

Kansas NAHRO

Fall 2010 Conference

Preliminary Agenda

Tuesday, November 16, 2010

12:00 – 1:30 p.m.

Committee Meetings

12:00 – 4:00 p.m.

Lead Based Paint Certification

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips by disturbing lead-based paint, which can be harmful to adults and children. To protect against this risk, on April 22, 2008, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes – and this includes public housing and other assisted units. EPA requires that renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, child care facilities and schools be certified by EPA and that they use certified renovators who are trained by EPA-approved training providers to follow lead-safe work practices. Individuals can become certified renovators by taking this eight-hour training course from an EPA-approved training provider. A box lunch will be provided Tuesday noon.

1:30 – 2:45 p.m.

Accounting

The first part of a two day session put on by David Land of Lindsey & Company: Understanding Your Balance Sheet Accounts.

OSHA – What You Should Know Before They Show Up On Site!

A representative will be on hand to discuss common findings when OSHA is called on-site to monitor or to investigate. You will walk away from this session with a basic knowledge of things to watch for on your work-site and correct before you receive that visit.

3:00 – 4:15 p.m.

Accounting, continued

Balance Sheet wrap up, where does your money come from and how can I spend it?

Tuesday, November 16, 2010, continued

3:00 – 4:15 p.m.

Bed Bugs: Detection & Eradication

Bed bugs are back! Treatment is very expensive and arduous for Management and Tenants alike. Learn about how to find and correctly identify them, their life-cycles and feeding habits, and the different treatment options available. This session will also address how to educate your tenants to pro-actively avoid infestations in your units!

4:30 – 6:00 p.m.

Maintenance Olympics, Vendor's Reception & Presentation of Maintenance Person of the Year

6:30 – 8:00 p.m.

Executive Committee Dinner Meeting

6:00 – 10:00 p.m.

Hospitality Room Open

Wednesday, November 17, 2010

8:00 – 12:00 p.m.

Lead Based Paint Certification, continued

8:30 – 9:45 a.m.

Opening Session

Welcome and update on housing issues from Kansas NAHRO President, City of Hutchinson Mayor and other federal, state and local officials.

9:45 – 10:45 a.m.

Accounting, continued

Income Statements – How to Read and Interpret

Fire Safety

This session will provide tips for fire safety, information on the latest fire safety equipment, and a demonstration of proper Fire Extinguisher use. Whether or not you've ever experienced a catastrophic fire in one of your assisted units, you won't want to miss this opportunity to learn more about how you can help prevent fire damage in your units!

REAC/Annual Inspections

Learn how to prepare for REAC physical inspections and what preventive measures you can take to correct potential deficiencies at your properties. This session will provide useful information for any staff involved in the REAC process, from management to maintenance.

Intake, Leasing, Recertifications

Each agency has local policies addressed in their Administrative Plans and Admissions and Continued Occupancy Policy (ACOP). Are they consistent with federal regulation? Come hear some of the best practices in each of these areas to ensure you are on track.

9:45 – 10:45 a.m.

**New
session!**

Overview of HUD Notices You Should Be Aware Of

PIH Notices are posted on the HUDCLIPS website, and often we get busy with our day-to-day and forget to check the website or overlook important notices that have been posted. This session will provide an overview of the PIH Notices issued in recent months and highlight the important notices and their contents. This is an excellent opportunity to receive clarification about any notices that you have questions about!

11:00 – 12:00 p.m.

Accounting, continued

Operating reserves, administrative reserves and restricted Assets, how to calculate.

Intake, Leasing, Recertifications, continued

Annual Plans Qualified PHA vs. Un-Qualified PHA

What do we have to submit and when? What does the new format look like for both types of PHAs? Where do I find the information I need for the Plans? Do I have to submit an updated Five Year Plan with my Annual Plan every year?

Drug Recognition

Whether you are maintenance staff, administrative or/and inspector, you are in the units regularly and play an integral part in detection of illegal activity. This session will provide a demonstration of illegal drugs, ingredients commonly used in manufacture of illegal drugs, and general tips on what to look for if you suspect there is any type of drug activity in the unit.

Weatherization: Is your Agency Eligible for Use Of Funds

The State has a bundle of money for weatherization! Larry Bently, Weatherization Program Manager for the Kanas Housing Resource Corporation (KHRC) will discuss how PHA's and other owners of affordable housing can access these funds provided by the state, and what programs are eligible.

Procurement & Contracting – Back To Basics

Do you know what needs to be in your bid packets? Are you certain that you have included all required language regarding Section 3 and Equal Opportunity? Have you included all mandated HUD documents, including Davis Bacon? Come hear this session to ensure you will fly through an audit squeaky clean!

12:00 – 1:30 p.m.

LUNCH ON YOUR OWN

1:30 – 2:45 p.m.

Accounting, continued

The Budgeting Process, Low Rent, Section 8, Capital Grants

1:30 – 2:45 p.m.

Ethics...Drawing the Line

At some point everyone faces a difficult situation where the line between “right” and “wrong”, “good” and “bad” is blurred. This session will teach you how to apply logical and ethical principles to these real life dilemmas in the workplace.

Air Quality & Mold

Do you know how to handle complaints of poor air quality, especially if they involve asbestos or mold? Do you know the most effective methods of remediation, your responsibility to take action and your liability for failure to act? This session will be presented by an experienced specialist in this area.

Advanced Rent Calc – How to treat assets, Sporadic Income, Irrevocable Trusts, Savings, Bonds, and the Like...

We’ve all scratched our heads at some time or another, because a client has an income source that we’ve never had to deal with before...this session will enlighten you, and equip you with the knowledge of how to handle just about anything!

Procurement & Contracting, continued

Waiting List Management & Preferences

Many housing authorities have set local preferences for admission to their programs. Are the preferences viable for your area? How are preferences weighted? What are common local preferences? How do I incorporate preferences in my policies? What if I have two people that apply at exactly the same time? Come hear these topics and more!

Section 8 Roundtable

Bring your questions to ask your peers. No question is a bad question. Great session for new and seasoned staff. We all learn techniques that work at other housing authorities that might also work at your authority.

2:45 – 3:00 p.m.

Maintenance Wrap Up and Door Prizes

3:00 – 4:15 p.m.

Accounting, continued

REAC’s Grading of the Housing Authority

Tips For Writing A+ Grants

We constantly see e-mails for grant funds available – but oh, where to start?! This informative and engaging session is designed to help you develop well-researched and powerful, high-impact proposals. Topics will also include how to prepare your agency to be grant ready, where and how to find the best grants, and grant writing tips of the trade.

Wednesday, November 17, 2010, continued

3:00 – 4:15 p.m.

Public Housing Subsidy in 2011: SAGIS or Excel Tool?

This session will discuss the processes that will be used for submitting Public Housing Operating subsidy requests for Fiscal Year 2011. The SAGIS model is out, and the Excel Worksheets are back! If you need clarification on information that should be populated in the excel spreadsheet model, this session is for you!

How to Keep Residents Longer and Improve Their Performance

This session will be provided by a renowned speaker, trainer and author, focusing on tenant retention, turning poor performing residents into cooperative residents, how to get residents to take better care of your property, improving resident payment histories, how to get neighboring residents to live in harmony, and how to get residents to quickly correct any lease violation. Mr. Jeffrey Taylor, C.P.L., [founder of mrlandlord.com](http://mrlandlord.com), will not only provide excellent information in these areas but also offer his products that will assist you in achieving these goals!

SEMAP Quality Control

A good refresher on the SEMAP Quality Control and other requirements. Federal regulations require specific Quality Control elements be met. This session will review those requirements and assist you in understanding them.

4:15 – 10:00 p.m.

Hospitality Room Open

**New
session!**

**New
session!**

Thursday, November 18, 2010

8:30 – 10:00 a.m.

Efficiency Kansas: What is it and can it help our clients

This program is available to all residents of Kansas whether they own a home or not. Find out how you might take advantage of this energy saving program.

Mental Health: Recognizing the Symptoms & Resolving Conflict

Identifying if someone you know is suffering from depression or other mental health disorders can be the first step in getting them the help they need. This session will enable staff who may observe changes in their client's behavior that cause concern, and also assist supervisors to identify if an employee may need referral to EAP or other services.

8:30 – 10:00 a.m.

Commissioner's Basics: For the new Commissioner and the Experienced Commissioner

Mel Scott, a well-known and well-versed long-time Commissioner from Louisiana will be on hand to discuss the basic roles of Commissioners. This will be an excellent session for new Commissioners and a great refresher for the seasoned Commissioner. This is the first of a 4-part series that will continue throughout the day.

VMS/HCV Admin Fees/Year End Settlement

This session is designed for PHA's with Section 8 programs. Voucher Management System (VMS) reporting, Administrative Fees, Year End Settlements and Accounting Entries associated with these topics will be discussed.

Fair Housing: Overview of the Fair Housing Act

A Fair Housing Overview will be presented by the Office of HUD Fair Housing.

Ask HUD

Got questions? This will be an open, informal session that allows conference attendees to ask HUD representatives their burning questions. Afraid to speak up or just plain shy? Don't worry – we will allow you to anonymously write your question and have it asked by the facilitator or you will have the opportunity to ask the question yourself!!

10:15 – 11:30 a.m.

Legislative Updates & Advocacy

A presentation by the Exc. VP on current Legislative topics and how to advocate for KSNAHRO positions.

Increasing Utilization in Section 8: A HUD Priority in 2011

The federal government has set utilization of this valuable resource as a national priority, and will therefore be a focus of local HUD Offices. Come hear from HUD about this priority, and how you can achieve maximum utilization of your program.

Commissioners: How to Conduct an Effective Board Meeting

Part II of this all day series will discuss how to conduct a board meeting that will get the business at hand done, and ensure that the board is discussing issues within its boundaries. Tenant complaints, executive sessions, etc....you will hear how to handle these as well.

Fair Housing: Reasonable Accommodations

Need to know how to handle accommodations, are they reasonable as required? Come to this session and find out.

**New
session!**

11:45 – 1:30 p.m.

BUSINESS LUNCHEON

1:30 – 2:45 p.m.

Interview Skills: Recognizing Signs of Fraud in Lease Ups and Recertification

The Office of Inspector General will be on hand to discuss ways to detect fraud during lease-up and recertification – and in between. Learn what questions to ask and how to ask them to get the “whole truth and nothing but the truth”, what documents to require from the applicant/tenant, and what to look for. Also learn what to do when you detect fraud.

Commissioners as Advocates

Commissioners serve a larger role in their communities than showing up for a board meeting once a month. Commissioners also have a responsibility to advocate for the programs in the community in which they serve. Come hear about ways to get involved and ensure your community is aware of your agency’s programs, why they are important to the community, and put to rest those negative stigma’s associated with housing authority programs.

Housing Need Assessment & Tour of Hutchinson properties

The city of Hutchinson will give a short presentation on the results of a recent Housing Needs Assessment followed the boarding of the busses for a tour of Community Economic and Housing Development activities. The tour will include several past, current, and future projects. There are at least 35 significant community assets that will seen on the tour route. The stops include (1) an industrial project under construction that will be in production by the time of the tour, (2) the headquarters of two CHDO’s, (3) a recent housing rehab for a unique purpose, (4) a near-future infill house rehab with an interesting story, (5) the completed rehabilitation of a long-vacant historic structure for affordable housing, and (6) the current rehabilitation of a long-vacant and boarded-up hospital building into affordable housing.

Fair Housing – Protected Classes

Protected Classes, Advertising Best Practices, Advertising Terms to avoid, Fair Housing Logo usage requirements will be some of the topics discussed.

Increasing Occupancy in PH: A HUD Priority in 2011

The federal government has occupancy of this valuable asset as a national priority, and will therefore be a focus of local HUD Offices. Come hear from HUD about this priority, and how you can achieve maximum utilization of your program.

3:00 – 4:15 p.m.

Public Housing Roundtable

Sometimes wonder if you are doing something right or maybe wrong? Bring your questions to this session and ask your colleagues. Great place to meet other staff while learning how other housing authorities operate.

3:00 – 4:15 p.m.

Declaration of Trust: Is Yours Current?

PIH Notice 2009-28 provided guidance on the requirement for PHAs to record current Declaration of Trusts (DOTs) against all public housing property and guidance on adding and removing public housing units and other property from the Annual Contributions Contract (ACC). This session will clarify how to ensure yours is current and filed properly. If you are unsure of the status for your Declaration of Trust, you won't want to miss this session!

Grievance Hearings: How to Conduct a Grievance Hearing

This session will discuss the informal and formal grievance hearing processes for Public Housing and Section 8 programs. Do you know the differences between the hearing procedures for these two programs and for applicants vs. residents? Who should attend the hearings? Should they be recorded? What is an appropriate order of business? What should be avoided? When is a grievance hearing not appropriate? Participants of this session will leave this session with these answers and more!

Commissioners: PHA Programs and How They Work

It is imperative if you are going to be a member of the governing body of a PHA that you know what programs your PHA administers, and how they work. Part III of this all day series discusses many of the types of programs PHAs administer and the differences in those programs.

Housing Need Assessment & Tour of Hutchinson properties, continued

4:15 – 4:45 p.m.

Wrap Up and Door Prizes