

PROFESSIONAL DEVELOPMENT COMMITTEE  
SPRING CONFERENCE COMMITTEE MEETING

March 23, 2015

Attendance: Lisa Ainsworth, Jo Ann Daugherty, Donna Dunwoody, Michelle Johnston, Vicky Gray, Dianna Clair, Karen St. Clair, Mike Pipkin, Carla Johnson, Michelle Wessler

**MAY WORKSHOP**

- Shelli still needs my list of FSS Contacts. I thought I had emailed them a mass email and CC'd her, but will get her the list so she can do a marketing piece.
- Shelli recommends switching the Anger Management session and violence in the Workplace Session. She is trying to get a sponsor to cover the \$375.00 fee on this.
- EIV Security Awareness-Asked Shelli to see about offering the attendees a certificate of completion as verification they attended as this is an annual requirement from HUD. Discussed offering this annually at the May workshop to fulfill this obligation.

**FALL CONFERENCE**

- Suggested an Open Public Meetings or MO Sunshine Law session. Check and see if we can get someone from the MO State Dept to put this on.
- Parliamentary Procedures-MARC has been in contact to do a session, but have a charge and expenses. Since we will be in Columbia by the university, see if we can get someone from there to present. Topics to discuss at this session:
  - Agenda Formats
  - Amended Agendas
  - Motions vs Resolutions
- Homeownership
- REAC for New Employees-"What Comes After the M#?", "How to Set Up Roles".
- Advanced PIC Training-Setting New Employees Up in PIC
- Fair Housing Training-Investigation, Conciliation, Annual Training.
- Annual Plans and 5-Year Plans-Topics to Include:
  - Requirements
  - Public Hearings
  - De-Coupling
  - Capital Funds
  - Environment Reviews
  - Energy Audits

Need to address the smaller agencies and what their responsibilities are. Separate the HCV and PH, but don't offer at same time in case there are HA's attending with both programs. See if Fran will let Vicky Pauley present.

- NPDS-Shelli informed us that we cannot offer the 2<sup>nd</sup> level certifications at our conferences/workshops as NAHRO has to confirm who qualifies to attend these next sessions. So we will continue to offer the NPDS on a rotating schedule for PH and HCV. Based on this we will offer HCV at the Fall Conference and Shelli will start working on this. Need to see if Shelli has kept a list of attendee's to these NPDS sessions. I have a

list before we had a Service Officer. Shelli did say that we can set up this Specialist training as a standalone.

- Job Descriptions
- Employee Evaluations
- Mandatory Retirement Age
- Landlord Trainings-What information would you present to a landlord training. See if we can get a HA that holds these to present on this.

### **FINANCIAL WORKSHOP**

- Donna and Lisa will work on this together.
- Shelli will get an agenda from Casterline, Lindsey and Nan McKay for us to review. If we go with Casterline or Nan McKay it will be pricey. We can probably get Lindsey to come in for free.
- Topics to Include:
  - 1099's
  - Payroll Law (might be able to get a payroll company to present)
  - Tenant Accounts Receivable
  - Reporting Statements for Board meetings
  - Board Packets
  - Health Care
  - W2's

This will be a 1 and ½ or 2 day event. Registration cost will be incorporated into the cost of the workshop. Will offer in April of 2016 either in KC, Columbia, or St. Louis. Start at 11 on day 1 so people can travel in on the same day.

### **MAINTENANCE WORKSHOP**

- Time for lead based paint 5-year recertification for those that attended previously
- Fair Housing geared toward maintenance
  - Work orders and what order they are done in
- NPDS-UPCS (make sure it incorporates the new REAC rules)
- Pest Control-Mike is going to get with the USDA to see what it would take to get certified is pest control application.
- We will finalize the agenda at our April conference call.

### **SUMMARY**

Wanda joined us at the meeting to share concerns from other members regarding registration fees. We pointed out that fee's had been somewhat stagnate for a long time, but with the improvement in the economy things are more expensive. In order to continue offering top quality sessions, it is necessary to spend money. We also emphasized that it is hard to get presenters when only a small number of people attend the sessions, even though the overall registration is higher. Members would like to see better agenda descriptions, especially on the promo flyer. Would also like to see one day fee's.