



**MOTOR CITY CASINO**

Detroit, Michigan

**MAY 3-5, 2017**

# Conference Schedule

(Schedule may be subject to change.)

## Wednesday, May 3, 2017

8:00 a.m. - 4:30 p.m.

### Conference Registration, Coffee & Networking

8:00 a.m. - 12:00 p.m.

### NCRC Board Meeting

12:00 p.m. - 1:30 p.m.

### Welcome Lunch

#### Speakers:

DeeAnna Peterson, NCRC NAHRO President

John Bohm, NAHRO

Mike Duggan, Mayor of the City of Detroit

Candidates for NAHRO Leadership

#### Awards:

Housing Award of Excellence, Community Development Award of Excellence,

Ernest J. Bohn Scholarship Award

### 1:30 p.m. - 3:00 p.m. - Concurrent Sessions

#### HOTMA

#### Tushar Gurjal, NAHRO and Eric Oberdorfer, NAHRO

On July 29, 2016 President Obama signed the Housing Opportunity Through Modernization Act of 2016 (HOTMA) into law with unanimous, bipartisan support from Congress. As HUD begins the process of implementing the provisions in HOTMA, many PHAs might be wondering how they will be impacted. Join National NAHRO staff as they discuss provisions included in HOTMA, HUD's implementation progress and timeline, and what NAHRO is doing to help HUD move forward.

#### Succession Planning, Budgeting and Internal Controls

#### Jim Inglis, Executive Director, Livonia Housing Commission

Barring unforeseen circumstances, most agencies can make a pretty safe bet when they'll need to replace the Executive Director. However many policy boards are faced with the question "Your Executive Director Just Left, Now What?" As a Commissioner have you adopted a succession plan and process that is communicated with community, staff and people you serve? This session will also focus on the importance of establishing internal controls to protect agency assets and your responsibility to be engaged in the budget process and financial monitoring.

#### Tax Credit 101 - part 1

#### Tom Caldwell, Cinnaire and Tom Edmiston, Cinnaire

Attendees will learn how to calculate a first mortgage, learn how to obtain tax credits, and learn how to determine how much credit a development can obtain. Bring a calculator and your questions. Participants will learn how to calculate a first mortgage amount; what kinds of developments tax credits can finance, the legislative background of the program, and general information on how to calculate eligible basis.

## Moving to Work Expansion

### **Chris Lamberty, Assistant Director, Lincoln Housing Authority**

Moving To Work (MTW) is a demonstration program originally passed by Congress in 1996 around the same time they passed “welfare reform”. MTW allows selected PHAs to waive many regulations tied to the 1937 Housing Act that governs Public Housing and Section 8 Voucher programs. It also allows PHAs to combine Public Housing and Section 8 funding into a “block grant” and use the funding outside of the particular program box. The stated goal of MTW is to increase opportunities for work and/or self sufficiency; to increase housing choice; and to reduce administrative burden. There are currently 39 MTW agencies across the country. In the 2016 Appropriations Act, Congress directed HUD to expand MTW by another 100 agencies over seven years; establish a specific policy requirement for each cohort of agencies admitted; and rigorously evaluate the cohort requirement. It also required that HUD establish an advisory committee to advise HUD on the policy proposals and methods of research and evaluation that should be required for the 100 new agencies. This session will provide a brief overview of MTW and an update on the expansion process.

## Nuts & Bolts of Accounting, Budgeting & Finance - A Casterline Training Additional \$ Cost \$

### **Jason Casterline, CPA, Casterline & Associates**

This course is intended for those who are new to the Housing Authority’s Finance Department, and is also good for Executive Directors that want to get a comprehensive overview of the budgeting, accounting, and reporting requirements. The course covers Public Housing and related grants, as well as the Housing Choice Voucher program. Topics include budgets and funding calculations, monitoring, accounting requirements, reporting requirements and year end closing. Fully updated for all of the latest changes!

## Detroit Housing Development Session and Tour - **Bus Departs at 2:45 p.m.**

### **Angela Diggs Jackson, J.D., Dev. Compliance Manager, Detroit Housing Commission**

Housing development is now booming in Detroit, especially in the mid-town and downtown areas. But, at the beginning of the millennium, the Housing Commission (DHC) was the largest developer of new housing in Detroit. An overview of four of DHC’s mixed-finance HOPE VI projects, Emerald Springs, Woodbridge Estates, Cornerstone Estates and Gardenview Estates, will be discussed. Each community is varied in design, amenities and purpose. We will explore the problems and advantages that were unique to each development as well as what we needed to accomplish in order to structure the mixed-finance deals that won HUD approval. We will also cover the structure, credentials, and roles and responsibilities of each project’s development team.

**3:00 p.m. - 3:15 p.m. - Break**

## 3:15 p.m. - 4:45 p.m. - Concurrent Sessions

### **HOTMA - Session Repeat**

#### **Tushar Gurjal, NAHRO and Eric Oberdorfer, NAHRO**

On July 29, 2016 President Obama signed the Housing Opportunity Through Modernization Act of 2016 (HOTMA) into law with unanimous, bipartisan support from Congress. As HUD begins the process of implementing the provisions in HOTMA, many PHAs might be wondering how they will be impacted. Join National NAHRO staff as they discuss provisions included in HOTMA, HUD’s implementation progress and timeline, and what NAHRO is doing to help HUD move forward.

## **Succession Planning, Budgeting and Internal Controls *continued...***

### **Jim Inglis, Executive Director, Livonia Housing Commission**

## Tax Credit 101 - part 2

### Tom Caldwell, Cinnaire and Tom Edmiston, Cinnaire

Attendees will learn how much equity a development will receive, learn about other sources of financing to the development, and determine the financial feasibility of a potential development. Participants will learn how to calculate the amount of tax credit equity; where to find other sources of financing for the development; and learn how to make their development financially feasible.

## Discriminatory Harassment in the Workplace

### Andrew Esposito, Clemans Nelson

Discriminatory harassment takes many forms: sexual, religious, age, national origin, etc. It is important that employers understand what discriminatory harassment is, how to deal with allegations, and what steps to take to prevent and address allegations when they arise. This session will review the legal liabilities employers face and provide tools for handling discrimination claims in the workplace.

## Nuts & Bolts of Accounting, Budgeting & Finance - A Casterline Training *continued...*

### Jason Casterline, CPA, Casterline & Associates

## Detroit Housing Development Session and Tour - *Bus Returns at 5:00 p.m. continued...*

### 6:00 p.m. - 9:00 p.m. - **President's Reception**

Join NCRC President DeeAnna Peterson and fellow NAHRO members for a fun, relaxing gathering with some fun entertainment by Myk Rise. Myk Rise has been performing music on Mackinac Island, for the last 25 years and is making a special trip to Detroit just for us.

### 7:00 p.m. - 10:00 p.m. - **Exhibitor Setup**

## Thursday, May 4, 2017

### 7:30 a.m. - 9:00 a.m. - **Registration & Continental Breakfast**

### 8:00 a.m. - 5:00 p.m. - **Exhibit Hall Viewing**

## 9:00 a.m. - 10:20 a.m. - **Concurrent Sessions**

### PIC... Everything but Errors

#### Mary Hirsch-Justice, Housing Data Systems Inc

This session will help PHA users keep a finger on their reporting pulse in PIC by covering real-time and monthly updated reports that can affect a PHA's scoring for SEMAP and PHAS. We will also review portability, flat rent, unit status, and occupancy.

### Putting the Choice Back in the Housing Choice Voucher Program

#### Jennifer Keogh, Assistant Manager, Metro HRA

In a market that is difficult to place vouchers, what strategies can you take to assist your families? As housers, we need to ensure that families not only lease up in decent, safe and sanitary units, but also in the areas that will ensure they have every opportunity to succeed as a non-voucher holder. The Metropolitan Council's HRA implemented a mobility counselling program in 2015 that provides a holistic approach to working with families. They will share their experiences with implementation, expansion of outreach to landlords and share some success stories and lessons learned.

### Tax Credit 101 - part 3

**Tom Caldwell, Cinnaire and Tom Edmiston, Cinnaire**

Attendees will use the skills they have learned in the previous two sessions in two case studies. The first will be for a development financed using 9% housing tax credits. The second will be a case study using 4% tax credits. Staff will cover general operating guidelines and will learn basic underwriting guidelines. Participants will calculate the financial feasibility of a 9% housing tax credit development and a 4% housing tax credit development.

### Commissioners Fundamentals

**Jim Inglis, Executive Director, Livonia Housing Commission**

Commissioner Fundamentals is a must if you're a new Commissioner or tenured. The session explores the roles and responsibilities of Commissioners, enhancing participants understanding of the Commissioner's multi-faceted position as advocate, leader, team building, strategist, ethical leader and policy maker. Participants examine how to increase your effectiveness as board members while exploring the intricacies of board-executive relationships and boundaries.

### Testing Positive: Legal Implications of Drug Testing in the Public Sector

**Andrew Esposito, Clemans Nelson**

Do you drug test your applicants? Do you drug test your employees? Do you randomly drug test your employees? Do you know if you legally permitted to do so? This session will go over drug testing for public sector employees and what legally can or can't be done.

### Nuts & Bolts of Accounting, Budgeting & Finance - A Casterline Training *continued...*

**Jason Casterline, CPA, Casterline & Associates**

*Additional  
\$ Cost \$*

**10:20 a.m. - 10:45 a.m. - Break with Exhibitors**

### 10:45 a.m. - 12:00 p.m. - Concurrent Sessions

#### NPDS Roundtable

**Jeff Falcuson, NAHRO**

Jeff will explain in detail the latest developments regarding Professional Development certifications, e-learning, e-briefings. Staying educated should be a high priority, come learn what you can do to keep yourself and your staff up-to-date.

#### Methamphetamine Awareness Training

**D/Sgt. Michele Darling, Michigan State Police, Methamphetamine Investigation Unit**

The prevalence of meth labs is growing nationwide, and this session will provide a graphic presentation of the physical repercussions of meth usage. Learn how to spot a meth lab in your apartment community/property, and guidelines for cleanup. Attendees will also learn basic facts, signs and symptoms and risks and effects of those who use methamphetamine.

#### Tax Credit 201

**Tom Caldwell, Cinnaire and Tom Edmiston, Cinnaire**

Cinnnaire staff will cover more advanced topics in tax credit financing. We will cover the development process after award of Tax Credits through closing, construction and placed in service. Further we will cover meeting 10% Carryover Allocation requirements, Placed In Service Application, and receiving Form 8609. Participants will learn how to get to initial closing, the roles of development team members, how the tax credit agency requirements affect the development, the need

to watch construction closely, the impact of construction delays and cost overruns, and what to do if the costs come in higher.

### Commissioners Fundamentals *continued...*

**Jim Inglis, Executive Director, Livonia Housing Commission**

### Can I Ask That? Interviewing Tips and Best Practices

**Andrew Esposito, Clemans Nelson**

Employers most costly mistake is hiring the wrong person. Those mistakes can begin prior to an individual being hired. Through understanding what can be asked and strategies for how to perform defensible interviews employers can reduce future liability.

### Nuts & Bolts of Accounting, Budgeting & Finance - A Casterline Training *continued...*

**Jason Casterline, CPA, Casterline & Associates**

*12:00 p.m. - 1:30 p.m.*

## **Lunch, NCRC Annual Meeting, Poster Contest Awards**

### *1:30 p.m. - 2:50 p.m.* - Concurrent Sessions

#### Smoke Free Housing

**Jim Bergman, Center for Social Gerontology**

**Sharon Carlson, Belding Housing Commission**

Smoke-free public housing is a reality with the final rule, effective February 3, 2017. PHAs must implement smoke-free policies within 18 months, and those agencies with already existing policies must insure those policies are in line with the final rule. Jim Bergman, Attorney and Co-Director at the Center for Social Gerontology in Ann Arbor, Michigan has been instrumental in leading dozens of Michigan agencies through the process of deliberation and smoke-free policy development over the past decade. Join Mr. Bergman and co-presenter Sharon Carlson for guidance on provisions within the rule, resident engagement in policy formation and implementation, and successful enforcement practices.

#### Are You Up to Speed on what NAHRO, NCRC and your State can do for you?

**DeeAnna Peterson, NCRC President and Larry Williams, NCRC Sr. Vice President**

Let's talk NAHRO. Not certain how NCRC fits in with National or your State Chapter? Unfamiliar with the many tools on the NAHRO and NCRC websites? Want to know more about how to connect with other agencies who can help you in your work challenges? Stop in to this session and learn more about the history of the organization as well as how to utilize the tools available to make your participation easier. Excellent session for commissioners too.

#### Tax Credit 201 *continued...*

**Tom Caldwell, Cinnaire and Tom Edmiston, Cinnaire**

#### Commissioners Fundamentals *continued...*

**Jim Inglis, Executive Director, Livonia Housing Commission**

#### Workplace Security Awareness and Active Violence Response Options

**Sgt. Gary Valentine (Ret)**

Gary will discuss the different types of workplace violence and identification of potential problems, security issues, and what to look for and response to violent incidents.

**Nuts & Bolts of Accounting, Budgeting & Finance - A Casterline Training *continued...***  
**Jason Casterline, CPA, Casterline & Associates**

### **Resident Education: The Key to Bed Bug Treatment Success**

**Michael Swoyer, StopPests in Housing**

Participants will learn how to deliver bed bug education to residents of affordable housing, which IPM tools can be used by residents to address bed bug infestations. They will also understand what messages are the most important to deliver to residents and learn about the best tools and resources available to teach residents about bed bugs including written materials, posters, videos, power points and one-on-one coaching tools. It is important to know myth vs reality and how to share this with residents.

**2:50 p.m. - 3:15 p.m. - Break with Exhibitors**

**3:15 p.m. - 4:50 p.m. - Concurrent Sessions**

### **Lowering Costs with In-House Bed Bug Management**

**Michael Swoyer, StopPests in Housing**

Participants will learn how IPM can be used to address bed bug infestations by housing staff (non-chemical tools), understand the obstacles to successful bed bug treatment, hear examples of successful strategies in public housing, gain access to tools to overcome obstacles to pest management, learn about the latest research and how it applies to prevention, monitoring, and control of bed bugs and understand their roles as part of an in-house team.

**Tax Credit 201 *continued...***

**Tom Caldwell, Cinnaire and Tom Edmiston, Cinnaire**

**Commissioners Fundamentals *continued...***

**Jim Inglis, Executive Director, Livonia Housing Commission**

**Nuts & Bolts of Accounting, Budgeting & Finance - A Casterline Training *continued...***  
**Jason Casterline, CPA, Casterline & Associates**

**5:00 p.m. - 6:30 p.m. - Exhibitor Reception**

**6:30 p.m. - 8:00 p.m. - Awards Banquet** - Enjoy an evening of celebrating the best and brightest in our industry. **Alvira B. Long Commissioner's Award and the Charles Thompson Memorial Award for Distinguished Service**

**8:00 p.m. - 10:00 p.m. - Entertainment**

Be prepared to laugh and sit back for a great night of pure entertainment. First up is Scotty Gunther and the Co-Workers' Challenge, a fun, quick paced, unique program that combines stand-up comedy, motivational speaking with a little bit of the "Newlywed Game." We will be wrapping up the evening with A (Habeas) Chorus Line™, Michigan's top parody-satire group. Their material includes parodies of existing songs as well as original numbers and they have performed at more than 150 shows and venues throughout Michigan and around the country. You won't want to miss out on this fun filled night.

**Friday, May 5, 2017**

*7:30 a.m. - 9:00 a.m.*

**Registration & Continental Breakfast**

*8:00 a.m. - 9:00 a.m.*

**MI NAHRO General Membership Meeting**

*9:00 a.m. - 10:30 a.m.*

**Concurrent Sessions**

**Case Studies in Developing Affordable Housing in the Suburbs**

**Barbara Dacy, Washington Co. Housing & Redevelopment Authority**

The purpose of this session is to examine the various factors which led to successful creation of affordable housing in suburban communities. Presenters will provide specific examples of developments and discuss the political context, financial partnerships, and communication tools used to accomplish the development. In addition, presenters will review lessons learned and also describe how communities responded before and after the development was constructed.

**Workplace Security Awareness and Active Violence Response Options**

**Sgt. Gary Valentine (Ret)**

Discuss the different types of workplace violence and identification of potential problems, security issues, and what to look for and response to violent incidents.

**Affordable Housing Perspectives**

**Jim Inglis, Livonia Housing Commission & Ron Clewer, Rockford Housing Authority & Alan Zais, Wineba Dr. John Metson, CRC Self/Help, Toronto, Ontario**

This session will examine U.S. Housing Policy and how it differs from that of our Canadian colleagues. Affordable housing production, management, and client services have different approaches and perspectives. U.S. housing professionals and housing experts from NAHRO's sister organization, the Canadian Housing Renewal Association will discuss current and future affordable housing trends.

**Video Historical Down Town Renovation**

**Bruce Johnston, Revitalize, LLC**

How the State of MI is utilizing CDBG funds for the preservation of their historical downtown buildings. It will focus on 2 communities that have successfully renovated "White Elephant" or abandoned buildings that now, will service their communities for decades to come. Economic development at its finest by integrating affordable housing and housing creation in small cities throughout Michigan.

**Commissioner Round Table Discussion**

**Sharon Carlson, Belding Housing Commission**

Interactive discussions amongst your fellow Commissioners is a valuable way to learn and improve your role as a Commissioner. While all housing agencies generally operate in a similar manner there is no one size fits all approach. The session will provide you some new insight and answers to your agency's issues and leave you understanding that you as a Commissioner need to establish effective policies to lead your agency. Bring your issues and questions!

## NAHRO CERTIFICATION™ EXAM PERIODS

For those interested, there is an opportunity to sit for any NAHRO Certification™ Exam on “DAY-TIME” (**check-in begins at 10:15 a.m.**) Fee: \$200 for NAHRO Members. Pre-Registration is required. For those with five years or more of experience (varies by certification), Experience may be used to waive education requirements with the certification exam being the major requirement to be NAHRO CERTIFIED™! For more information, please visit [www.nahro.org/certification](http://www.nahro.org/certification), email [certification@nahro.org](mailto:certification@nahro.org), or call 877-866-2476.

### Noon - Adjournment

#### **HOTEL INFORMATION**

Motor City Casino Hotel  
Reservations: (866) 782-9622      [www.motorcitycasino.com](http://www.motorcitycasino.com)  
2901 Grand River Avenue  
Detroit, MI 48201-2907

**Room rates:** \$129 per night (*single or double occupancy*)

A block of rooms under the name of NAHRO until April 14, 2017 Reference group code MI NAHRO when making reservation.

#### **DEPOSIT FOR GUESTROOMS NOT GUARANTEED:**

Reservations made with MCCH must be guaranteed by advance deposit with a credit card. Any reservation cancelled within 48 hours prior to arrival, or no shows will be charged one night's room revenue. If the guest does not have a credit card, and the Group does not guarantee the guest's room expenses, all room and tax will be collected at time of check-in along with a deposits for incidental expenses currently at \$50.00 per person per night. Any unused deposits will be refunded upon departure.

#### **CHECK IN/CHECK OUT:**

Check-in time is 4:00 pm and check-out time is 11:00 am. MCCH's policy requires a credit card imprint upon check-in. MCCH reserves the right to charge any guest a charge, up to a full day rate depending on the actual time of check out, if the guest does not check out by 11:00 am.

#### **PARKING**

Complimentary

#### **VISIT DETROIT**

[www.visitdetroit.com](http://www.visitdetroit.com)

#### **AIRPORT**

Detroit Metropolitan Airport (DTW)

#### **TRANSPORTATION**

[www.rideskoot.com](http://www.rideskoot.com)    [www.uber.com](http://www.uber.com)

Detroit People Mover, an elevated automated light-rail system that only costs 75 cents per ride.

# REGISTRATION FORM

**May 3-5, 2017**

## NCRC NAHRO Regional Conference

Please fill out the information requested below. Please print clearly.

### ATTENDEE INFORMATION

Attendee Name and Certifications \_\_\_\_\_ Job Title \_\_\_\_\_

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### REGISTRATION FEES:

Early Registration deadline is April 18, 2017. All registrations received after April 18th will incur a \$25 late fee. Meals are included with full and day registrations.

### CANCELLATION INFORMATION

| Event:  | Fee:  | Late: | Total |
|---|-------|-------|-------|
| Member Full Registration  | \$425 | \$450 |       |
| Non-Member Full Registration  | \$550 | \$575 |       |
| Casterline Training + Conference<br><i>(Includes: All sessions, breaks, meals, banquet dinner, awards and entertainment.)</i> | \$775 | \$800 |       |
| Casterline Training ONLY<br><i>(No Meals Included)</i>  | \$450 | \$475 |       |
| Member Wednesday Registration   | \$250 | \$275 |       |
| Member Thursday Registration  | \$350 | \$375 |       |
| Additional Meals for Guests   |       |       |       |
| Full Conference Meal Package  | \$250 |       |       |
| Wednesday Only  | \$125 |       |       |
| Thursday Only   | \$165 |       |       |
| Friday Only   | \$30  |       |       |
| DHC Tour - FREE - Wednesday   | YES   | NO    |       |
| <b>Total Due:</b>   |       |       |       |

\_\_\_\_\_ Dietary Restrictions

**If you have registered for a Full Conference Package please help us to not waste food and indicate your attendance at the following:**

Wednesday Lunch  Yes  No  
Thursday Lunch  Yes  No  
Thursday Dinner  Yes  No  
Friday Breakfast  Yes  No

Cancellations received 14 days prior to Conference will be refunded less a \$50.00 cancellation fee. NO CANCELLATIONS AFTER **April 18, 2017**. Contact MI NAHRO Service Officer, minahro@minahro.org. Questions? Call the MI NAHRO office at 734.498.2493.

Return registration form and payment to:  
**MI NAHRO:** 169 Templar, Pinckney, MI 48169  
734.498.2493 minahro@minahro.org  
You can also register online at  
www.minahro.org. or Fax: 734.498.8415

### PAYMENT INFORMATION

#### CREDIT CARD:

MC  VISA  DISCOVER Check # \_\_\_\_\_ Please make checks payable to MI Chapter of NAHRO.

Cardholder's Name: \_\_\_\_\_

Billing Address City/State: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Signature: \_\_\_\_\_