

# **Zoom Resident Participation Committee Meeting Minutes**

**March 16, 2022**

## **OPENING**

Youa Thao, President Council Coordinator, called the quarterly meeting of the Resident Participation Committee (RPC) to order at 10:00 a.m. on March 16, 2022. 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 Dennis Loudon, Edgerton 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 February. The cleared balance was \$87,152.19 and the ending balance was \$85,316.19. Melissa then proceeded to answer questions from the hi-rise representatives.

## **OLD BUSINESS**

No Old Business.

## **NEW BUSINESS**

1. Vending Machine Contract. Youa Thao reminded resident councils that no voting regarding snack/beverage machine vendors and/or contracts should occur until after the vending fair which was on February 16, 2022.

For the March council meeting, the resident councils should put vending contract on their agenda for New Business. The council should be asked whether they want to renew their contract with the current vendor or to explore other options. Current vendor and/or other vendors should be invited to the April or possibly the May council meeting.

In April or possibly May, after the vendor presentation(s), the council should vote to select the vendor that they want to sign a contract with.

The councils will receive the 2022 Vending Contract in April. After the council has voted and selected the vendor, the vendor and council may sign New Contract in May or June. Once the contract is signed the Secretary keeps a copy, the Manager gets a copy, Youa gets a scanned copy, and vendor gets a copy.

Motions and votes on which vendor to proceed with must appear on the council's minute report. Also, the contract must be signed and all paperwork completed and submitted by June 30, 2022.

2. Memorandum of Understanding. Youa Thao reported that the Memorandum of Understanding (MOU) must be signed and submitted during the June Council meeting after the newly elected officers have been sworn in. Before the MOU can be signed the Manager will read out loud the PHA's responsibility from the MOU. Then either the election judge or an officer will read the council's responsibility out loud. After the complete MOU is read out loud, the council must be asked if anyone has questions regarding the 2022 MOU,

At this point the council should be asked to make a motion to approve the signing of the 2022 MOU between the council and PHA. There should then be a second and the motion needs to be passed. Two officers and the manager must sign the MOU. Remember, "Peers" are not allowed to sign the MOU.

After the MOU is signed the Secretary keeps a copy for the council, the Manager gets a copy and Youa gets a scanned copy. The MOU must be submitted by June 30, 2022.

3. Second Financial Audit. Youa Thao reported the second portion of the council's RPC/PHA funds will be released to the council only after the following:

- President Council has passed their audit
- Resident Council meeting minutes from December 2021 - June 2022 have all passed (with a motion to accept by a resident of the hi-rise, with a second to accept by a second resident of the hi-rise, and passed by vote)
- Any spending without documentation or proof of purchase + spending outside of the approved guidelines will be withheld from the resident council

Keep in good communication with your Quick Book Peer from now until June.

4. 2022 Election. Youa Thao reported that the 2022 Resident Council elections will occur during the months of April through June. The Resident Council officers and high-rise residents should read the big election poster that should have been posted at the high-rises because it will answer most of their questions. In April an election judge will come to present and answer election related questions at the resident council meeting. Interested candidates can sign up for the position that they are interested in, which can be done starting at the April meeting up until the May meeting.

The candidates must attend the May and June resident council meeting. During the May meeting the election judge will ask the candidates whether they accept the nomination to the position for which they signed up for. The manager must also verify the eligibility of all nominees who must be in good standing.

During the June meeting eligible nominees will be installed into their officer roles and sign paperwork. The officer information sheet must be filled out and signed by the new officers as well as by the manager. After the election papers are signed the Secretary keeps a copy for the council, the Manager gets a copy and Youa gets a scanned copy. Once the election is complete the resident council would pay the election judge the \$25 stipend. A completed and signed Election Certificate must be submitted by June 30, 2022.

### **GUEST SPEAKER**

Alicia Huckleby, Resident Initiatives Director / Human Services Director. Alicia acknowledges that we as volunteers have a lot to keep track of — MOUs, vending machine contracts, audits, election process, all very detailed, all equally important to the efficient running of the individual resident councils. She thanks the volunteers for their time. Alicia encourages the board members to reach out to Youa if we have any questions about the processes or forms right away.

### **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 10:59 a.m.

Submitted by:

Aado Perandi  
PC/RPC Secretary