was approved.

## **TREASURER'S REPORT**

Melissa Pappas, PC/RPC Treasurer, Seal gave a rundown of income and expenses. The clear balance was \$89,151.34 and the ending balance was \$88,596.34. Melissa then proceeded to answer questions from the hi-rise representatives.

## **OLD BUSINESS**

No Old Business.

## **NEW BUSINESS**

1. Release of PHA/RPC Fund. Resident Council Coordinator Youa Thao reported that the second half of the PHA/RPC funds will be released soon. These funds are from the 2025–2026 fiscal year. The required qualifications for this release have already been met by the previous group of officers. To qualify for these funds, each council must pass the audit covering November 2024 through June 2025. In addition, the following documents must be submitted: the signed Memorandum of Understanding (MOU), the vending machine

contract agreement, and the completed election certificate. The Presidents Council must also successfully pass its audit.

The first half of the PHA/RPC funds will be released in January to the hi-rise resident councils that meet the requirements. This audit qualification period covers September and October 2025. To qualify, the proposed budget must be read, posted for thirty days, and approved at the next council meeting. When the council receives its check, a copy should be made for record-keeping. Resident councils must ensure that meeting minutes and financial documents are completed accurately and submitted properly.

2. Picnic Funds. Hi-rise resident councils received their picnic fund allocation last summer to support a picnic event for residents of their respective buildings. This is a one-time annual allocation. If your council did *not* hold a picnic this past summer, the full picnic fund amount must be returned to the Presidents Council in the form of a check.

If your council has a picnic, you must submit the completed picnic form, provide proof of all picnic-related purchases, and return any unused portion of the picnic funds. Councils are reminded not to combine different types of purchases on the same receipt for example, office supplies should not be included on the same receipt as picnic purchases.

The deadline to submit all picnic fund paperwork and to return unused funds is **December 31, 2025**.

3. Language Interpreter. Resident Council Coordinator Youa Thao reported that providing language interpretation helps encourage more diverse participation in council activities and meetings. Councils may request reimbursement of up to \$100 from the RPC for interpretation services, with proper documentation and receipts.

To qualify, the resident council must first use its own funds to pay for the interpreter. The interpreter must be introduced to the entire council, and all residents attending the meeting must be informed that translation services are available. Interpretation must be accessible to *all* attendees, not just select individuals.

### GUEST SPEAKER

Alicia Huckleby, Resident Initiatives Director / Human Services Director. Resident Initiatives Director Alicia Huckleby stated we all carry heavy responsibility, in managing the funds for our various councils. We are reminded, at various times throughout the year, to make sure that the processes we have in place, the documentation we are requiring from the treasurers and the councils in general meet compliance standards as nonprofits and meet audit standards for the federal funds that pass through the PHA to the councils.

It is a bit of a heavy load at times, and Alicia thanks us for making sure that we are doing our due diligence to ensure that the funds that our councils are receiving are being used in accordance with the votes that are happening at our council meetings, in accordance with

Resident Participation Committee Zoom Meeting – December 3, 2025 Page 2 of 3

President's Council policies, and follows PHA and federal policies. Alicia then took questions.

### **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 10:55 a.m.

Submitted by:

Aado Perandi  
PC/RPC Secretary