

Zoom Resident Participation Committee Meeting Minutes

May 6, 2026

OPENING

Youa Thao, Resident Council Coordinator, called the quarterly meeting of the Resident Participation Committee (RPC) to order at 10:00 a.m. on May 6, 2026. 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 are used.

SECRETARY'S REPORT

Aado Perandi, PC/RPC Secretary, reminded everyone that a copy of the last meeting's Minutes can always be found on the Presidents Council website. Motion to accept the December 2025 RPC minute report was made by Leonard Thomas, Seal, and seconded by Jason Bruce, Dunedin. The motion carries.

TREASURER'S REPORT

Melissa Pappas, PC/RPC Treasurer, Seal, gave a line-by-line rundown of income and expenditures for the month of March and also gave the closing balance of \$94,439.01 with an ending balance of \$93,804.15. She then took questions.

OLD BUSINESS

No Old Business.

NEW BUSINESS

1. Second Audit. The fall audit period covers July through October. During this time, council activity requirements primarily include meeting minutes and meetings held in September and October.

During the most recent fall audit, several councils did not meet the requirements for fund release. This was due to meeting minutes not meeting the required standard or audits not being completed in a timely manner. As a result, funds for those councils were placed on hold while work was done with them to meet the necessary requirements for release.

During this period, the Resident Council Coordinator followed up multiple times with the affected council boards to make corrections to their meeting minutes. As mentioned during the PC meeting, it is important that council boards hold Secretaries accountable for maintaining the required standard and quality of meeting minutes. All meeting minutes submitted during the fall audit period were reviewed, especially for new Secretaries, and detailed feedback was provided for improvement. For those who needed additional support, extra training was also provided to ensure they understood how to properly record meeting minutes. Given this level of support, councils are expected to submit meeting minutes that meet the required standards.

The second audit period covers November through June.

There have been some concerns regarding the timely completion of audits and the submission of financial reports. Council Coordinators are responsible for making documented efforts to follow up with the QB Peer if audits are not completed or if financial reports are not provided. Both the QB Peer and Council Coordinator are aware that if documents are missing or not received in a timely manner, the procedure requires sending a formal email and allowing seven days for a response. If no response is received within that time frame, management will step in to follow up with the non-responsive party.

The Presidents Council audit for the fiscal year July 2024 through June 2025 has concluded with no findings. The full release will be issued shortly. Councils can expect to receive the second disbursement from this audit by the end of this month.

2. Picnic Funds. The picnic fund will be released this month. Picnics typically take place during the summer and are open to all hi-rise residents. Some councils may choose to use a sign-up sheet to estimate attendance, while others allow walk-ins on the day of the event. Councils are required to create a flyer to promote the picnic and must keep a copy in the Secretary's binder.

For new Treasurers, please note that the picnic fund does not roll over. Each year, the PC is responsible for returning any unused funds to the PHA Accounting team by the end of December. If councils do not return unused funds to the PC in time, it delays this process. To avoid this, councils are asked to use funds by the end of November and submit all receipts and documentation by the first week of December. Additionally, councils are strongly encouraged to submit receipts immediately after the event to prevent loss. Any expense without a receipt will need to be reimbursed.

3. Flower Funds. The flower fund, which is sometimes referred to as the garden or beautification fund, will also be released alongside the picnic fund in the amount of \$150 per council. Unlike the picnic fund, this fund does roll over if unused.

In recent years, there have been disputes regarding the use of the flower fund, often due to misunderstandings. Some Council Coordinators have assumed that purchases

are automatically reimbursable. To avoid confusion, councils should clearly communicate that Council Coordinators must inform the council in advance of any intended purchases so that approval can be given and reimbursement can be properly planned. These discussions and approvals should be documented in the meeting minutes.

4. June Meeting canceled. The June meeting is canceled so councils can focus on completing the required documents and finishing the council year in a timely manner. Melanie Fox, Montreal, made a motion to approve, it was seconded by Leonard Thomas, Seal, and the motion carried.

GUEST SPEAKER

Alicia Huckleby, Resident Initiatives Director / Human Services Director. She thanked the officers for their hard work and leadership within the council, as well as their collaboration with residents and staff. She also noted that the councils have been entrusted with important responsibilities, such as accounting and record keeping. She then took questions from the hi-rises.

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 11:48 a.m.

Submitted by:

Aado Perandi
PC/RPC Secretary