

Presidents Council Zoom Meeting Minutes

May 22, 2023

CALL TO ORDER

Mindy Johnson, Cleveland, called the Presidents Council Meeting to order at 10:00 a.m. and took a roll call of hi-rise Representatives present, along with PHA staff members.

SECRETARY'S REPORT

Aado Perandi, PC/RPC Secretary, Wabasha, stated you can always find a copy of the Minutes posted 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. Bonnie Eckels, Dunedin, made a Motion to accept last month's Minutes as they stand. Yasmine Aminou, Central, seconded and the Motion carried.

GUEST SPEAKER

Louise Seeba, PHA Deputy Executive Director is inspired by and thanks those who have chosen to be leaders in their resident community and to be here on this beautiful day. You are helping other residents improve the quality of life, helping enable our residents to create a positive living environment; and lead the residents.

This past year, the President Council Board is helping to make council meetings productive while insuring that all the attendees feel safe and respected when sharing their ideas and opinions regarding council business. Louise thanked the efforts of the Officers to keep their councils running. Overall they help to organize events for all the hi-rises such as movie nights, picnics, holiday parties. These resident council sponsored activities make your hi-rise welcoming for the community of all residents.

Louise thanked the members of the Computer Team, including the Computer Administrators and the Computer Peers that have volunteered to help maintain the resident council's computers so that all residents have access to a working computer and the internet. The floor was then opened for questions.

TREASURER'S REPORT

Melissa Pappas, PC/RPC Treasurer, Seal, gave a rundown of income and expenses for April.

For April the cleared balance is one hundred thousand, four hundred thirty-three dollars and twenty cents (\$100,433.20). The ending balance is ninety-nine thousand, eight hundred fifty-nine dollars and twenty cents (\$99,859.20). The report will be filed for audit. Melissa then took questions.

PHA MAINTENANCE REPORT

Mike Silvan gave the update for Brent Feller, Construction Program Manager / Maintenance Contracts. Maintenance staff is busy budgeting, planning, and getting out contract and bid documents.

Current projects include: the Valley electrical replacement project is expected to start the 30th or 31st of this month; the Edgerton elevator project is expected to start soon—still working on getting the closing documents to get this project paid for; road construction project near Montreal is in progress—estimated time to complete

is about two months and the website at <https://www.ramseycounty.us/residents/roads-transportation/future-road-projects/future-road-construction-projects/lexington-parkway-reconstruction-phase-two> has additional updates on the project; the parking lot work at Hamline is now complete; road work near Wilson hi-rise is ongoing, expected completion date for the Metro Transit's Gold Line project is sometime in 2025, see the website at <https://www.metrotransit.org/gold-line-project> for additional information; there will be air-conditioning work done at various hi-rises, for the community rooms and hallway areas.

PHA MAINTENANCE REPORT *(continued)*

Mike Silvan, Assistant Maintenance Director had a few things to say during these spring/summer months.

1. Parking lot sweeping will be coming in June.
2. Boilers were shut off on May 15th, and will stay off until September.
3. Life safety inspections will continue.
4. A required Montreal shutoff of water is done, water is back on.
5. Lawn mowing should be complete at all of the hi-rises this weekend.

Maintenance then took questions from the hi-rise representatives.

PHA MANAGEMENT REPORT

Tara Johnson, Resident Services Senior Manager, reminded us that when the heat index is 85 degrees or higher the Community Rooms will be kept open 24 hours. Tara encourages us to obtain renters insurance, which is usually around eight dollars per month. The human services coordinator (HSC) can help with obtaining renters insurance. The insurance can help pay for damages to your unit that might be caused by a neighbor that has a fire in their unit or has sprinklers go off.

SAFETY & SECURITY REPORT

Tara Johnson gave the report for Sgt. Amy Boyer, St. Paul Police Department, ACOP Unit who reported that they are conducting interviews for ACOP openings today and tomorrow. Officer Matthew Brodin will be leaving ACOP to work for the Minnesota Department of Natural Resources (DNR) and Officer Neil Anderson has been transferred over to the training unit with the Police Department. He will be training new cadets coming through the academy. There are a fair number of people that have applied for the ACOP positions. ACOP and off-duty officers are making additional trips by Wilson and Exchange in the overnight hours and weekend hours. Sgt. Boyer encourages everyone to call the police if one sees or hears something that does not seem right. The number and volume of calls for service at any location determines the amount of pro-active foot patrols that can be scheduled for that location. Currently there is an ACOP opening at Mt. Airy and one at Exchange.

The non-emergency number is 651-291-1111. Sgt. Amy can be reached at amy.boyer@ci.stpaul.mn.us or at her cell phone 651-703-7141. Tara then took questions.

OLD BUSINESS

1. 2023 Election. Youa Thao, Resident Council Coordinator reported that June is the third and final month for the election. Candidates will need to show up in person to be sworn into their nominated role. If a candidate is unable to be present at the June council meeting, they need to reach out to Youa to be excused from the meeting and to arrange to get the election documents signed and completed. Candidates that are asking to be excused must follow the steps shown below:

1. Medical reasoning: *You will be sworn in at the September meeting*
2. Other nonmedical reasoning: *Arrangement will be made to allow you to be sworn in through zoom.*

Before leaving the June council meeting, please make sure that you have completed the below:

1. Sign and complete all election paperwork.
2. Make sure that you receive the Annual Officer Training Invite document from your election judge.

MOU: The Memorandum of Understanding (MOU) needs to be renewed and signed by the incoming officers after the new officers are sworn into their office. Outgoing officers should not sign the MOU. The MOU will be read out loud in the manner shown below before it is signed by two officers and the Assistant Manager.

1. The Assistant Manager will read the PHA's portion of the responsibility under this agreement.
2. The council will then read their responsibility.
3. After the responsibilities are read out loud, the manager and two incoming officers will then sign the MOU. (*Must be signed by two different officers*).
4. Original signed copy goes to the council and the Assistant Manager will also keep a copy. Scan a copy to Youa by June 30.

Check signers: All incoming officers should schedule a time to go to the bank to add new officers onto the account to be check signers and to remove the names of outgoing officers from the account no later than July 31.

Outgoing Treasurers: Outgoing Treasurer may assist and help to train in the incoming Treasurer for the month of July. The duties and responsibilities of the outgoing Treasurer end by June 30. It is the responsibility of the incoming Treasurer to be accountable for any work that begins from July 1 going forward. The Annual Officer Training occurs in July and the incoming Treasurer should receive the needed training by the end of July. All Treasurers should be able to carry out the duty without the help of the outgoing Treasurer by the start of August.

Note: All officer duties end by June 30. This means that outgoing Treasurer will no longer be eligible to receive stipends from the PHA/RPC fund after June. Any stipend that is written to outgoing Treasurer from the PHA/RPC fund after the ending of the outgoing treasurer's officer term may be withheld and cut from the council's annual funding.

Mandatory Annual Officer Training: All officers are required to attend the annual training. Please review the dates and times on the invite which your election judge will provide to you and attend the one that works best for your schedule. If the dates and times on the invite do not work for you, please reach out to Youa.

2. **Commissioner Recruitment.** Youa Thao, Resident Council Coordinator thanked the candidates for their dedication and hard work in creating their videos to inform the councils on why they want to run for commissioner. All candidates have worked very hard and they should be very proud of themselves. She also thanked the hi-rise councils for voting for the candidates that they would like to see in the commissioner's role.

The candidate that received the most votes is Leonard Thomas. Youa invites everyone to congratulate Leonard Thomas and thanked the current commissioner John Cardoza.

NEW BUSINESS

1. Council Meeting Time Change. Residents would like the councils to provide them with a 30 day notice before they vote to approve of changing the time for the council meeting. Any time change will follow the below procedure:

Month 1: Propose a time change to the council. If the council agrees with the time change, the officers will post up a notice of the proposed time change for the period of 30 days.

Month 2: After 30 days, the council will bring time change back up as an old business item and then vote to approve of the change.

Month 3: The time change will be effective at this meeting moving forward.

Yasmine Aminou, Central, made a Motion to approve of having councils provide a 30 day notice posting when they make changes to their council meeting time. Steven Wold, Wabasha, seconded and the Motion carried.

2. Board Structure and Meeting Structure. The Presidents Council board proposes that the board be a Five Member Board.

The Presidents Council board proposes voting to approve of continuing with having the Presidents Council meeting be hybrid. The PHA staff will join the Presidents Council meeting through Zoom. Officers will have the option to join the Presidents Council through Zoom or if they choose to attend the meeting in person, they are welcome to come to the Central Administrative Office and meet in the first Floor Training Room.

Bonnie Eckel, Dunedin, made a Motion to approve of the Five Member Board, having the Presidents Council meeting being both through Zoom and in person, and meeting in the first Floor Training room instead of the Board room. Steven Wold, Wabasha, seconded and the Motion carried.

3. Resident Participation Committee June Meeting Cancellation. The Presidents Council board has proposed canceling the June RPC meeting to allow the officers to focus on completing the Election, MOU, and Vending Machine Contract renewal.

Melanie Fox, Montreal, made a Motion to approve of canceling the RPC meeting in June. Jason Bruce, Exchange, seconded and the Motion carried.

4. Resident Council Guide Update Committee. The Presidents Council is currently recruiting a committee to participate in the discussion of updating the Resident Council Guide. The deadline for the committee recruitment is June 23. There was a discussion regarding if this committee meeting should include a stipend or not. After much discussion, the representatives voted to pay all PHA resident participants a stipend of \$10 for their participation.

Steven Wold, Wabasha, made a Motion to approve of paying out stipends to residents that will be participating in the Resident Council Guide update committee. Melanie Fox, Montreal, seconded and

the Motion carried.

5. Cash Withdrawal. Youa Thao, Resident Council Coordinator informed everyone present of the following:

Cash withdrawal: Do NOT withdraw any cash out of the council's bank account. All stipends will be paid out in the form of a check. All of the council's expenses and purchases must be completed in the form of a check payment or a debit card payment. Do NOT pull out cash from the council's bank account to make purchases.

Any cash withdrawal automatically opens up an investigation. Every single dollar in the council's bank account needs to be accounted for with documentation. Please do NOT pull any cash out of the council's bank account.

Do not deposit stipend checks into the council's bank account: Most of the councils have at least three checks signers. These signers have the ability to access the council's bank account. These officers should NOT deposit their stipend checks into the council's bank account and withdraw or cash money out of the council's bank account. All officers need to cash or deposit their check into their own personal account.

When officers deposit or cash their stipend check out of the council's bank account, it appears on the financial report as a withdrawal.

Please do NOT deposit and cash your stipend checks into the council's bank account.

BOARD OF COMMISSIONERS REPORT

John Cardoza, Cleveland, Commissioner, was not present, so there was no report.

John can be reached by phone at 651-955-5450.

SECTION 3 UPDATE

Betsy Christensen stepped in for Beth Pacunas, Section 3 Projects Coordinator/Youth Literacy, and updated us on education and training, etc. Beth works with the Resident Initiatives (RI) department and Section 3 unemployment is part of that. Beth is now also the Resident Initiatives Program Coordinator. Modern installation project is still in process, the PHA is now waiting for Comcast to deliver a proposed timeline and process so that the PHA / Comcast can move on to contract negotiations related to this project.

If we have any questions regarding employment, education or training please contact Beth at 651-252-5799.

RESIDENT INITIATIVES REPORT

Alicia Huckleby, Resident Initiatives Director & Human Services Director thanked all those who have stepped up to participate in their resident council. Over the course of the year, Alicia mentioned that we all worked through changes that were enacted around vending machines, around stipend payments and worked to choose a new commissioner. Alicia is excited to see Leonardo Thomas's name move forward as a recommendation for PHA commissioner. Alicia thanked all those who put their names forward to be nominated as a recommendation for PHA commissioner. Alicia thanked us all for the hard work we have put in over the last year. Make sure you take advantage of the officer training that is being offered. Alicia then took questions.

HIP REPORT

Betsy Christensen, *Health Improvement Programs* (HIP) Coordinator, had a few updates. Betsy reported that garden classes hosted by Ramsey County Master Gardeners will be wrapping up soon. Every hi-rise hosted up to two classes. There are plans for possibly offering another round of gardening related classes this fall or winter. If there are any conflicts with gardens at your hi-rise, these issues need to be worked out with your assistant manager. Betsy is a resource, but some issues need to be worked out with your assistant manager. Look out for postings and newsletters that will describe programs and events that are coming up this summer.

Betsy is waiting for information on the crosswalk safety program which will be put on by the Saint Paul Police Department. She then took questions.

Betsy can be reached by email at betsy.christensen@stpha.org or by phone at 651-298-4030.

CLOSING

Youa Thao, Resident Council Coordinator informed us that the Picnic and Beautification/Flower funds will be released soon. She would like Councils to send her their picnic documents and receipts right after their picnic instead of waiting until the end of the year. This will prevent councils from losing receipts.

She also reminded us that she needs scanned copies of the following by June 30.

- Memorandum of Understanding
- Election Certificate
- Vending Machine Contract & Liability Insurance

Youa also thanked the PHA staff, Resident Services, Legal, and Resident Initiatives team for their ongoing support to make the councils a success. She also thanked the officers for dedicating the effort and passion in stepping up to fill the officer role and helping to better the lives of the residents at the hi-rises.

No further Presidents Council business was discussed or conducted, and the meeting adjourned at 12:05 p.m.

Submitted by:

Aado Perandi
PC/RPC Secretary

MEETING REMINDERS:

(Meeting through Zoom)

Next Presidents Council Meeting:

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

Executive Committee Meeting: Thursday, September 14 @ 11:00 a.m.

Computer Team Meeting: Thursday, September 28 @ 1:00 p.m.