

Presidents Council Meeting Minutes

April 22, 2019

CALL TO ORDER

Melanie Fox, Chairperson, Montreal, called the Presidents Council Meeting to order on March 25, 2019 at 10:10 a.m. Introductions followed.

SECRETARY'S REPORT

Bob Knutson, PC/RPC Secretary, Ravoux, stated all Reps should have a copy of the Minutes from the last meeting, which are also posted at each hi-rise and on the P.C. website for a month. No discrepancies were reported and a Motion was made by Ron Sexton, Exchange, to accept the Minutes as they stand. It was seconded by Donna Walters, Seal, and the Motion carried.

TREASURER'S REPORT

Melissa Pappas, PC/RPC Treasurer, presented the report for March. The checkbook beginning balance as of March 31, 2019, was thirty-one thousand, eighty-two dollars and fifty-two cents (\$31,082.52). The ending balance is twenty-nine thousand, three hundred eighty four dollars and eighty-nine cents (\$29,384.89). The report will be filed for audit.

GUEST SPEAKERS

Rachel Nelson Front Hi-Rise and *Deb Caron*, Ravoux Hi-Rise, spoke about community gardening and listed several things they had learned through training with a Master Gardener. If you're interest in gardening and would like to participate in training, or have any questions, please call **612-301-7590**. A Master Gardener will return your call. For the latest online garden information, go to www.extension.uma.edu/grden. If you have questions regarding gardening go to www.extension.umn.edu/garden/ask.

PHA MAINTENANCE REPORT

Brent Feller, Construction Program Manager stated that very soon they will be turning off the boilers and putting on the cold air.

- Elevator one is down at Ravoux Hi-Rise and is currently being repaired.
- Starting in early May they'll begin sweeping parking lots, so all cars must be removed until the sweeping is done.
- Walk-in tub installation in the tub rooms is ongoing.
- LED lights are nearly completed at Central and Neill Hi-Rises.
- The plumbing project is continuing at Montreal Hi-Rise, along with elevator repair.

He then took questions.

PHA MANAGEMENT REPORT

Charisse Brown, Assistant Resident Services Senior Manager, said the apartment project currently going on at Montreal Hi-Rise is going okay and is getting better day by day. The next building for plumbing renovation will be Front Hi-Rise in approximately two years.

The big thing coming up is RAD (Rent Assistance Demonstration) with PBRA. They have finished up the financials which will be going to the Board on Wednesday and once that's done they will be finishing up with the House Rules and the TSP (Tenant Selection Plan). The PHA will be reviewing that with residents, when they begin signing new RAD leases. All residents ages 18 and above will have to sign a new RAD lease. They're in the planning stages of how they will orchestrate that. The ACO's for continued occupancy will still have to be completed..

SAFETY & SECURITY REPORT

Sgt. Grundhauser of the St. Paul Police Department, ACOP Unit, stated they have been going to each hi-rise to talk about crime and scam prevention. *Patty Lammers*, Crime Prevention Specialist at the Police Department has currently gone to half of the hi-rises to give a presentation on Crime Prevention and will be going to the rest of the hi-rises very soon. At the Hi-Rises, she handed out her card and gave everybody a packet of information on how to prevent crimes and scams from happening, and to know how to spot them and what to do about them. He also spoke about the problem with non-residents coming into the buildings this past winter. If residents come across these people and don't feel comfortable confronting them, call the police. He said they're very proactive when it comes to trespassing. He then answered any questions representatives had.

OLD BUSINESS

John Cardoza, PHA Commission, Cleveland reminded everyone that the next Presidents Council meeting will be held at the Wilder Foundation, prior to the *2019 Officers Annual Recognition Event*. He said the planning is going well. The event is on May 24, 2019, at the Wilder Foundation located at 451 Lexington Parkway in St. Paul. Notices will be sent out with the dates that resident councils can RSVP and send in the checks for each officer attending. The cost is \$25.00 per person with a three person limit. One of the things that will be recognized this year will be the Computer Peers. He also said they are looking for volunteers to help set up. If you'd like to volunteer, get in touch with John Cardoza or Julia Hupperts.

NEW BUSINESS

Alicia Huckelby, Resident Initiative Director, said it's time to vote for the PHA Commissioner. The term limit for the job is two years and John Cardoza's term expires this year in September. She spoke about the position and what's expected of the PHA Commissioner. She called on the P.C. representatives to nominate someone to fill that position. It was unanimous that John Cardoza stay in that job. Ron Sexton, Exchange, made a Motion to nominate John Cardoza, Cleveland, to be the PHA Commissioner for another two years. Margaret Hockenberger, Mt. Airy, seconded and the Motion and nomination carried. John Cardoza also spoke about what the job entailed and what he has been doing.

NEW BUSINESS *(continued)*

Julia Hupperts, Resident Council Coordinator, spoke about Debit Card Procedures. She went over the *Resident Council Debit Card Use Procedures* line by line. She also referred everyone to the Disbursement Document for checks and Debit Cards, which outlined the procedure for signing out and signing back in the Debit Card(s). She also stated that checks should be the first choice for purchases, but if businesses don't accept checks, the Debit Card can be used. She read aloud the *Resident Council Debit Card Use Procedures*.

Julia Hupperts spoke about the proposed update to the Presidents Council Check Policy. She went through it and pointed out the changes that they are proposing. A Motion was made by Donna Walters, Seal, that the update be approved. Angela Graves, Hamline, seconded and the Motion carried. It will be posted on the Presidents Council webpage and there will be final approval at next month's P.C. meeting.

Julia Hupperts talked about a proposal to rotate Community Sharing Meetings – which meet once a month -- among the hi-rises. Donna Walters, Seal, made a Motion that the proposal be approved, which was seconded by Ron Sexton, Exchange, and the Motion carried. The Proposal will take effect July 1, 2019.

COMMISSIONER'S REPORT

John Cardoza, Commissioner, gave updates from the March meeting of the PHA Board of Commissioners. He outlined what actions were taken at the meeting. He also referred any questions to the P.C. website at: www.stopha.org. He then took questions.

SECTION 3 UPDATE

Beth Pacunas, Section 3 Projects Coordinator/Youth Literacy, is a member of the Resident Initiatives Department. Her job as Section 3 Coordinator is to organize partnerships and find people jobs, field training, and education that will lead to employment.

Beth reminded everyone about the St. Paul Public Housing's 3rd *Job & Resource Fair*, which will be held at the Rondo Community Library on Thursday, May 2, 2019 from 10:30 a.m. to 3:00 p.m. You can meet with employers who are hiring or offering FREE services to advance your career. Flyers will be sent to the hi-rises. The first twenty PHA residents to show up will receive a \$5.00 Subway gift card and there will be door prizes every fifteen minutes. Proof of residency will be required for the gift cards. She said they are also still working on the contract with the St. Paul Science Museum for other events. If you have any questions, contact Beth Pacunas either by email www.elizabeth.pacunas.org, or call her at: **651-228-3204**.

RESIDENT INITIATIVES REPORT

Alicia Huckleby, Resident Initiatives Director & Interim Human Resource Director, said that when you're talking at your resident councils about Community Building events; if you have a lot of people in your hi-rises who have gotten tickets to go to the Science Museum, that could be a community building event for a group of people, so keep that in mind. That way you could get your ten tickets that will allow your hi-rise to get 100 free tickets.

RESIDENT INITIATIVES REPORT (continued)

With the changes coming up with our transition to a RAD PBRA agency, that has also signaled for us that we need to update our MOU (Memorandum of Understanding) that we have. The Presidents Council, PHA, City Wide and the PHA, and your individual resident councils should each have an MOU with the PHA as well. Julia Hupperts keeps copies of those in the Presidents Council Office on the second floor. They will have something for everybody to review when you come back in September.

One other thing she wanted to mention, related to a presentation you heard two months ago from Sally Ann McShane, who spoke about the *Telephone Discount Program*. A number of you were working with Sally Ann from your different resident councils; and we had promised brochures for those meetings. We had ordered brochures but they were mistakenly sent out to individual residents. So they ordered new brochures that have been separated into individual packets for each of you. So before you go, please grab a packet of brochures from Youa Thao, which you can take back for Sally Ann's presentation, if she has yet to come to your building, or to talk about at your next resident council meeting for residents who are interested. You must call Sally Ann to set up an appointment to come to your hi-rise.

SHIP GRANT UPDATE

Ann Tranvik, St. Paul Public Health Department Nurse, works with Betsy Christensen, PHA SHIP coordinator, along with the *Statewide Health Improvement Partnership* (SHIP).

Betsy Christensen, Resident Initiatives, passed out some hand-outs. She is currently working with St. Paul Park & Recreation, to get a schedule out this year.

St. Paul Park & Recreation Park Ambassadors – St. Paul Park & Recreation received a grant funding to continue park trips for PHA in 2019. An educational component about water will be incorporated into each trip. More details will be coming soon. They are planning for all 20 PHA sites to be included in at least one regional park visit in St. Paul. It will be starting in June and will run through September.

2019 Bike & Scooter Share in St. Paul:

- **LIME** electric scooters will be returning to St. Paul for the 2019 season, but LIME bikes will not be returning to St. Paul for the 2019 season. "Lime Access" -- \$0.50 to unlock, \$.07 per minute (50% discount) for electric scooters.
- **Qualifying is easy.** Simply go to <https://www.li.me/community-impact> to quickly and securely submit your information. A Lime representative will get back to you within 2 business days with any next steps and further information. All you need to sign up is your full name, phone number (the number should be for the phone you plan to use for LIME), a valid government-issued photo I.D. and proof of low income status (e.g., EBT card, discounted utility bill, or any other state or federally-run assistance program document. Any questions email them to access@li.me. Or If you need additional information get in touch with Betsy Christensen at **651-298-4030**, or email her at: betsy.christensen@stpha.org.

SHIP GRANT UPDATE (continued)

- **Nice Ride** – Nice Ride is not returning to St. Paul for the 2019 season, but they hope to return to St. Paul in the future. However, pedal bikes and electric bikes are available in Minneapolis for the 2019 season.
- **Stop for Me Crosswalk Safety Campaign 2019 Events** – Scheduling will be released soon.

Ann Tranvik, St. Paul Public Health Department Nurse spoke about the following:

- **2019 Garden Mentor Program** – Five residents graduated on April 8. PHA sites represented include Ravoux Hi-Rise, Front Hi-Rise, Roosevelt Family, Mt. Airy Family and McDonough Family sites. There was also an introduction of new Hi-Rise Garden Mentors: **Debra Caron**, Ravoux Hi-Rise and **Rachel Nelson**, Front High-Rise.
- **Smoking Cessation Stations** – Drop in, expert cessation advice, Carbon Monoxide monitoring, referrals to QUITLINE and free quit kits will be offered. It's open to all PHA residents and you can attend as many as you like. **A BIG THANK YOU** to the resident "Greeters" and Councils for supporting this effort and help with set up. A flyer will be posted with the dates and times for these Cessation Stations.
- **LIVING WELL WITH DIABETES 6-week Series at 2 sites – REGISTER NOW.** The series includes a free workbook that participants keep. Feedback from other residents completing the series has been very positive. ANY PHA RESIDENT living with diabetes, pre-diabetes or caring for a loved with diabetes is welcome to attend. The schedule is on the posted flyer on the hi-rise bulletin boards.
- She passed out several copies containing information on many things. One of which was a Food Resource Guide which listed City Wide Resources of places to get **FREE** food.

CLOSING

Julia Hupperts, Resident Council Coordinator, passed around copies of the color printed *Community Insider* that's to be posted on your hi-rise bulletin board. Councils can also copy them for their hi-rises, either in color or black and white. Melissa Pappas is the editor of the newsletter and she said there will be a meeting in May to plan the next edition.

Elections should be happening now at your hi-rise, and wants to remind everyone that there should have been an Election Judge at your hi-rise in April. The Election Judge will also be at your meetings in May when nominations will be accepted and then closed. Nominations will be posted on your bulletin boards and the actual election will happen at your June council meeting. Speak with fellow residents who might be interested and would consider running for office themselves.

Soon you will be getting a check for \$100.00, which comes from the PHA for flower beautification. You can also use funds from the Challenge Grant (which is to support health and wellness) to supplement the flower fund, if needed. It can also be used for other approved items. That decision is up to each individual hi-rise and must be approved by their resident council.

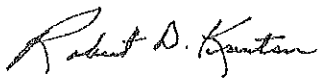
CLOSING (continued)

The PHA will also give \$100.00 towards refreshments for your Volunteer Recognition Event, if you request it. It must be a stand-alone event and must be open to every resident in your building. It's a good way to get people to participate in events in the building.

The last thing Julia wanted to talk about was your individual resident council meetings. She wanted to remind everyone that it's really important to sort of "set the stage" for your resident council meeting; making sure the table is set up and everything is there and ready to go for the meeting. All officers should be facing the residents attending the meeting in an attempt to be welcoming.

No further Presidents Council business was discussed or conducted, and the meeting adjourned at 12:20 p.m.

Submitted by:



Bob Knutson, PC/RPC Secretary
peetiebird2@gmail.com

Meeting Reminders:

Next Presidents Council Meeting:

Friday, May 24, 9:45 a.m.
At the Amherst H. Wilder Foundation
451 Lexington Parkway, St. Paul.
2019 Officers Recognition Event to follow.

Executive Committee: Monday, May 10 @ 11:00 a.m. - 3rd floor.

Community Sharing Circle: May 3 – Location TBA.

Computer Team: May 16 @ 1:30 p.m. - Board Room.

Resident Council Debit Card Use Procedures

The Minnesota Office of the State Auditor has a position statement on the use of credit cards by government employees and officers. Minnesota law states, 'credit cards should only be used by those employees and officers otherwise authorized to make purchases and purchases must be consistent with other state laws.' Although each Resident Council has the option to obtain a debit card, which has the major difference of allowing money to be immediately deducted from a bank account, each Resident Council will be expected to comply with State guidelines when using a debit card. In accordance with these guidelines, the Resident Councils (designated nonprofits) have developed and approved the following policies and procedures for debit cards used by the Resident Councils (RCs) of the PHA.

1. The City Wide debit card will be kept in a locked cabinet with the Resident Initiatives Program Coordinator. The Presidents Council debit card will be kept in a locked cabinet in the Presidents Council office. Debit cards assigned to individual Resident Councils will be kept in a locked cabinet with the site staff person assigned to working with the Resident Council.
2. Authorized users: Resident Council officers who are approved council check signers.
3. Each authorized user must sign an acknowledgement and acceptance of the debit card procedures that will be kept on file with the RI Program coordinator, Resident Council Coordinator, and site management staff, and given to council officers to include in their Resident Council financial documents. The PHA's Finance Department will also keep a copy on file.
4. Purchases need to be pre-approved by the Resident Council and Resident Initiatives Program Coordinator, Resident Council Coordinator, or appropriate site management staff person, and fall within the approved council budget.
5. Debit cards must be signed out by an authorized user and returned by the next PHA business day. Authorized users must retain any invoices, detailed receipts for purchases, and packing slips, attach them to a disbursement form, and submit them to the Resident Initiatives Program Coordinator, Resident Council Coordinator, or appropriate site management staff person when returning the debit card. This documentation will be kept in a secured area of the Resident Council office with other financial documents to support monthly reconciliations.
6. The debit card may not be used for personal purchases. The debit card number cannot be associated with any individual Resident Council officer's personal account.
7. A new debit card will be requested at the beginning of each new Resident Council cycle, and the old debit card destroyed.
8. The use of the debit card will fall under the same PHA audit process as the Resident Council checking/savings accounts.

Resident Council Authorized User

Date

Approved by the Presidents Council 2-26-18, 4-23-18

Approved by the Citywide Resident Council 2-27-18

Disbursement Document

Use this form for each transaction (with checks in sequential order). Attach receipts.

Purchase Type Check _____ Debit Card _____

Check number _____

Date _____

Amount _____

Written to _____

Name of Vendor _____

For bank charges, etc., deducted from your bank account automatically, enter "Auto" (for "automatic payment") in place of a check number.

Authorized (check one) Resident Council Meeting _____ Officers Board Meeting _____
 approved Budget _____ Date _____

Fund Used (example: RPC fund) _____

Purchase Description:

Debit Card Checked Out	Staff	Date
	Resident	Date

Debit Card Checked In *Due by the next business day	Staff	Date
	Resident	Date

All purchases must have a receipt. If the payment is to an individual and no receipts are supplied, complete the section below. Individual must be able to prove the expense and the authorization.

I, _____ (print name) received check # _____ in the amount of
 \$ _____ from the Resident Council on _____ (date)

for this reason: _____

Signature of Person Receiving Check: _____

Approved by Presidents Council on 1-22-18; Approved by Citywide Resident Council on 2-27-18

Presidents Council Check **Policy**

- 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 checks will then be processed and mailed within 14 days.
- Only the Treasurer and PHA staff may be in the Presidents Council office when checks are being written.

This updated PRESIDENTS COUNCIL CHECK POLICY will begin with the new fiscal year on July 1, 2019.

Approved by the Resident Participation Committee: 5-31-18

Approved by Presidents Council on 6-4-18

Updated by the Presidents Council on 4-22-19