

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR

REGARDING INFORMATIONAL REPORT
Commissioners Scholarship Fund

DATE April 24, 2013

In September 1998 Commissioner Richard Willits started a scholarship fund to help PHA employees pay education-related expenses that are not covered by the PHA's tuition reimbursement plan. Commissioner Marty Strub has contributed \$5,875 during his term on the Board, following Mr. Willits' lead of giving back his per diem payments for attending Board meetings. In total the fund has received and paid to employees almost \$10,000. (Commissioner Willits contributed \$2,560 to the fund. His successor, Commissioner John Wilking, donated \$1,125.) Employees can use these scholarship funds to supplement the PHA's assistance, which is limited to tuition and book costs with a maximum of \$2,000 per employee per year. The scholarship funds have been used for tuition above the PHA's \$2,000 limit, as well as travel and day care expenses.

When Commissioner Willits made the first donation he wrote:

"I would like this donation to be used by the PHA for the purpose of assisting an employee or employees with their education. The education may or may not be related to their work at the PHA. Any education for the purpose of self-improvement is acceptable.

The donation can be used for childcare while attending class, transportation to and from class, books and material for a class. Any expense which will help [staff] further their education is a good use."

To distribute the latest pool of money available, in February 2013 Human Resources notified employees that scholarship funds were available. Four employees submitted requests totaling \$847.53, and the remaining fund balance is \$352.47.

Following is a breakdown of the scholarship funds paid out from 1998 to date:

| <u>Amount Available</u> | <u>Number of Employees Receiving Benefit</u> |
|-------------------------|--|
| FY01 \$ 990 | 2 Employees |
| FY03 \$1,195 | 2 Employees |
| FY05 \$ 395 | 1 Employee |
| FY06 \$1,105 | 3 Employees |
| FY07 \$1,700 | 3 Employees |
| FY09 \$1,775 | 2 Employees |
| FY11 \$1,200 | 7 Employees |
| FY13 \$1,200 | 4 Employees |
| Total \$9,560 | 24 Employees |

Staff who have received the funds are very appreciative of the support from the Commissioners.

KJF/DMM