

# 2019 SPRING WORKSHOP

## FINAL AGENDA

April 15 – 17, 2019

Registration Fee

\$300 Members; \$350 Non-Members

**After March 31<sup>ST</sup> - \$350**

Hyatt Regency (Wynfrey)

Hotel – Birmingham

**Room Block Held Until 3/31**

### Monday, April 15, 2019

8:00 - 2:00	<b>REGISTRATION &amp; EXHIBITOR DISPLAYS</b>	
9:00 - 11:00	AHAEF 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	<b>Break – Drinks Only</b>	
2:30 – 4:30	<b>Fair Housing</b> (Staci Gilliam, HUD FJEO Director & Shirlyn Garner, Equal Opportunity Specialist, B'ham F.O.) - This training is for all attendees. <i>Attendance will be taken &amp; certificates provided</i>	
4:30 – 5:30	Annual Conference Committee Meeting	

### Tuesday, April 16, 2019

7:00 - 8:15	<b>Breakfast Buffet</b>	
8:00 - 3:00	<b>REGISTRATION &amp; EXHIBITOR DISPLAYS</b>	
8:30 – 11:30	<b>Similarities &amp; Differences in PBRA &amp; PBV in Relation to RAD...What You Need to Know!!!</b> (Dennis Morgan of D L Morgan & Associates) – This training will emphasize occupancy, calculations, fair housing, waiting list management, property management, verification, phase-ins, choice mobility, rule provisions, and other special conditions under RAD. You won't want to miss this training if you have converted, are in the process, or if you are even exploring the possibilities of going RAD.	
8:30 - 10:00	<b>Section 3 Update &amp; Best Practices</b> (Hollis Wormsby, Operations Specialist; Staci Gilliam, FHEO Director; & Jaqueline French, Section 3 Coordinator - HABD) – Receive updates, reporting requirements, tools, 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	<b>Give Your Brand a Transformation</b> (Jodie Jeffrey of 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	<b>Preventive Maintenance Best Practices</b> (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	<b>HCV Portability Procedures</b> (Tracy Edwards-Henson, Nelrod) <b>Part 1:</b> 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. <b>Part 2:</b> 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	<b>Where to Find the \$\$\$ - Best Practices in Tenant Services, Resident Engagement, &amp; Partnerships</b> (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. <i>(Class Repeated at 10:15 a.m.)</i>	
10:00 – 10:15	<b>Break – Drinks Only</b>	
10:15 – 11:30	<b>Section 504 &amp; ADA Compliance</b> (Shirlyn Garner, Equal Opportunity Specialist, B'ham F.O.) This law prohibits discrimination on the basis of disability in programs and activities receiving HUD funds or financial assistance. Learn what constitutes a disability; prohibited discriminatory practices; the meaning of program accessibility and reasonable accommodation.	
10:15 – 11:30	<b>Move from Dated to Digital</b> (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	<b>Where to Find the \$\$ - Best Practices in Tenant Services, Resident Engagement, &amp; Partnerships</b> (Bowling Green, Ky Staff) <i>(Repeat class)</i>	
10:15 – 11:30	<b>E-Verify, H.R. Reporting &amp; Recordkeeping</b> (Stephanie Kendrick, HR Manager – Alex City; Calandra 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	<b>REAC Inspections – What's New</b> (Tony Fuller, OHDI) Notification timeframes of REAC inspections have been reduced to 14 days! What if we refuse the inspection? What's the new REAC Inspection Model? What does all this mean for PHAs and maintenance staff?	
11:30 – 1:00	<b>Lunch on your own</b>	
11:30 - 1:00	<b>AHARM Advisory Board Meeting &amp; Lunch</b>	
1:00 – 2:30	<b>AHARM Annual Meeting</b>	
1:00 – 2:30	<b>Asset Repositioning, New Initiatives, Latest Guidance</b> (Velma Byron, Director HUD Office of Public Housing, B'ham F.O.; & Kathleen A. Szybist, HUD Special Applications Center) Discussion on asset repositioning including RAD and Section 18; related rules; and 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	<b>Beg Bugs &amp; Other Pesky Pests Best Practices</b> (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.	
2:30 – 2:45	<b>Break – Afternoon Snack</b>	
2:45 – 4:30	<b>Similarities &amp; Differences in PBRA &amp; PBV in Relation to RAD...What You Need to Know!!!</b> <i>**Continuation of morning class**</i> (Dennis Morgan, D L Morgan & Assoc)	
2:45 – 4:30	<b>HCV Tenant &amp; Landlord Briefings</b> (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	<b>EPIC – CFP Hands on Technical Assistance</b> (Robert D. Dalzell, Office of Capital Improvements; Shauniqua Thomas, Engineer; & Vicky Gill, Portfolio Management Specialist - HUD) <i>**Bring Your Laptop**</i> and receive one-on-one technical assistance from HUD staff regarding EPIC questions, entries, and revisions.	

2:45 – 4:30	<b>FLSA &amp; FMLA Refresher</b> (Christina Coleman-Lovelace, Community Outreach & Resource Planning Specialist – Dept. of Labor Wage & Hour Division) – Every employer is <b>REQUIRED</b> 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	<b>Vacancy Prep Best Practices</b> (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.	

**Wednesday, April 17, 2019**

7:00 - 8:15	<b>Breakfast Buffet</b>	
8:15 – 9:30	<b>S.W.O.T. Analysis for Strategic Planning</b> (Donna Gabel, Executive Director – Alexander City) – It is critical that our agencies effectively and strategically plan for the future. 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	<b>New EIV IVT Reporting – PH, HCV, &amp; PBV</b> (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 – 11:00	<b>Similarities &amp; Differences in PBRA &amp; PBV in Relation to RAD...What You Need to Know!!!</b> <b>**Continuation of Tuesday Class**</b> (Dennis Morgan, D L Morgan & Assoc)	
8:15 – 11:00	<b>Electrical and HVAC Trouble Shooting Basics &amp; Best Practices</b> (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	<b>Break – Drinks Only</b>	
9:45 – 11:00	<b>Tools to Prevent Evictions</b> (Ashley Kerr, Collaborative Solutions) – Evictions are costly and time consuming. Discover best practices and specific steps to help prevent evictions. <b>This training is applicable across all housing programs.</b>	
9:45 – 11:00	<b>Cyber / Data Security Best Practices</b> (Alex Berry, 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	<b>H.R. Panel Discussion / Roundtable / Q&amp;A</b> (Donna Gabel, Executive Director & Stephanie Kendrick, HR Manager – Alexander City; Calandra 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	<b>AAHRA Policy Task Force</b> (Greg Price, Executive Director – Greater Gadsden HA)	

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

Room block held until 3/31/19

Conference Registration: <http://www.aahra.org>

Use this for attendee registration whether paying by credit card or check