

Presidents Council Zoom Meeting Minutes

December 28, 2020

CALL TO ORDER

Jason Bruce, Exchange, Chairperson, called the Presidents Council Meeting to order at 10:00 a.m. and took a roll call of hi-rise representatives present.

SECRETARY'S REPORT

Bob Knutson, PC/RPC Secretary, Ravoux, stated there is always a copy of the Minutes on the PC website. He also asked Representatives to instruct their resident council Secretaries to print a copy of the PC Minutes and post them along with the Minutes from their resident council meetings. Melanie Fox, Montreal, made a Motion to accept the Minutes as they stand. Yasmine Aminou, Central, seconded and the Motion carried.

TREASURER'S REPORT

Melissa Pappas, PC/RPC Treasurer, Seal, gave a rundown of income and expenses for the month of November. The cleared balance is eighty-eight thousand, ninety-seven dollars and eighty cents (\$88,097.80). The ending balance is eighty-four thousand two hundred two dollars and twenty-four cents (\$84,202.24). The report will be filed for audit.

PHA MAINTENANCE REPORT

Brent Feller, Construction Program Manager / Maintenance Contracts, gave an update on construction projects that are either in the works or are scheduled to be done where hi-rises are concerned: A couple of weeks ago they started the Front Hi-Rise plumbing project and successfully completed move-outs for some residents. He went on to give updates on other constructions projects currently in the works.

Mike Silvan, Assistant Maintenance Director, gave general maintenance updates and reminded everyone that due to the Covid-19 pandemic, their operations have been moved back to the Covid protocol, as it was earlier this year. Presently they're concentrating on emergency Work Orders and things of an immediate nature inside the buildings. Also keep in mind that with the snow here, parking lots will be plowed when necessary. PHA Maintenance then took questions from Representatives.

SAFETY & SECURITY REPORT

Sgt. Amy Boyer, St. Paul Police Department, ACOP Unit, said the two main things she wanted to pass on is that there has been an up-tick in thefts from autos, which isn't unusual during this time of the year. Be mindful not to leave anything of value in your cars. There has also been a big spike in auto thefts throughout the City, not just the PHA, and a lot of those are from people leaving their cars unattended while warming them up. It's important to note that most insurance companies will not cover losses by people leaving keys in their cars or leaving them running unattended.

If you're in need of further information regarding Covid-19, the Minnesota Department of Health has a Covid-19 hotline number which is **651-201-3920**. It's open from 7:00 a.m. to 7:00 p.m.

SAFETY & SECURITY REPORT *(continued)*

You can also reach out to the ACOP phone number listed below. If you need further information regarding ACOP, or have any questions regarding policing activities, contact Sgt. Boyer at **651-558-2305**, or email her at Amy.Boyer@ci.stpaul.mn.us. Sgt. Boyer then answered questions.

PHA MANAGEMENT REPORT

Tara Johnson, Resident Services Senior Manager, had a couple of things she wanted to discuss. Firstly, residents living at Wabasha, Edgerton and Iowa, may have seen Intake Forms to have Open Cities come and test for Covid-19 door-to-door. This will continue through December. They have also received additional funding so they will be doing testing at more hi-rises in January. As long as the funding holds out, they will attempt to get to as many sites as possible.

Secondly, she wanted to address the Community Room reduced hours. Starting Wednesday, December 30, 2020, Management will begin doing the reduced hours and you'll be seeing flyers regarding that. Community Room hours of operation will be 8:00 a.m. to 4:30 p.m. for those buildings who have lock-up volunteers. For those buildings without volunteers, Maintenance will be opening and closing the Community Rooms Monday through Friday, 8:00 a.m. to 2:30 p.m. You can consult with Management if you're able to find a volunteer to lock and unlock your Community Room, which would keep it open from 8:00 a.m. to 4:30 p.m. She hopes everybody stays safe and healthy. She then answered questions.

OLD BUSINESS

No Old Business.

NEW BUSINESS

Youa Thao, Resident Council Coordinator spoke about the following:

1. **Manager's copy of the Minutes and Financial Reports.** This month Youa has received communication from the councils and also the QuickBook Peers regarding the Financial Reports that should be given to Management every Month. Due to Covid-19, the QuickBook Peers were provided the options to conduct audits of the 16 Councils every other month. This means that Councils will not be able to submit the Financial Report to Management monthly. This concern was discussed at the recent PC Board Meeting and the PC Board came up with the following recommendations. The Minute Report should be submitted to the Managers no later than two weeks after the resident council meeting, and Managers should follow the Quick Book Peers auditing schedule when it comes to collecting the Financial Report. Once the Quick Book Peer has completed the financial audit, they would see that it gets to the Manager. A Motion to approve the PC Board's recommendations was made by John Cardoza, Cleveland, which was seconded by Melanie Fox, Montreal, and the Motion carried.
2. **Computer Administration Recruiting.** Many hi-rises do not have a Computer Administrator (CA) and hi-rises should post a flyer in an effort to recruit for that position. Youa will send out the requirements associated with that position. The person taking on that role should be aware that they will be required to attend the Computer Team Meeting every month on Thursday at 1:30 p.m. The CA will also be responsible for cleaning and maintaining the site they are assigned to. Before assuming the position of CA, it would require management approval. By the end of this month Youa would like to hear from

councils regarding their recommendations for a CA.

3. Zoom Training on January 22, 2020 from 10:00 a.m. to 12:30 p.m. – Vote to approve stipend for all attending officers. This training would be open to all hi-rise officers who would like to attend the training.

NEW BUSINESS (continued)

This training is optional. A Motion was made by Drusilla Garrett, Dunedin, to accept allowing a stipend for all hi-rise officers who wish to attend Zoom training on January 22nd. Yasmine Aminou, Central, seconded and the Motion carried.

4. Reserving Wilder rooms for 2021 Officer Recognition Event – John Cardoza. John Cardoza, Cleveland, said he is hopeful that we will be able to have the Officers Recognition Event, as well as the PC Meeting at Wilder on May 25th. He contacted Wilder and they stated they are taking reservations and are practicing social distancing. Usually we rent A and B rooms, but because of Covid-19 we would probably be able to get C and D (the whole room) for the price of two rooms. He reserved the room, but there is no commitment and we can cancel at any time due to the uncertainty regarding the Coronavirus situation. Usually January is when the planning for the event begins. Yasmine Aminou, Central, made a Motion that the PC accept making a reservation with Wilder for May. Melanie Fox, Montreal, seconded and the Motion carried.

BOARD OF COMMISSIONERS REPORT

John Cardoza, Cleveland, Commissioner, stated they had three Board meetings last month, but was only able to attend two of them. He gave updates from the meetings. John then answered questions.

SECTION 3 UPDATE

Beth Pacunas, Section 3 Projects Coordinator/Youth Literacy, will give an update at the next PC Meeting.

However, if you or someone you know is trying to find a job, obtain job skills, education, employment counseling; or if they just need more information on Section 3, they can contact Beth Pacunas at: **651-228-3204**, or email her at elizabeth.pacunas@stpha.org. She also now has a PHA phone number which is **651-252-5799** if you need assistance in the areas mentioned above. She will do the best she can to provide it. Also, keep an eye out for flyers and posters in your hi-rises as well. She then answered any questions.

RESIDENT INITIATIVES REPORT

Diane Anastos, Resident Initiatives Coordinator, speaking on behalf of Alicia Huckleby, Resident Initiatives Director, stated that Resident Initiatives did a special edition of their monthly newsletter. Normally the newsletter is sent out to their partners via email, to keep them up on their usual activities. But they had an insert in there listing resident virtual resources; things that you can do at home online, concerts, art drawing, etc. There were employment resources in there as well. All hi-rises should have received a copy. If you haven't, let Youa Thao, Resident Council Coordinator know and she'll get one to you. Diane then took questions.

HIP REPORT

Betsy Christensen, *Health Improvement Programs* (HIP) Coordinator, stated she would like to attend January Resident Council meetings. She reached out to a number of councils regarding this. Please send her the Zoom log-in information for your meetings and she will join. She also plans to follow up with the sites that she hasn't

gotten in touch with. She will need about five minutes time at your council meetings.

HIP REPORT *(continued)*

Some of you may have seen the *Thank You* cards put out at your sites by the Managers. The *Thank You* cards, which were funded through the Allina Grant, can be given to anyone you choose to brighten their day.

Applications for the PHA Garden Mentor Program have been extended through the end of January, so if you know anyone who would be interested in taking the training, please encourage them to apply. Reach out to Betsy, your Manager or HFC person to get an application. The application is three short questions and very easy. Just list a PHA staff person as a recommendation. To date three people have applied. The classes will begin the end of February and go through March, Monday nights 6:00 to 8:00 p.m. and will be held virtually.

The Allina Grant will also be funding home art kits to lift the spirits of residents during the pandemic.

The City of St. Paul is doing a *Tree Gnome Scavenger Hunt* in the city parks. There are ten of these Tree Gnomes throughout parks in St. Paul. It's hoped this will encourage people to go out and see if they can find a Tree Gnome. If you Google Parks and Rec Tree Gnome, you should find information and clues as to where they are hidden.

CLOSING

Youa Thao, Resident Council Coordinator, spoke about the Minute Reports. We have been talking about this for the last two meetings and have seen positive changes in how they're done. She wanted to thank everybody for their efforts. She also wanted to remind everyone again that when they do the Minute Report, they can use one of two formats. One being the form provided in the Resident Council Guide and the other in the format of the Council's choice. Regardless of what format the Council chooses, the Minute Report must hold all the requirements that was provided in the example that she provided to the Council officers and the Minute Report must be detail and cannot be an exact repeat of what is on the Council's Agenda. The important thing is to be specific about stating the *First and Last Name of the person that made motions* along with being very detail about *PHA Management Reports*, etc. Youa then answered questions. After this meeting, Youa will send copies to all Managers showing what is to be expected in these reports.

No further Presidents Council business was discussed or conducted, and the meeting adjourned at 12:00 p.m.

Submitted by:



Bob Knutson
PC/RPC Secretary

MEETING REMINDERS:

Next Presidents Council Zoom Meeting:

Monday, January 25, 10:00 a.m. – Noon.

Zoom Executive Committee Meeting: Friday, January 15 @ 11:00 a.m.

Zoom Computer Team Meeting: Thursday, January 28 @ 1:30 p.m.

Zoom Resident Participated Committee Meeting: Friday, January 15 @ 10:00 a.m.