

# Presidents Council Meeting Minutes

April 23, 2018

## CALL TO ORDER

*Tim Gjerdahl, Ravoux*, called the Presidents Council Meeting to order on March 26, 2018 at 10:00 a.m. Introductions followed.

## SECRETARY'S REPORT

*Bob Knutson, PC/RPC Secretary, Ravoux*, stated you all have copies of both February and March Minutes. The wrong set of Minutes was inadvertently included in the February package of information. A Motion was made by *Leona Eishen, Wilson*, to accept the February & March Minutes as they stand. It was seconded by *Teresa Souvannachack, Montreal*, and the Motion carried.

## TREASURER'S REPORT

*Melissa Pappas, PC/RPC Treasurer, Seal*, gave a rundown of income and expenses for the month of March. The checkbook register balance is twenty-eight thousand, thirty-three dollars and thirty cents (\$28,033.30). The ending balance is twenty-seven thousand, six hundred thirty-two dollars and thirty-six cents (\$27,632.36). The report will be filed for audit.

## GUEST SPEAKERS

*Ann Tranvik, St. Paul Public Health Nurse*, congratulated the four residents who completed the five-week (12-1/2 hour) *Garden Mentor Program* on April 9, 2018. The course was taught by three Ramsey County Master Gardeners, with additional training by the *Dispute Resolution Center (DRC)*. The residents who completed the Program were:

- Sharon Hemmons, Ravoux.
- Linda Carter Nyakundi, Central
- David Healy, Ravoux
- Anjanette Williams, Mt. Airy Family site.
- Two Garden Mentors Alums who completed the training in 2017 also attended this year. They were: Mary Ingold, Exchange and Pam Martin, Wilson. Phil Lee from Seal also attended meetings of the *Garden Mentor Program*.

Residents should feel free to ask the graduates questions. If they don't have an answer for you, they know how to get information. She passed a photo around of recent Garden Mentor graduates. David Healy, Ravoux, spoke about the new things he learned from the Program. He's been gardening since he was very young, but said he picked up some good tips and tricks from the training, and would like to pass them on to anyone who's also interested in learning now to garden. Linda Carter Nyakundi, Central, stated she too, learned many helpful things from the classes. She has also had previous experience in gardening. Ann Tranvik passed out a flyer about pollination. There's contact information on the flyer that states where you can request a Master Gardener to come out to your hi-rise and give a short class on pollination.

## **MAINTENANCE REPORT**

1. *Tim Angaran*, Assistant Maintenance Director began with talking about Valley Hi-Rise. The plumbing renovation there is nearing 50% completion; they're also gearing up for the Montreal Hi-Rise plumbing renovation. They will be submitting applications to request grants to replace elevators in four buildings. Front hi-rise was recently completed and they're very pleased with how that went. They'll be asking for seven hundred fifty thousand dollars (\$750,000.00) for elevators at each of the four following buildings: Exchange, Dunedin, Central and Neill. Those were the buildings with the more immediate needs.
2. In this new fiscal year budget, which started April 1st, Jon Gutzmann, Executive Director, St. Paul Public Housing, and the Board, approved some money to be used for upgrading LED lighting. Those efforts will be concentrated at Neill and Ravoux Hi-Rises. They're looking to replace the parking lot lights at Neill to provide better lighting. They will also do something similar at Ravoux, along the perimeter, where they'll be looking at replacing some aging lamp posts.
3. Last year, a therapeutic walk-in tub was installed at Hamline Hi-Rise and has been very well received. There's a long list of residents waiting to use it. Tim Angaran said they also intend to put walk-in tubs in other hi-rises.

## **PHA MANAGEMENT REPORT**

*Charisse Brown*, Assistant Resident Services Senior Manager, stated as of April first, flat-rents will increase. She announced they have a new manager named Tony Booth, who will be working at Exchange and Wabasha. She also reiterated how well the plumbing renovation was going at Valley, which hopefully will be coming to an end in August or September. She said they're still looking for more volunteers to transfer from Montreal Hi-Rise to other buildings, as plumbing renovation will begin soon.

The PHA has a contract with *Capitol Security*; they're presently working at Edgerton Hi-Rise checking I.D. cards, signing people in, etc. They move around to different buildings, as well.

## **SAFETY & SECURITY REPORT**

Sgt. Grundhauser (Sgt. "Grundy"), St. Paul Police Department, is replacing Sgt. Kent Cleveland and is now the new head of ACOP. He will be giving the Safety & Security Report going forward. He passed out his business card and gave us some information on his background. He's attempting to meet as many people as possible and also attend council meetings to be introduced to residents. He's glad to be here and looks forward to getting to work. If you have ideas that may help him in his job, he's open to suggestions.

## **OLD BUSINESS**

*Julia Hupperts*, Resident Council Coordinator referred everyone to their packets of information and asked them to look at the *Resident Council Debit Card Use Procedure*, which had been worked on for about a year and was approved by the Presidents Council, along with the City Wide Resident Council. However, one word needed to be added, so she brought it back before the P.C. to add the word "*detailed*" and then take a vote. A Motion was made by Donna Walters, Seal, to approve the *Resident Council Debit Card Use Procedure* with the word "*detailed*" added. It was seconded by William Copeland, Edgerton and the Motion carried.

## OLD BUSINESS (continued)

At last month's meeting, the *Application and Qualifications & Expectations* documents were approved. What still needs approval is the draft of the *Computer Peer Stipend*, the draft of the *Computer Peer Invoice*, and a draft of *Computer Maintenance*, along with a *Maintenance Log*. She began with the draft of *Computer Peer Stipends*, which reads:

*"Computer Peer volunteers will receive a stipend after they have completed the task they have been assigned. The Presidents Council will give Computer Peer volunteers a stipend of \$15/hr. plus transportation, with a 30-minute minimum, when assigned to a site that presently has a Computer Administrator, and the presenting computer problem requires more than the Computer Administrator is able to complete."* Julia added this line: "Computer peers will be assigned as other peers are."

*"A hi-rise Computer Administrator would send a notice to the Helpline and the coordinators will look at it and assign a Computer Peer to that site. The Presidents Council will pay that stipend of \$15/hr. plus transportation."*

*"If a computer site does not have a Computer Administrator, a Computer Peer volunteer may be assigned to a site to complete routine computer maintenance per a Maintenance Check List. The Computer Peer volunteers, who may work with sites as a Peer Computer Administrator, will receive a \$25.00 monthly stipend, plus transportation, from the on-site resident council. Council funds must be used for this peer Computer Administrator stipend. The Peer Computer Administrator will be required to visit the computer site at least once a month."*

Donna Walters, Seal, made a Motion to approve the draft copy of the *Computer Peer Stipends*. Helen Thompson, Central, seconded and the Motion carried.

Next up is the *Computer Peer Invoice*, which would be submitted to the Presidents Council for reimbursement. She asked everyone to note the paragraph near the bottom of the form, which states:

**"Both Resident Council and Presidents Council (or) Citywide Council approval required. Local council approval required for the monthly Peer Computer Administrator stipend."**

A Motion was made by Bill Hughes, Iowa that the *Computer Peer Invoice* be approved. Cheryl Eastwold, Neill seconded and the Motion carried.

The final page is the *Computer Maintenance* form. This is what the Computer Peer Team came up with at their meeting this month. It states what a Computer Administrator at each site should be doing, and shows the weekly and monthly schedules for computer maintenance. Julia read aloud the Weekly and Monthly maintenance schedule and the rules of being a computer administrator. John Cardoza made a Motion the Presidents Council approve the *Computer Maintenance* form. It was seconded by Teresa Souvannachack, Montreal, and the Motion carried.

The *Computer Cleaning and Maintenance Log* will be used to keep track of maintenance that has been done on the computers.

## **OFFICER RECOGNITION EVENT UPDATE**

*John Cardoza*, Cleveland, stated next month's P.C. meeting will be June 4<sup>th</sup>, at the *Officer Recognition Event*. The event is being held at the Wilder Center and will begin at 10:00 a.m. He also spoke about the *Presidents Council Recognition Event 2018* form. The cost is \$25.00 for each person. There is also a space where you can list your choices of music. **Be sure and mail your check to the Presidents Council along with this form.** There will also be a slide show of photo submissions by residents.

## **NEW BUSINESS**

There was no New Business.

## **BOARD OF COMMISSIONERS REPORT**

*John Cardoza*, Commissioner, Cleveland, stated he got the chance to learn a lot about the PHA's budget, and the process, at their last meeting. The following was accomplished:

For the fiscal year ending March 31, 2019, the following items were approved by the Board of Commissioners:

1. The Low-income Housing Budget.
2. The Section 8 Operating Budget.
3. The Building Fund Operating Budget.
4. The Capitol Fund Program.

Also included in the budget is a *Housing Management Software System* that the PHA will use to update its currently out-dated system.

## **RESIDENT INITIATIVES REPORT**

*Alicia Huckleby*, Resident Initiatives Director, will give her report at the next meeting.

## **SECTION 3 UPDATE**

*Beth Pacunas*, Section 3 Projects Coordinator/Youth Literacy. Her job as Section 3 Coordinator is to organize partnerships and find people jobs, field training, and education that will lead to employment. Not much to report this month. They are still attempting to ramp-up their employment counseling and job-seeking through AVIVO. If you or someone you know is trying to find a job, obtain job skills or education, call Beth Pacunas. She can be reached at: **651-228-3204**.

## **SHIP GRANT UPDATE**

*Betsy Christensen*, SHIP Coordinator, stated her job is to work with wellness initiatives. She had the following subjects to talk about:

**Tobacco:** In preparation for the start of the HUD Tobacco Rule on July 30, 2018 two cessation resources are available to residents who are thinking about quitting or cutting down on tobacco use.

## SHIP GRANT UPDATE (continued)

- **National Alliance on Mental Illness (NAMI) and Walgreens Pharmacist Workshops.** There are two workshops left out of the eight offered at different PHA hi-rises since January. All are free and open to any PHA resident. Free *Quit Kits*, 1:1 cessation information and carbon monoxide tests are available.
  - Iowa Hi-Rise, April 26, 2018 from 2-3 p.m.
  - Exchange Hi-Rise, May 23, 2018 from 1-2 p.m.
- **Freedom-From-Smoking Support Groups.** Plans are being finalized to start the *first Freedom From Smoking (FFS) Support Group* at Seal Hi-Rise in May 2018. The group will be led by a facilitator trained by *the American Lung Association*.

People who are thinking about quitting or are ready to quit, should consider attending the full 6-week session for the best success. Flyers will be posted at Seal soon. Any PHA resident may attend the series. Additional FFS Support Groups will be offered during the year where there is a high level of interest by residents.

- **St. Paul Walking Photo Contest.**
  - Photos *from Walk With a Doc* events were submitted March 28, 2018.
- **Walk (and roll) With a Doctor.** Let's move more! These monthly walks are a great way to get some fresh air and explore neighborhoods in St. Paul. *Allina Health Care Providers* will present a new current health topic each month. A drawing for a \$25 gift card to Payless Shoes will be held. Tasty snacks provided.
  - Montreal, May 9, 11:00 a.m.
  - Iowa, June 13, 11:00 a.m.
  - Roosevelt Homes, July 11, 4:00 p.m.
  - Central, August 8, 11:00 a.m.
  - Edgerton, September 10, 11:00 a.m.
  - Wabasha, October 10, 11:00 a.m.
- **Nice Ride Green Bikes.** Green bikes are out! Spring is here! There will be some changes to the bike share options coming later this fall and next year, in the Twin Cities Metro. "*Dockless*" bike share is coming – which hopefully means more bikes and more locations so more people can ride. Updates will be shared as we learn more. Here is what we know so far:
- **2018 Nice Ride Updates.**
  - Nice Ride will continue to operate existing station locations in St. Paul through August 31, 2010.
  - **\$10 discounted memberships are available for PHA residents through the *Community Partners Scholarship Program*.** The full membership cost is \$75.00. Free memberships are no longer available due to budget cuts.
  - **\$10 discounted memberships will expire August 31, 2018.**
  - Tina Cho, from Nice Ride, is able to come to your hi-rise and assist with online registration. Contact Betsy Christensen, PHA SHIP Coordinator at **651-298-4030** if you want to schedule a registration session with *Nice Ride*.

## **SHIP GRANT UPDATE** (continued)

- **Take Aim at Summer Fun**. Outdoor activities for you and your family to do – and is all FREE! Try archery, fishing, climbing wall, canoeing, and much more! Fun for all ages.
  - Saturday, May 19, 11 a.m. to 3 p.m. at 1200 Warner Road, St. Paul. Call **651-259-5800**.
- **Healthy Aging Forum**. This event features mini-sessions on heart health, scam and fraud prevention, health benefits of volunteerism, caregiving, Diabetes self-care and brain health. Lunch and raffle prizes! FREE and open to the community.
  - Tuesday, May 22, 10 a.m. to 2 p.m., Hallie Q. Brown Center, 270 N. Kent St., St. Paul.
  - To register call **1-877-926-9300** or go online to [aarp.cvent.com/HealthyAgingForum](http://aarp.cvent.com/HealthyAgingForum).

## **CLOSING**

*Julia Hupperts*, Resident Council Coordinator, reminded Representatives that it's their responsibility to take information shared at this meeting back to their councils and share the information with residents. She also wanted to congratulate the Master Gardeners. She applauded them for the work they've done at their own individual hi-rises to beautify the areas in and around the buildings. The Presidents Council gives \$100 to each hi-rise towards this effort. Checks will be handed out at the *Officers Recognition Event*.

There was a very productive and informative *Vendor Fair* this year. She brought copies of the new Vending Contracts, as all hi-rises will be signing new contracts soon. She also reminded everyone about the *Dispute Resolution Center (DRC)*, whose offices are at Mt. Airy Community Center. They are available for PHA residents at no charge. She also passed out laminated flyers explaining how residents can reach the new computer **Help Desk** via an email address, should they need help with their computers. In your email, include the name of your hi-rise, what the issue is and how long it's been going on. Julia then proceeded to hand out Picnic checks. If you have a picnic, you must make copies of all receipts and return them to the Presidents Council. Also, any funds not used for your picnic must be returned to the Presidents Council.

Those who did not receive a picnic check, today, please contact Julia Hupperts and make an appointment to come and see her. She wants to talk to every hi-rise before they receive their check. Julia can be reached by email at [julia.hupperts@stpha.org](mailto:julia.hupperts@stpha.org), or by phone at **651-228-3205**.

No further Presidents Council business was discussed or conducted, and the meeting adjourned at 11:27 a.m.

Submitted by:



Bob Knutson, PC/RPC Secretary  
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651-222-7656

## **Meeting Reminders:**

### **Next Presidents Council Meeting:**

Monday, June 4, 10:00 a.m. – Noon (At the Wilder Center)

**Executive Committee:** May 18 @ 11:00 a.m. - 3<sup>rd</sup> floor.

**Community Building:** May 4 @ 10:00 a.m. - 3<sup>rd</sup> floor.

**Computer Team:** May 17 @ 1:30 p.m. - Board Room.