

## PROFESSIONAL DEVELOPMENT COMMITTEE

SEPTEMBER 23, 2015

Attendance: Lisa Ainsworth, Donna Dunwoody, Michael Bishop, Mike Pipkin, Nancy Masner, Kevin Thomas, Diana Clair, Dave Johnson

**Financial Workshop**-Lisa Ainsworth, Donna Dunwoody, Betsy ?, Jim Jenkins, Cindy

Discussion included the following:

- Day 1-9:00-12:00 (Public Housing Only)
  - Budgeting component for Public Housing. Donna stated that she will work with Jim on the budgeting session for PH. Donna suggested getting with David Land of Lindsey to help as well.
  - Capital Funds
- Day 1 afternoon-Payroll-W2's, 941's, and 1099. We need someone to present this (CPA or Accounting firm). Many of us do our own payroll and 1099's, but we want someone that can tell us how to do it correctly. Might check with Susan McNary with MHAPCI.
- Day 1 afternoon-Dept of Labor session to discuss Missouri OT rules, travel time pay, mileage and per diems. Might also try and tie this in with the IRS rules for retirement plans.
- Day 1 afternoon-HUD reporting requirements and certification due dates, ie: Exec Compensation, Civil Rights, Lobbying, FSS SF424 (?), ROSS Community Service, Section 3, etc...
- Day 2-9:00-12:00 (Section 8 Only)
  - Section 8 Budgeting-Lisa can present this session, but will be more of a round table type discussion.
  - VMS and FDS Intricacies
  - Utilization Tool and Voucher Utilization Tool-Can tie this in with the budgeting discussion. Need to see if we can get Vicky Pauley or Cindy Blair as HUD presenters. Diana Clair states you can now click on a button to download your VMS information directly into the Utilization tool as well as your EOP's in PIC.
- Date will be in April since the Spring Conference will be in March. We don't want to hold this workshop in the same month as another MONAHRO event. Also need to bring to Exec Board for approval of \$500.00 budget.
- Locations-Hold at Drury, or locations that offer breakfast. Keep rate very cheap. May charge a registration fee, but only to cover costs. Cities to consider: St. Charles, Columbia, Independence, the Lake (John Morrissey suggested Richards County or something like that, not sure).
- Have Shelly send out a survey for topic suggestions.

### **Maintenance Workshop**

- Sessions and speakers are all set up, except for Pest Control. Mike will get with Hattie on this.
- Had a slight glitch in getting the books out for one of the certification sessions, but appears to be fixed. Dave thinks there are 5 signed up for this session.

### **Spring Conference**

- NPDS=Public Housing next session needed.

- Drug Addiction in the Workplace-Mark Woodward with MEM might be able to help with this (Donna suggested this). She is seeing him next week so will discuss with him then. This can be a joint session.
- Affirmatively Furthering Fair Housing Tool-Kevin has the reg on this and is in the process of giving a presentation to HAKC on this and might be able to do this session as well.
- Streamlining Portability
- Vacancy and Turnover (Donna will do some research on this)
- Community Service Requirement in Public Housing
- Effective Letter Writing-Might be a better May Workshop idea
- Tips and Tricks for Excel and Word-Might be a better May Workshop idea
- Marketing our Product (Housing, Prospective Landlords, Landlord meetings)
- Social Media Websites-How to Twitter. What should be on website, how can we bring cost down as a group, how to write social media policy for Housing Authority
- Fair Housing always
- Unemployment Compensation
- Evictions-How to evict, what is the process-Kevin Thomas with HAKC might be able to present this session.
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