

# **Zoom Resident Participation Committee Meeting Minutes**

**March 4, 2024**

## **OPENING**

Youa Thao, Resident Council Coordinator, called the quarterly meeting of the Resident Participation Committee (RPC) to order at 10:00 a.m. on March 4, 2024. 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 Yasmine Aminou, Central. 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 is \$103,371.98. The ending balance is \$102,791.98. Melissa then proceeded to answer questions from the hi-rise representatives.

## **OLD BUSINESS**

No Old Business.

## **NEW BUSINESS**

1. Vending Machine Contract Renewal. In upcoming council meetings, resident councils should include the discussion of vending contracts as a New Business item on their agenda. During this session, the council members should discuss on whether to renew the existing contract with the current vendor or explore alternative options and invite in new vendors to present at council meeting.

Councils are advised to invite the current vendor and/or other potential vendors to the April or potentially the May council meeting. In either of these meetings, vendors can present their proposals to the council. This will allow residents and board members to ask questions and get answers from the vendors during the council meeting.

Following the vendor presentations, the council should conduct a vote to select the preferred vendor with whom they wish to establish a contract. In April, the councils will receive the proposed 2024 Vending Contract. Once the vendor has been chosen, the signing of the New Contract is anticipated to take place in May or June.

Upon the completion of the contract signing, it is imperative to distribute copies accordingly. The Secretary is responsible for retaining a copy, the Manager should receive one, a scanned copy is to be provided to Youa, and the vendor should also be given a copy. The motions and votes pertaining to the chosen vendor must be documented in the council's minute report.

Furthermore, it is essential to ensure that the contract is signed, and all requisite paperwork is completed and submitted by June 30, 2024. Choose your vendor wisely!

2. Memorandum of Understanding. The Memorandum of Understanding (MOU) needs to be signed and submitted during the June Council meeting after the newly elected officers are sworn in. First, the Manager will read the PHA's responsibilities from the MOU.

Following that, either the election judge or an officer will read the council's responsibilities. Once the entire MOU is read aloud, the council will be asked if there are any questions about the 2024 MOU.

At this point, the council should make a motion to approve the signing of the 2024 MOU between the council and PHA. The motion needs a second, and then it must be passed.

Two of the newly elected officers and the manager are the ones who sign the MOU: it's important to note that "Peers" are not allowed to sign it. After the MOU is signed, a copy is kept by the Secretary for the council, the Manager receives a copy, and Youa gets a scanned copy. Remember, the MOU must be submitted by June 30, 2024.

3. Second Financial Audit. The council's second portion of RPC/PHA funds will be released only after the following conditions are met:

- ◆ The President Council has successfully passed their audit.
- ◆ The meeting minutes of Resident Council from December 2024 to June 2024 have all been approved (*with a motion to accept by a resident of the hi-rise, seconded by another resident, and passed by vote*).
- ◆ Any spending that lacks proper documentation or proof of purchase, as well as any

spending outside the approved guidelines, will be withheld from the resident council.

4. 2024 Election. Youa Thao, Resident Council Coordinator, provided an overview of the officer election process, which takes place from April to June. Throughout these months, an election judge will be present at each resident council meeting.

In April, the election judge explains the election process and addresses any questions from residents and officers. The resident council then decides on their preferred board structure and votes on it. There are two options: the traditional board (President, Vice President, Secretary, Treasurer, and Fifth Officer) with fixed roles, or the Five Member Board (Secretary, Treasurer, Third Officer, Fourth Officer, and Fifth Officer), where the roles of the last three officers can be shared and rotated without council approval. Any changes to the traditional board require council approval.

Moving to May, the election judge accepts nominations from candidates, who must be present in person at the meeting. Any exceptions require pre-approval from Youa Thao. The Assistant Manager verifies the standing and eligibility of all nominees.

In June, the elected officers are sworn into their roles, all required election paperwork must be signed and required copies submitted. All nominees must be present at this meeting, with any exceptions pre-approved by Youa Thao.

### **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