

2019 SPRING WORKSHOP **DRAFT** AGENDA

April 15 – 17, 2019

Registration Fee

\$300 Members; \$350 Non-Members

After March 31ST - \$350

Hyatt Regency (Wynfrey)
Hotel – Birmingham

Room Block Held Until 3/31

Monday, April 15, 2019

8:00 - 2:00	REGISTRATION & EXHIBITOR DISPLAYS	
9:00 - 11:00	AAHEEF Committee Meeting	
11:00 - 1:00	AAHRA Board Meeting	
1:15 - 2:15	Opening General Session – Dannie Walker, AAHRA President & Executive Director- Ozark	
2:15 – 2:30	Break – Drinks Only	
2:30 – 4:30	Fair Housing (HUD Staff) - Appropriate training for all attendees. <i>Attendance will be taken & certificates provided</i>	
4:30 – 5:30	Annual Conference Committee Meeting	

Tuesday, April 16, 2019

7:00 - 8:15	Breakfast Buffet	
8:00 - 3:00	REGISTRATION & EXHIBITOR DISPLAYS	
8:30 - 10:00	Impact of RAD Conversion on PH & HCV Programs (PENDING)	
8:30 - 10:00	Section 3 Update & Best Practices (Hollis Wormsby, HUD) – Receive updates, reporting requirements, and best practices on how to ensure you, your contractors, and subcontractors comply with the mandate to provide economic opportunities for low-income people and/or Section 3 businesses.	
8:30 – 10:00	Give Your Brand a Transformation (Jodie Jeffrey, Brooks Jeffrey) – Discover how a modern, professional brand and integrated marketing strategy can inspire, elevate, build awareness and credibility of your agency and programs.	
8:30 – 10:00	Preventive Maintenance Best Practices (Charles Locke, Maintenance Supervisor – Alexander City; Glenn Dennis, Director of Technical Services – Greater Gadsden) – Identify, create, and implement preventive maintenance measures that will enhance your properties; reduce costs; extend the use of equipment, systems, buildings; and benefit your tenants.	
8:30 – 11:30	HCV Portability Procedures (Tracy Edwards-Henson, Nelrod) Part 1: Learn the required actions the initial PHA must take to properly port a voucher including how to determine if the family is eligible to port all the way through, determining if the receiving PHA is going to bill or absorb. Part 2: Gain insight on processing the receipt of a portable voucher, steps needed to resolve billing issues, how to submit and report portability actions required by the receiving PHA.	
8:30 – 10:00	Where to Find the \$\$ - Best Practices in Tenant Services, Resident Engagement, & Partnerships (Abraham Williams, Executive Director & Katie Miller, Special Project Director & Grant Writer – Bowling Green, KY) – Discover opportunities to enhance your tenant services such as ROSS or FSS, increase resident engagement through an effective RAB or Council, build community partnerships for needed services, and learn how to find and apply for grants to fund your initiatives.	

10:00 – 10:15	Break – Drinks Only	
10:15 – 11:30	RAD Reporting in VMS (PENDING)	
10:15 – 11:30	Section 504 & ADA Compliance (HUD Staff)	
10:15 – 11:30	Move from Dated to Digital (Jodie Jeffrey, Brooks Jeffrey) – Explore how to give your website a responsive facelift so you look your best on every device; how to go digital with text and email notifications, integrated content management systems and much more.	
10:15 – 11:30	Where to Find the \$\$ - Best Practices in Tenant Services, Resident Engagement, & Partnerships (Bowling Green, Ky Staff) (Repeat class)	
10:15 – 11:30	E-Verify, H.R. Reporting & Recordkeeping (Stephanie Kendrick, HR Manager – Alex City; Callandra Jefferson-Mitchell, V.P HR – Birmingham; Nicole Daniels, HR Dir – Sylacauga) - Ensure you are meeting legal requirements for verifying employment eligibility, reporting new hires, withholding & paying taxes, using current forms, maintaining personnel files and records.	
10:15 – 11:30	Beg Bugs & Other Pesky Pests Best Practices (Charles Locke, Maintenance Supervisor – Alexander City; Glenn Dennis, Director of Technical Services – Greater Gadsden) Several options for dealing with bed bugs and regular pest control will be discussed. Includes a round-table discussion.	
11:30 – 1:00	Lunch on your own	
11:30 - 1:00	AHARM Advisory Board Meeting & Lunch	
1:00 – 2:30	AHARM Annual Meeting	
1:00 – 2:30	Sexual Harassment in Housing & the Workplace (TENTATIVE) Ensure your policies, procedures, practices, and training for preventing, identifying, reporting, investigating, and handling sexual harassment claims are effective and legal.	
1:00 – 2:30	Asset Repositioning, New Initiatives, Latest Guidance (Velma Byron, Director of Public Housing, HUD Birmingham F.O.) Receive up-to-date information on HUD initiatives and guidance. Includes a round-table discussion and Q&A. A must for executive leadership.	
1:00 – 2:30	REAC Inspections – What’s New (Tony Fuller, OHDI) Notification timeframes of an upcoming REAC inspection have been reduced to 14 days! What if we refuse to undergo the inspection? What ‘s the new REAC Inspection Model? What does all this mean for PHAs and maintenance staff?	
2:30 – 2:45	Break – Afternoon Refreshments	
2:45 – 4:30	PBV/PBRA Topic (PENDING)	
2:45 – 4:30	HCV Tenant & Landlord Briefings (Tracy Edwards-Henson, Nelrod) Review what must be covered when a family is selected from the waiting list, as well as how to conduct effective landlord briefings to attract new landlords and retain current ones. Learn what must be included in voucher holder briefings, and what added information should be provided to make the lease-up process hassle free.	
2:45 – 4:30	EPIC – CFP Hands on Technical Assistance (HUD Staff) **Bring Your Laptop** and receive one-on-one technical assistance from HUD staff regarding EPIC questions, entries, and revisions.	
2:45 – 4:30	FLSA & FMLA Refresher (Christina Coleman-Lovelace, Community Outreach & Resource Planning Specialist – Dept. of Labor Wage & Hour Division) – Every employer is REQUIRED to know the laws/regulations that affect the workplace and your employees. The FLSA and FMLA can be difficult to navigate and comprehend. This refresher course will review the statutory requirements, discuss best practices, and provide answers to your questions.	
2:45 – 4:30	Vacancy Prep Best Practices (Charles Locke, Maintenance Supervisor – Alexander City; Glenn Dennis, Director of Technical Services – Greater Gadsden) Vacant units are lost money.	

	Discuss best practices for inspecting vacated units, turning them around quickly, identifying necessary work to be done before leasing, reducing costs, and post inspections.	
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Wednesday, April 17, 2019

7:00 - 8:15	Breakfast Buffet	
8:15 – 9:30	S.W.O.T. Analysis for Strategic Planning (Donna Gabel, Executive Director – Alexander City) – It is critical that our agencies effectively and strategically plan for the future. If you haven't started, you are already behind. A necessary early step in this process is to identify and analyze your agency's strengths, weaknesses, opportunities, and threats (i.e., barriers).	
8:15 – 9:30	New EIV IVT Reporting – PH, HCV, & PBV (Tracy Edwards-Henson, Nelrod) – PIH Notice 2018-18 introduced HUD's newest income verification tool within EIV. Learn how to properly use the new Income Verification Tool (IVT) and what income sources are now reported to EIV.	
8:15 – 9:30	Life After RAD...What to Expect – Roundtable Discussion (PENDING)	
8:15 – 11:00	Electrical and HVAC Trouble Shooting Basics & Best Practices (Alabama Power Trainers) – Before calling an electrician or HVAC technician, learn how to identify common electrical and HVAC problems, their causes, and solutions. Understand the basics of electrical circuits and loads. Identify the dangers in electrical work and recognize electrical safety best practices.	
9:30 – 9:45	Break – Drinks Only	
9:45 – 11:00	Occupancy – Adverse Actions; Preferences (Ashley Kerr, Collaborative Solutions) – Discover best practices for handling preferences and adverse actions, such as denials, terminations, and evictions to ensure you and your staff are complying with the regulations and reduce the potential for a fair housing complaint and/or lawsuit.	
9:45 – 11:00	Cyber / Data Security Best Practices (Scott Accounting & Computer Software) – There is a dark side to the web. Learn ways you can protect your data, finances, and tenant and employee PII from falling into the wrong hands.	
9:45 – 11:00	H.R. Panel Discussion / Roundtable / Q&A (Donna Gabel, Executive Director & Stephanie Kendrick, HR Manager – Alexander City; Callandra Jefferson-Mitchell, V.P of HR – Birmingham District; Nicole Daniels, HR Director – Sylacauga; Jim Beck, Attorney – Hill, Hill, Carter P.C) Bring your H.R. questions or concerns and we'll discuss them and other critical issues.	
11:10 – 12:00	AAHRA Policy Task Force (Greg Price, Executive Director – Greater Gadsden HA)	

Note: The training track for RAD – PBV/PBRA is pending at this time. A final agenda will be provided once this track is finalized.

Hotel Link: <https://www.hyatt.com/en-US/group-booking/BHMHR/G-HUWR>

Room block held until 3/31/19