



Perspectives

February, 2008

2008 MAINTENANCE & MANAGEMENT CLINIC

APRIL 23-25, 2008

DECATUR CONFERENCE CENTER

AND HOTEL

COME TRAVEL BACK IN TIME TO THE 1950'S. BREAK OUT THE BLACK LEATHER JACKETS AND POODLE SKIRTS AND JOIN IAHA AND ELVIS AT THE 2008 MAINTENANCE/MANAGEMENT CLINIC. WE PROMISE A BOSS TIME.

The agenda offers two days of outstanding training for a minimal fee which includes six meals.

The Management committee has put together **THREE AND FOUR TRACKS** for you to choose, which would best fit your needs. Wednesday afternoon and Thursday, Jason Casterline is presenting three half day sessions. The first will be on, "Maximizing PHA revenue to controlling costs." The second on, "Asset Management, New HUD Guidance on Reporting Briefs to Proposed PHAS scoring," The third on, "New changes to VMS submission, New HUD changes to accounting to Preventive Maintenance and PIC system."

Thursday all day and Friday until noon, Nan McKay's trainer Patti Zatarian-Menard will present "Information Customized for Property Managers." Patti is a

new name to most of you, however, she has worked for Nan for nine years, and actually trained Cara Gillette.

The third track will be presented by AHRMA, Eric Hanson of Mahoney Silverman & Cross Attorneys, and IHDA.

HUD will present their update on Friday morning.

The Maintenance agenda offers **THREE-FOUR TRACKS** for your maintenance personnel. Mr. Jim Waterman is back to share his expert hands-on knowledge. We also have many extremely knowledgeable instructors presenting very worthwhile topics. Please review the following Tentative Agenda carefully.

TENTATIVE AGENDA FOR THE MAINTENANCE TRACK

WEDNESDAY, APRIL 23

10:00 A.M. – 11:45 A.M. **ROUND TABLE DISCUSSION MAINTENANCE & MODERNIZATION** - Presented by NIMMA, EIMMA & CIMMA

CONFERENCE OPENS

12:00 P. M. – 12:45 P.M. LUNCHEON –

12:45 P. M. - 1:15 P. M. IAHA MEMBERSHIP MEETING

1:30 P.M. – 4:30 P.M. **READING SCHEMATICS** – Presented by Jim Waterman of Training Associates, Inc. Learn to read, understand and utilize schematics and wiring diagrams.

1:30 P.M. – 4:30 P.M. **BBP, ASBESTOS & OTHER SAFETY** - Presented by AHRMA/IL Department of Labor – Division of Safety Education

1:30 P. M. – 4:30 P.M. **BID, PERFORMANCE & PAYMENT BONDS** – Presented by Ralls Melotte of Melotte-Morse-Leonatti, Ltd.

1:30 P.M. – 4: 30 P.M **COMPUTER BASICS** – Presented by Nova Tech Solutions (MAXIMUM CLASS SIZE – 12)

3:00 P.M. – 8: 00 P.M. **“VENDOR AREA OPENS!” COME CHECK OUT THE VENDOR’S NEW PRODUCTS AND JOIN IN THE FUN AND FOOD!** Again, this year you will be given a card to take to each vendor’s booth to obtain their initials. After you have secured **ALL** of them you can put your card into the drawing for some

GREAT Prizes! Food will be served 5:30 P.M. – 7:30 P.M.

THURSDAY, APRIL 24

7:30 A.M. ---8:30 A.M. BREAKFAST

**8:30 A.M.—11:45 A.M. TROUBLE SHOOTING REFRIGERATORS -
Presented by Jim Waterman. MAXIMUM CLASS
SIZE 21**

**8:30 A.M. – 11:45 A.M. “COMBATING HOUSING FRAUD”/WHAT TO EXPECT WHEN
HUD-OIG COMES TO AUDIT OUR PUBLIC HOUSING AND/OR
PUBLIC HOUSING CAPITAL FUND PROGRAMS” – Presented by
Barry McLaughlin and Heath Wolfe, HUD Office of Inspector
General**

**8:30 A.M.—11:45 A.M. LABOR STANDARDS/DAVIS BACON - Presented by Roxanne
Volkman - HUD Labor Relations**

**8:30 A. M. –11:45 A. M. ELEVATOR INSPECTIONS – Presented by Illinois State Fire
Marshal**

**8:30 A. M. – 11:45 A. M. MOLD, MILDEW & MOISTURE– Presented by Bob Krell – Evans
Disaster Restoration Services**

12:00 P. M.-12:30 P. M. LUNCHEON

12:30 P. M. 12:45 P. M. PRESENT VENDOR PLACQUES

**12:45 P. M. – 1:15 P. M. SPEAKER - STEVE MEISS, DIRECTOR ILLINOIS OFFICE
PUBLIC HOUSING**

**1:30 P. M. – 4:30 P. M. TROUBLESHOOTING REFRIGERATORS
“CONTINUED” - Presented by Jim Waterman.**

**1:30 P.M.—4:30 P.M. UPCS UPDATE – Presented by Saul Himmelstein CEO – The
Inspection Group**

**1:30 P.M.—4:30 P.M. FAIR HOUSING/REASONABLE ACCOMMODATION --Presented
by Herb Ziegeldorf – HUD Fair Housing**

**1:30 P.M.—4:30 P.M. RADON EXPOSURE AWARENESS - Presented by
AHRMA/Illinois Emergency Management Agency**

- 1:30 P. M. - 4:30 P. M. **EXPERIENCES FROM A HIGHRISE FIRE** - Presented by Diane Fuller, Executive Director, Greater Metropolitan Area and Randy McGill, Executive Director, Kankakee Housing Authority
- 5:00 P. M. - 6:00 P. M. **COCKTAIL HOUR**
- 6:00 P. M. - ? **DINNER AND ENTERTAINMENT – ELVIS WILL BE THERE TO CROON AND SWOON US. THIS WILL BE FOLLOWED BY A HIP TWISIN’ BLAST FROM THE PAST WITH “GRACIE”.**

FRIDAY, APRIL 25

- 7:30--8:30 **BREAKFAST**
- 8:30 A.M.—12:00 P.M. **READING BLUEPRINTS** - Presented by Jim Waterman. Learn to read, understand and utilize schematics and wiring diagrams. (MAXIMUM CLASS SIZE 35)
- 8:30 A.M.—12:00 P.M. **FIRST AID & EMERGENCY PREPAREDNESS/HIGHRISE FIRE SAFETY & EVACUATION**– Presented by AHRMA/Mid Illinois Red Cross/Decatur Fire Department.
- 8:30 A.M. – 12:00 P.M. **SUPERVISORY SKILLS** – Presented by Michael Diggs, Director of Counseling and Career Services at Richland Community College

TENTATIVE AGENDA FOR MANAGEMENT TRACK

WEDNESDAY, APRIL 23

- 12:00 P. M.- 12:45 P. M. **LUNCHEON**
- 12:45 P. M.- 1:15 P. M. **IAHA MEMBERSHIP MEETING**
- 1:30 P. M. - 4:30 P. M. **MAXIMIZING PHA REVENUE: TO THE COCC AND EACH AMP OPERATING SUBSIDY, HCV FUNDING ENHANCEMENT. CONTROLLING HA COSTS; STAFF RATIOS, UTILITY COSTS AND OTHER COST CONTROLS.**
 – Presented by Jason Casterline of Casterline & Associates.
- 1:30 P.M. – 4:30 P.M. **AHRMA**

4:30 P. M. COUNCIL MEETINGS

3:00 P. M. – 8:00 P.M. “VENDOR AREA OPENS! COME CHECK OUT THE VENDOR’S NEW PRODUCTS AND JOIN IN THE FUN AND FOOD! Again this year you will be given a card to take to each vendor’s booth to obtain their initials. After you have secured ALL of them you can put your card into the drawing for some GREAT Prizes! Food will be served from 5:30 P.M. – 7:30 P.M.

THURSDAY, APRIL 24

7:30 A.M. ---8:30 A.M. BREAKFAST

8:30 A.M. – 11:45 A.M. CONTINUED – COVERING BRIEF ASSET MANAGEMENT/ PROJECT BASED ACTING. UPDATE-NEW HUD GUIDANCE & REPORTING BRIEFS, CAPITAL FUND & COCC PROPOSED PHAS SCORING – Presented by Jason Casterline

8:30 A.M. – 11:45 A. M. THIS SESSION WILL BE CUSTOMIZED FOR PROPERTY MANAGERS -Presented by – Patti Zatarian-Menard of Nan McKay & Associates

10:30 A M. – 11:45 A. M. “ASK AN ATTORNEY” – Presented by Eric Hanson and Jean Kenol of Mahoney, Silverman & Cross, LLC

12:00 P. M. – 12:30 P. M. LUNCHEON

12:30 P. M. – 12:45 P. M. PRESENT VENDOR PLACQUES

12:45 P. M. –1:15 P. M. SPEAKER STEVE MEISS, DIRECTOR ILLINOIS OFFICE OF PUBLIC HOUSING

1:30 P. M. – 4:30 P.M. CONTINUED – NEW CHANGES TO VMS SUBMISSION. NEW HUD CHANGES TO HCV ACCOUNTING AND REPORTING - NEW FDS REQUIREMENTS - Presented by Jason Casterline

1:30 P. M. – 4:30 P. M. CONTINUED – CUSTOMIZED FOR PROPERTY MANAGERS Presented – by Patti Zatarian – Menard of Nan McKay & Associates

- 1:30 P. M. – 4: 30 P. M. **IAHA – CAPITAL FUND FINANCING** – Presented by Dana Marinacci & Omar Brown – of IHDA
- 1:30 P.M. – 2:45 P.M. **UTILIZE HISTORIC TAX CREDITS** – Presented by Kate Barton, Executive Director, Henry County
- 5:00 P. M. - 6:00 P. M. **COCKTAIL HOUR**
- 6:00 P. M. - ? **DINNER AND ENTERTAINMENT – ELVIS WILL BE THERE TO CROON AND SWOON US. THIS WILL BE FOLLOWED BY A HIP TWISTIN’ BLAST FROM THE PAST WITH “GRACIE”.**

FRIDAY, APRIL 25

- 7:30 A.M. ---8:30 A.M. **BREAKFAST**
- 8:30 A.M. – 12:00 P.M. **SECTION 8 HOMEOWNERSHIP, ENERGY STAR EQUIPMENT, CAPITAL FUND FINANCING PROGRAM AND AN ASSET MANAGEMENT SESSION.** – Presented by HUD Staff
- 8:30 A. M. –12:00 P. M. **CONTINUED – CUSTOMIZED FOR PROPERTY MANAGERS**
-Presented by Patti Zatarian – Menard of Nan McKay

MAXIMUM CLASS ONLY

| <u>Presenter</u> | <u>Class</u> | <u>Number</u> |
|---------------------|-------------------------------|---------------|
| Jim Waterman | Troubleshooting Refrigerators | 21 |
| Jim Waterman | Reading Blue Prints | 35 |
| Nova Tech Solutions | Computer Basics | 12 |

Classes will be filled on a first come first serve basis. We will post the names of those who are registered in these classes on the Web Site. Please go to www.iahaonline.org. We will update this frequently; and maintain a waiting list in case of a cancellation.

NOTICE: Mr. Eric Hanson, attorney is requesting that you email him your questions prior to the Thursday morning presentation. His email address is ehanson@msclawfirm.com.

The registration fee will be \$375.00 per person for IAHA Members and \$500.00 per person for Non-IAHA members. Your registration will include six (6) meals plus two days of excellent training.

All registrations will include the “Vendor Reception” on Wednesday night, as well as the “Banquet and Entertainment” on Thursday night.

Don’t pass up this outstanding opportunity to get you and your staff trained.

Every Housing Authority who attends Must register at least one staff person at the full registration fee. After one full registration, you may register another person for attendance of a one day only. The registration fee for one day for one person is \$200.00 for Wednesday or Thursday and \$75.00 for the half day on Friday. These registrations include the meals that are planned for that day.

You may complete the enclosed registration form and mail your check, or may register by using our online registration system at www.iahaonline.org.

When REGISTERING ON LINE, you have the choice of using your credit card to pay, or mail a check to Vicki Miles, 350 State Hwy. Y, Jackson, MO 63755. On line registrations only will be confirmed by email. You now have the option of using a Visa, Master Card or American Express credit card.

Please call the Decatur Conference Center & Hotel (Previously the Holiday Inn) direct at (217) 422-8800 to make your room reservations. Convention rates are \$91.00 for 1 to 4 person’s occupancy. Rooms will be held for the convention until April 9th. Please make your reservations prior to that date.

DON’T FORGET TO BRING A DOOR PRIZE FROM YOUR HOUSING AUTHORITY! THESE WILL BE GIVEN AWAY AT A DRAWING ON THURSDAY EVENING.

If you have any question please contact Vicki Miles at (573) 243-4439, Fax (573) 243-9219, email, info@iahaonline.org.

GOLF TOURNAMENT

SPONSORED BY: BARRY AT BARTON CARROLL’S. CELL 815-603-1451 or fax 800-978-2048 If Barry is out, please leave name and phone number and mention IAHA Golf Tournament.

WHO FOR: ALL H.A. PERSONNEL, VENDORS, SPEAKERS, AND INSTRUCTORS

WHEN: APRIL 23, 2008. TEE TIME 8:30 A.M. – 9:00 A.M.
BEST BALL—PEORIA HANDICAP –
THIS WILL ENABLE VENDORS TO GET FINISHED BEFORE SHOW TIME.

WHERE: SCOVILL GOLF COURSE DIRECTLY BEHIND THE HOLIDAY INN.

COST: \$40.00 FOR 18 HOLES INCLUDING CART. You can pay Barry at the course.

IAHA EXECUTIVE BOARD HOLDS QUARTERLY MEETING

The IAHA Executive Board held their quarterly meeting at the Decatur Conference Center & Hotel, Decatur, IL on Friday, January 11, 2008. The follow is a synopsis of the meeting:

President Debbie Smith called the meeting or order.

President Debbie Smith presented John Day's letter of resignation. Due to accepting other commitments, he felt he had to resign from the Executive Board. The NICA group appointed Steven Silverman, Executive Director, Waukegan Housing Authority, to fill John's vacancy.

President Smith also informed the Board that Ms. Debbie Helman had retired and that ECHO had appointed Judy Plummer, Executive Director, Union County Housing Authority, to fill her vacancy.

President Smith welcomed Regina Wolf, Assistant Executive Director, Henry County Housing Authority who is the new President of NICA.

President Debbie Smith called for committee reports:

Personnel: Diana Etheridge – No report.

Resolution & Bylaws: No report.

Membership: President Smith informed the Board that Regina Wolf had accepted the Chair of this committee.

Vicki Miles reported that 99 housing authorities had paid their dues for the period October 1, 2007 – September 30, 2008. She still has eight that she is trying to collect.

Nominating: Peg Barkley – No report.

Public Relations: President Smith reported that Judy Plummer had accepted the Chair of this committee.

Legislative: No report.

Education: Lynn Deter reported that the balance in the IAHA Education Checking account as of Jan. 9, 2008 is \$2,792.23. She asked if anyone had any training session that they would like to have IAHA sponsor. If so, please call Tom Smith, Tom Myers or herself. Carol Watkins moved and Kate Barton seconded a motion to accept the Education Report. Motion carried.

Finance: Brent Newman had emailed the financial reports to the Executive Board. As of the end of the First quarter 2008 the Association had a balance of \$75,932.96. Peg Barkley moved and Judy Plummer seconded a motion to accept the Treasurer's report. Motion carried.

New Business: Anne Smith requested that the IAHA contribute to each council for educational grants for residents. After a discussion, Tom Smith moved and Kate Barton seconded the motion to give each council \$2,500 to be used for resident scholarships. Motion carried.

Council Presidents' Reports:

NICHA: Regina Wolf reported that NICHA held their Annual Meeting November 30, 2007 in Galena, IL. They had election of officers.

CICHO: Tony Hasbargen reported that they were meeting later today. Tara Peele, Senior Housing Program Coordinator/Interagency Liaison would be there to talk on "Money Follows the People" initiative. Peg Barkley stated that under this program 3500 people will be coming out of institutions to be housed in the local communities over the next five years. They are just writing the regulations at this time. She has volunteered to serve on the committee and urged ECHO and NICA to have a representative on the committee also. Both Presidents agreed to appoint someone to serve. There was considerable discussion on this subject. All present were concerned that there is a good support system for these people.

ECHO: Mark Sosnowski reported that the ECHO group would be meeting Friday, January 18, 2008, at the West Frankfort Country Club.

AHRMA: Julie DePasse was unable to attend the meeting. Diana Etheridge shared that AHRMA has hired Kevin Blaine as General Council effective January 1, 2008.

EXECUTIVE COORDINATOR: Vicki Miles reported that the new website was posted on December 30, 2007. She also gave a summary report on the usage Jan 1-9, 2008, which is as follows: Traffic viewed: Unique Visitors – 207 : Number of Visits – 269; Pages 1210; Hits – 4321. The next thing that is being worked on is developing a complete list of policies.

Vicki reported that the Maintenance/Management Clinic Committee had met this morning. The Theme this year is "IAHA Rock'n in the 50's." We are going to extend the vendor hours on Wednesday from 3:00 P.M. – to 8:00 P.M. and on Thursday from 8:00 A. M. – 11:00 A.M. Both the Maintenance and Management agendas are coming along. She requested that final agendas be submitted to her by Jan 28th. She will be working on updating the vendor list and proceeding to send out vendor packets in the next two weeks.

PRESIDENT'S REPORT: President Debbie Smith thanked everyone for sending her to the

NAHRO Annual Conference in San Diego, CA. She said she had contacted all the vendors there and passed out the pamphlets inviting them to our clinic.

A discussion was held in regard to the next Executive Board Meeting. Tom Myers moved and Peg Barkley seconded the motion to hold it April 23, 2008, at 10:00 A.M. at the Decatur Conference Center & Hotel, Decatur, IL. Motion carried.

The meeting adjourned.

**REGISTRATION FORM
2008 MAINTENANCE & MANAGEMENT CLINIC
April 23-25, 2008 – Decatur Conference Center and Hotel**

\$375.00 per person IAHA Member for the entire conference.

\$500.00 per person IAHA Non-Member for the entire conference.

OR

**\$200 per person for attendance for one full day
Training on Wednesday or Thursday and
\$75.00 for the half day on Friday.**

EACH HOUSING AUTHORITY MUST REGISTER AT LEAST ONE PERSON FOR THE FULL CONFERENCE IN ORDER TO QUALIFY FOR THE ONE DAY REGISTRATION FOR ANOTHER STAFF PERSON.

YOU MAY COMPLETE THE FOLLOWING REGISTRATION FORM AND MAIL YOUR CHECK OR YOU MAY REGISTER BY USING OUR NEW ONLINE REGISTRATION SYSTEM LOCATED AT www.iahaonline.org. We now accept Visa, MasterCard and American Express credit cards.

PHA _____ **Phone:** _____

Fax: _____ **E-Mail Address** _____

Address: _____ **City:** _____ **State:** ___ **Zip:** _____

MAINTENANCE TRACK

| Name | Title | Registering for full conference Full day Wed. or Thurs. or Half day on Fri. <u>Please specify:</u> |
|-------|-------|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Classes will be filled on a first come first serve basis. Please log onto the website to see if you are registered. This will be updated frequently until filled. A waiting list will be maintained in case of a cancellation.

For the limited, classes please register only one maintenance person from your authority per class.

Please register the following person for **Troubleshooting Refrigerators** - Presented by Jim Waterman. The class will be given on **Thursday** . Maximum class size 21.

Name/Title _____

Thursday A.M. & P.M.

Please register the following person for **“Computer Training”** - Presented by **Nova Tech Solutions** . Please limit registration to one maintenance personal from your authority per class. The class will be given **Wednesday afternoon** Maximum class size is 12 A.M.

Name/Title _____ P.M. _____

Please register the following person for **Reading Blueprints** - Presented by Jim Waterman. Please limit registration to one maintenance personal from your authority per class. The class will be given on **Friday**. Maximum class size 35.

Name/Title _____

Number **Members** attending full conference _____ X Registration Fee \$375.00 = _____

Number **Non members** full conference _____ X Registration Fee \$500.00 = _____

Number Attending Wednesday only _____ X Registration Fee \$200.00 = _____

Number Attending Thursday only _____ X Registration Fee \$200.00 = _____

Of the above _____ number will be attending the banquet.

Number Attending Friday only _____ X Registration Fee \$75.00 = _____

Subtotal Maintenance Registration: \$ _____

MANAGEMENT TRACK

| Name | Title | Register for full conference Full day Wed. or Thurs. or half day on Fri. Please specify |
|-------|-------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

| Name | Title | Register for one day session. Please specify day. |
|-------|-------|--|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Number **Members** attending full conference _____X Registration Fee \$375.00=_____

Number **Non members** attending full conference _____X Registration Fee \$500.00=_____

Number attending Wednesday only _____X Registration Fee \$200.00=_____

Number attending Thursday only _____X Registration Fee \$200.00=_____

Of the above number _____ will be attending the banquet.

Number attending Friday only _____X Registration Fee \$75.00=_____

Subtotal Management Registration \$ _____

Subtotal Maintenance \$ _____

***GRAND TOTAL:** \$ _____

***At lease one person from your authority must be registered for the full conference.**

When registering by mail, please send the completed registration form with a check made payable to IAHA and mail to:

Vicki Miles
 IAHA Coordinator
 350 State Hwy Y
 Jackson, MO. 63755

PLEASE COMPLETE THE FOLLOWING, SO THAT THE CLINIC BOOK MAY BE UPDATED!

NAME OF AUTHORITY _____

NAME OF EXECUTIVE DIRECTOR _____

PHONE _____ FAX _____

ADDRESS _____

E-MAIL ADDRESS _____

MAINTENANCE DIRECTOR _____

MOD COORDINATOR _____

PUBLIC HOUSING UNITS FAMILY _____ ELDERLY _____ S8 _____

SECTION 8 NEW CONSTRUCTION _____ OTHER _____

TOTAL UNITS _____

FISCAL YEAR END _____