

# Resident Participation Committee Meeting Minutes

**May 31, 2018**

*Julia Hupperts*, Resident Council Coordinator, called the quarterly meeting of the Resident Participation Committee (RPC) to order at 10:00 a.m., after which introductions were made. She distributed packages containing the *Agenda*, last month's *Minutes*, a description of what the RPC's mission is, draft copies of the *Notice of Election*, *Resident Council Elections* form, *Presidents Council Check Policy*, *Community Builder's Concepts*, *What Is Community*, *PHA Hi-Rise Commitment to Diversity*, *Presidents Council Reconciliation Summary* and the *Presidents Council Audit Guide*.

Julia spoke about the individual package items of information that were handed out at the beginning of the meeting (see above). She read the updated changes to the Election Forms, which included:

1. HUD Notice of Election.
2. Notice of Elections form.
3. Two *Resident Council Elections* forms. One form is used for a six-member board and the other for a traditional board, which consists of five members; i.e. President, Vice President, Secretary, Treasurer and Fifth Officer. The only difference between the two is that six-member boards have two Fifth Officer positions.

*John Cardoza*, Cleveland, made a Motion to recommend the three amended documents be presented at the President Council meeting for approval. It was seconded by Helen Thompson, Central, and the Motion carried.

*Melissa Pappas* spoke about the new proposed *President Council Check Policy* and Julia Hupperts read it aloud. The Policy states:

- All invoices, check requests,, sign-in sheets, etc., must have two signed approvals before the Treasurer will process a check for payment.
- The volunteer work must be completed for the time period the stipend is requested for, before submitting the stipend-invoice to the Presidents Council.
- Invoice weekly cut-off day is Monday at 4:30 p.m. Residents may submit either paper invoices or electronic invoices.
- Approved stipend checks will then be written on the following Friday.
- Only the Treasurer, approved check signers, and office staff, may be in the Presidents Council office when checks are being written.

This *President Council Check Policy* will begin with the new fiscal year on July 1, 2018.

David Owens, Mt. Air, made a Motion that the new *President Council Check Policy* be approved. Tim Gjerdahl, Ravoux, seconded and the Motion carried.

## **COMMUNITY BUILDING**

A lengthy discussion was held regarding the continued budget financing for community building. Quite often community building meetings are held, and many events are discussed, but none are being put into action. Julia Hupperts referred everyone to the Budget Report sheet to see what's being spent for that. The reason community building is being talked about, is because the Presidents Council is spending money for stipends for those that attend the meetings. The P.C. wants to determine whether the money allocated to community building is worth the cost.

*Alicia Huckleby*, Resident Initiatives Director, stated the PHA has a fiduciary responsibility to ensure the money is spent appropriately, and it's always a red flag when you see money going out with nothing to show for it. She said she's very happy to hear a few things that have come out of this discussion; one of them being that community building starts at home. Every hi-rise is unique and you have to connect with your surroundings to find out what it is that works for you. She also suggested councils should consider striking a balance with the Community Building Funds. Perhaps treat as you do your picnic funds or flower funds. For more information on what Community Building is about, refer to the flyer in your packets. Further discussion of community building will be added to the agenda of the next P.C. meeting.

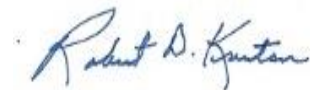
## **PHA HI-RISE COMMITMENT TO DIVERSITY**

The St. Paul PHA completed a comprehensive Diversity Program in 1999. The goal of the program is to state clearly that the PHA is committed to fostering an environment within hi-rise communities, where all residents, regardless of race, age, abilities, and other differences, can feel safe, secure and supported in the hi-rise community. It is expected the program will begin a process of increasing residents' understanding, tolerance and celebration of individual differences while helping to build a sense of community.

Hi-Rise officers, as leaders in the hi-rise communities, are asked to carefully read the Diversity Program statement. Officers are asked to help create an atmosphere in meetings, activities in common areas, and in contacts with other residents that is welcoming and encouraging to all residents, regardless of race, age or other differences. PHA staff is also required to adhere to this statement, and are required to take action if the statement is violated. There was further discussion.

No further RPC business was discussed or conducted and the meeting adjourned at 11:55 a.m.

Submitted by:



Bob Knutson  
PC/RPC Secretary  
[peetiebird2@gmail.com](mailto:peetiebird2@gmail.com)  
651-222-7656