

Thursday, September 14, 2017

7:30 am Registration - Prefunction Lobby

8 - 10 am Business Partner Move In/Set Up - Prefunction Lobby

	OAK ROOM	ELM ROOM	PECAN ROOM
8 am - 5 pm	COMMISSIONERS FUNDAMENTALS <i>Kathy Rankin, Executive Director, Olathe Housing Authority</i> <i>Tina Bartlett, Executive Director, Salina Housing Authority</i>	PUBLIC HOUSING DIRECTOR TRAINING <i>Sheryl Swendson, Executive Director, Atchison Housing Authority</i> <i>JoAnn Sutton, Executive Director, Manhattan Housing Authority</i>	NAHRO FAIR HOUSING TRAINING <i>Richard Wankel, NAHRO</i>

10 - 10:30 am Refreshment Break with Business Partners - Prefunction Lobby

12 - 1:30 pm Business Partner Lunch – Green Mills

3 - 3:30 pm Refreshment Break with Business Partners - Prefunction Lobby

7 - 10 pm Hospitality Suite Sponsored by: Community Connect *Powered by TerraCom Wireless*

Friday, September 15, 2017

	OAK ROOM	ELM ROOM	PECAN ROOM
8 am - 5 pm	COMMISSIONERS FUNDAMENTALS <i>Kathy Rankin, Executive Director, Olathe Housing Authority</i> <i>Tina Bartlett, Executive Director, Salina Housing Authority</i>	PUBLIC HOUSING DIRECTOR TRAINING <i>Sheryl Swendson, Executive Director, Atchison Housing Authority</i> <i>JoAnn Sutton, Executive Director, Manhattan Housing Authority</i>	NAHRO FAIR HOUSING TRAINING <i>Richard Wankel, NAHRO</i>

10 - 10:30 am Refreshment Break with Business Partners - Prefunction Lobby

12 - 1:30 pm Deli Lunch – Green Mills

3 - 3:30 pm Final Refreshment Break with Business Partners - Prefunction Lobby

5 pm Conference Wrap Up & Grand Prize Drawings - Must be Present to Win!!

Fair Housing (FAIRHOUSE) w/ Proficiency Test

Training Provided by NAHRO

Description: This two-day training program will focus on Fair Housing within the Assisted Housing Programs with a special emphasis on the Public Housing and Housing Choice Voucher Programs. The program will begin with the basics of Fair Housing, but then will take you deep into the Fair Housing process, program specific requirements, best practices, resolutions of complaints, 504 standards and processing reasonable accommodation requests. It will provide the latest information on the Violence Against Women Act (VAWA), the newest protected classes, Limited English Proficiency (LEP) and other federal provisions. The seminar will also include information on cases for Fair Housing violations, voluntary compliance agreements and special conditions that may be required by HUD or DOJ.

Who should attend:

- Executive Directors
- Deputy Executive Directors
- Supervisors of both Public Housing and Housing Choice Voucher programs
- Property Managers
- Specialists of both Public Housing and Housing Choice Voucher programs

Objectives:

- Understand the world of Fair Housing as it relates to assisted housing programs
- Implement processes and procedures to help agencies stay in compliance
- Identify and eliminate barriers to promote Fair Housing within the ever-changing regulatory environment

AGENDA: [View the agenda](#)

Commissioners Fundamentals

Training Provided by NAHRO

Description: This course explores the roles and responsibilities of commissioners, enhancing understanding of the commissioner's multi-faceted position as advocate, leader, team-builder, strategist-and more. Increase your effectiveness as a board member and leader, while exploring the intricacies of board-staff relationships and boundaries. Provides an excellent training foundation for the new commissioners.

Who Should Attend: New & veteran commissioners and new board officers

Topics

- Diversity in Operations: An Introduction
- Housing and Community Development and Redevelopment Programs: Historical and Current Environment Perspectives
- Board Functions and the Individual
- Commissioner's Roles: An Overview
- Commissioner's Role, Responsibility and Relationships: Community Stakeholders
- Commissioner's Role, Responsibility and Relationships: Stewardship-The Public Trust
- Commissioner's Role, Responsibility and Relationships: Intra-Organizational Issues
- Board Composition and Dynamics: Building Productive and Effective Working Relationships
- Board Governance
- Conclusion: The End of the Beginning

Public Housing Director/Administrator Training

Training Provided by Sheryl Swendson, Executive Director, Atchison Housing Authority & JoAnn Sutton, Executive Director, Manhattan Housing Authority

Description: Learn how to maximize your limited resources including staffing and successfully manage the fiscal operations of your agency in this training. Discover best practices and participate in a practicum examining the key aspects of housing operations.

Who Should Attend: This is a great course for the new executive director, or as a refresher for veterans, and those for whom an executive director's position is the next step on their career ladder.

AGENDA:

<p>E. History of Public Housing Agencies</p> <ol style="list-style-type: none">1. Act of 19372. Kansas Municipal Housing Act3. ACC4. Quality Housing Work Responsibility Act <p>F. Commissioners/Governing Board for Housing Authority</p> <ol style="list-style-type: none">1. Appointment of Commissioner and Terms (State Housing Act)2. Role of the Secretary/Director for the Board3. Duty of the Commission/Board4. Training of Board Members<ul style="list-style-type: none">• Open Meeting• Robert Rules of Order• Policies• Ethics and Confidentiality• Roles of Commissioner and Roles of Secretary/Executive Director5. Board Packet<ul style="list-style-type: none">• Agenda• Financial Records• Operations Report• Proposed Policy Amendments• Resolutions• Budgets• Open Record versus Confidential Information during Public Meeting <p>C. Policies</p> <ol style="list-style-type: none">1. Required by HUD2. Required by State of Kansas3. Optional Policies4. Amending/Revising Policies Process	<p>A. Policies (Continued)</p> <ol style="list-style-type: none">5. Procurement6. Purchase/Credit Card Policy7. Construction Administration8. Record Retention Policy <p>B. Program Staff</p> <ol style="list-style-type: none">1. Job Descriptions2. Application3. Promotional Materials/Benefits for Employees4. Hire and Termination Process5. Performance Evaluation6. Pay Increase (lump sum, Bonus, COLA, Incentives, Fringe Benefits)7. Travel Policy <p>C. Financial</p> <ol style="list-style-type: none">1. Budgets2. Accounts Payable3. W-94. 1099's5. Credit Cards6. Payroll7. Exempt, Non-Exempt, Hourly and Contract Employee8. W29. Insurance for the Property<ul style="list-style-type: none">• List of Insurance needed and/or recommended• Contractor Insurance/Certificate of Insurance <p>D. Reasonable Accommodation</p> <ol style="list-style-type: none">1. Resident Request Process2. Administrative Review and Determination3. FAIR Housing Review4. FAIR Housing Investigation Process
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SEPTEMBER 14-15, 2017



EARLY BIRD REGISTRATION FEES

	<u>Member Agency</u>	<u>Non-Member</u>
<input type="checkbox"/> Commissioners Fundamentals	\$375.00	\$475.00
<input type="checkbox"/> Public Housing Director Training	\$375.00	\$475.00
<input type="checkbox"/> Customer Service in the HCV and Public Housing Programs	\$375.00	\$475.00
<input type="checkbox"/> Fair Housing Training	\$425.00	\$525.00
<input type="checkbox"/> Fair Housing Proficiency Exam Fee	\$150.00	
<input type="checkbox"/> THIS IS MY FIRST KS NAHRO CONFERENCE		

My District is _____ If you have any special dietary needs, please indicate here _____

Name: _____ Title/Position: _____

Agency: _____

Address: _____

City, State Zip: _____

Phone: _____ Fax: _____ Email: _____

REGISTRATION DEADLINE: Registrations must be faxed or postmarked by September 1, 2017 to qualify for the Early Bird Registration. Registrations faxed or postmarked **after September 1, 2017** will be required to pay the Late Registration Fees of \$100.

CANCELLATION POLICY: The Service Officer must receive written Notice of cancellation three business (3) days in advance of the Conference in order to receive a refund. Participants who have registered but not paid or provided written notice of cancellation will be liable for the registration cost.

HOTEL INFORMATION:

**Holiday Inn Wichita
East I-35**

549 S. Rock Road, Wichita, KS 67207
Phone: 1-316-686-7131
Room Rate \$91/Cutoff- 8/30/2017

Please remit form and payment to:

Kansas NAHRO
12246 FM 1769
Graham, TX 76450
Or fax to 1.866.234.4018

For more information: 940-521-9982, www.ksnahro.org,
or ksnahro@brazosnet.com