

2023 Kentucky Housing Association Maintenance Workshop

It's time once again for the KHA Annual Maintenance Workshop. We expect an increased turnout due to extending our workshop to include the Tennessee Association of Housing and Redevelopment Authority members. Please read, make as many copies necessary, fill out and return the registration form by March 17th, 2023. Some classes have limited seating, so this will help assure you of obtaining your desired classes, since we are abiding by the first received/first reserved policy.

The cost per registration for 2023 KHA/TAHRA members is \$400.00. An additional cost of \$25 and \$10 for the Kentucky Pest Certification Test, made payable to the KY State Treasurer. Also, an additional cost of \$99 for the EPA Certification exam, made payable to BVT Technical Center, Inc.

Please mail your forms and checks made payable to:

Please note new address:

Kentucky Housing Association
P.O. Box 1322
Eddyville, KY 42038
Phone – 270-625-0130
Fax – 270-388-4355

****checks for pest and herbicide certifications, made payable to the KY State Treasurer****
checks for EPA Certification exam, made payable to BVT Technical Center, Inc.

To reserve your room, you must register by the deadline of March 31, 2023. Please mention the Kentucky Housing Association's Maintenance Workshop to receive the preferred rate or the link below:

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=LEXES&groupCode=KHA&arrivaldate=2023-04-10&departuredate=2023-04-13&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

Embassy Suites
1801 Newtown Pike, Lexington, KY
Phone (859) 455-5000

Room Rate is \$155 per night

The KHA Maintenance Committee is asking that all Agencies sending attendees to the Workshop, please help out by donating one door prize supplied by one of your preferred local vendors. This will help offset additional cost to the event.

If you have any questions or comments, contact our KHA Maintenance Committee

[Natalie Dixon
housingauthcadiz@bellsouth.net](mailto:housingauthcadiz@bellsouth.net)

**2023 Kentucky Housing Association Maintenance Workshop
Registration Form**

Due to limited seating in training sessions, please place a "1" for your first choice and a "2" for your second choice. Although the deadline to register is **Friday, March 17, 2023 your choice of getting into your selected classes will be based on first received, first reserved.**

TWO DAY TRAININGS: To receive the certification of completion participants MUST attend both days.

To assure that individuals receive the best training possible, participants will be required to sign in and out of each session.

TUESDAY, APRIL 11TH, 2023

Class	Instructors	Time	Choice
Opening Session /Awards Presentation		8:00-8:30	N/A
*HVAC w/EPA Certification**	Buzz VonTessmer	8:30-5:00	_____
*Pest Control w/Certification**	Dr. Chris Christensen	8:30-5:30	_____
Fair Housing for Maintenance	Nelrod	8:30-5:00	_____
REAC/ Inspire**	U.S. Inspection Group	8:30-5:00	_____
Water Heater Repair	HD Supply	8:30-12:00	_____
Refrigerator Repair	HD Supply	1:00-5:00	_____

WEDNESDAY, APRIL 12TH, 2023

Class	Instructors	Time	Choice
HVAC w/EPA Certification**	Buzz VonTessmer	8:30-5:00	_____
Pest Control w/Certification**	Dr. Chris Christensen	8:30-5:45	_____
REAC/ Inspire**	U.S. Inspection Group	8:30-5:00	_____
Active Shooter Threat	Sargent Weatherford, Murray		
Preparedness	Police Dept./National Guard	8:30-12:00	_____
Narcotics Overview and Employee Safety	Sargent Weatherford, Murray Police Dept./National Guard	1:00 – 5:00	_____
Electrical Fundamentals	HD Supply	8:30-12:00	_____
Electrical Meters and Troubleshooting	HD Supply	1:00- 5:00	_____

THURSDAY, APRIL 13TH, 2023

Class	Instructors	Time	Choice
Carbon Monoxide Dangers	Jared Ison, Louisville HUD Office	9:00-10:30	N/A
Round Table -Q&A, Grand Prize Give Away Closing		10:30-11:00	N/A

*Additional Fee **Two-Day Trainings

NAME: _____

TITLE: _____

AGENCY: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

It is recommended to retain a copy of our registration sheet for reference while attending the Kentucky Housing Association Maintenance Workshop.

Amount Enclosed\$ _____

KHA Maintenance Workshop 2023 Don't forget...



Maintenance Olympics – Test your skills and quickness. Winners will receive their choice of selected door prizes, a gold, silver or bronze medal. All attendees receive the first round for free. Other attempts \$1 per event.



50/50 Raffle – Buy chances to win the 50/50 split the pot raffle. \$1 per ticket. \$10 for half wing span. \$20 for full wing span. Available at the registration table.



Knife Raffle – Buy chances to win a handmade knife by Jason Robertson. \$5 per ticket. Available at the registration table.



Blackstone Grill Raffle – Buy chances to win a 36-inch Blackstone Grill donated by Big 4 Lumber Inc. of Morehead, Kentucky. \$1 per ticket. \$10 for half wing span. \$20 for full wing span. Available at the registration table.

Milwaukee Tote bag– Buy chances to win a Milwaukee tote bag with various tools donated by The Housing Authority of Henderson. \$1 per ticket. \$10 for half wing span. \$20 for full wing span. Available at the registration table.

All proceeds from the Olympics, 50/50 Raffle, Knife Raffle, Blackstone Grill Raffle and Milwaukee Tote bag will benefit the KHA Scholarship Fund.

HVAC w/EPA Certification

Instructor - Buzz VonTessmer

This two- day class will consist of basic operation and theory of HVAC equipment, identifying problems in the HVAC equipment such as low charge, overcharge, components that need service, diagnosis of problems. Prep for HVAC 608/609 federal refrigerant handler's license. Extra time spent on proper operation of gas furnace and diagnosis and repair of problems. **There will be an additional fee of \$99.00 to take the exam, with the check made payable to BVT Technical Center, Inc.**

Pest Control w/Certification

Instructor – Christensen's Urban Insect Solutions, Inc.

This two-day class will provide the training and certification your staff need to conduct pest and herbicide activities your properties. Dr. Christensen is a nationally recognized leader in the industry and will prepare your staff for the state exams given on-site during the session. There will be an additional fee of \$25.00 and \$10.00 to take the state certification test with the checks made payable to KY State Treasurer.

Water Heater Repair

Instructor - HD Supply

This half day class is an introduction and overview of operation, maintenance and repairs of typical residential grade water heater tank. The course will present and clarify operation fundamental of the natural gas burner and in-tank electrode water heaters, as well as typical equipment parts, layout and design. The course will identify major serviceable components and maintenance procedures used at set-up, operate, troubleshoot, repair and clean a typical residential grade water heater.

Refrigerator Repair

Instructor - HD Supply

This half day class is an introduction and overview of the operation, maintenance and repair of a typical residential grade refrigerator. The course is designed to present and clarify operation fundamentals of the AC-Refrigeration cycle, and typical equipment parts layout and design. It will identify major serviceable components and maintenance procedures used to set-up, operate, troubleshoot and repair a typical residential grade refrigerator.

REAC/ Inspire

Instructor - U.S. Inspection Group

In this two-day class instructors will educate you on every aspect of the NSPIRE including a year's worth of "tricks" and helpful tips on preparing for the REAC inspection.

Electrical Fundamentals

Instructor - HD Supply

This half day class is an introduction and overview of electricity, how it works, and how it is measured using the functions of Voltage, Amperage, Watts, and Resistance. Ohm's law and its applications will assist in defining and understanding troubleshooting components. This course will also cover the basics of electrical circuits, typical residential wiring, breakers, service box connections, grounding wires and cable color and insulation codes. Additional topics include safety, American wire gauge and amperage, OSHA, and basic techniques of electrical troubleshooting.

Electrical Meters and Troubleshooting

Instructor - HD Supply

This half day class is an introduction and overview of the most common types of electrical meters and how to use them effectively in troubleshooting single components and electrical systems. Topics include types of meters, electrical safety, meter safety, voltage as well as current and resistance measurements and how they can contribute to effective basic troubleshooting.

Fair Housing

Instructor – Nelrod

In this one-day course, maintenance employees will learn the various types of fair housing issues that may arise as they interact with residents and staff and how to respond when they do. They will also gain an understanding of their roles and responsibilities in meeting the reasonable accommodations and modifications requirements of Section 504 of the Rehabilitation Act of 1973. As maintenance employees strive diligently to satisfy residents, the repairs and modification they make may meet the residents' needs but may not be compliant with the Uniform Federal Accessibility Standards (UFAS). Participants will learn step by step procedures for reporting and documenting their actions in order for reasonable modifications to be properly made, tracked and reported to HUD.

Active Shooter Threat PreparednessInstructor – Sargent Michael Weatherford, Murray Police
Department/National Guard

Upon completing this course, the participant will be able to describe actions to take when confronted with an active shooter and responding law enforcement officials. Recognize potential workplace violence indicators. Describe actions to take in order to prevent and prepare for potential active shooter incident and describe how to manage the consequences of an active shooter incident.

Narcotics Overview and Employee SafetyInstructor – Sargent Michael Weatherford, Murray Police
Department/National Guard

This class will identify the most common types of Narcotics and Illegal drugs found today. The class will also specifically talk about the risks of accident exposure to employees and the public. Course objectives include recognizing the indicators of the presence of illegal drugs. Understanding the signs of an overdose. Proper handling and cleanup of dangerous narcotics.

Kentucky Housing Association

Maintenance Person of the Year

Maintenance Staff of the Year

Longest Serving Maintenance Employee

Retired Maintenance Employee



Attached are the nomination forms for the KHA Maintenance Person of the Year and KHA Maintenance Staff of the Year. There's no better way to show appreciation to our employees and boost staff morale. The committee would also like to recognize the Longest Serving Maintenance Employee and any Retired Maintenance Employees.

The winners will be announced at our annual Maintenance Workshop Conference held this year at the Embassy Suites in Lexington on Tuesday, April 12, 2022 during the opening session. Please fill out the nomination forms and forward to the address below by mail or email. **All entries must be received by March 10, 2023 to allow time for judging and awards to be made.**

Natalie Dixon
Executive Director
Housing Authority of Cadiz
P.O. Box 830
Cadiz, KY 42211
housingauthcadiz@bellsouth.net

2023 KHA Maintenance Person of the Year

To nominate the Maintenance Person please complete the following evaluation questions. Score the nominee from 1 to 5 and provide supporting information. **For judging purposes, please do not include the nominee's name or agency in the below narratives. On the final page there is a space for the nominee's information.**

PLEASE INCLUDE THE FOLLOWING:

* A score for each attribute using the following numerical rating system:

1 – Below Average 2 – Average 3 – Good 4 – Very Good 5 - Excellent

* Supporting statements or examples for each attribute.

Please attach an additional sheet of paper if you need more writing space.

1. Nominee is productive, exhibits commitment to quality in carrying out job responsibilities and is an asset to the staff of his/her maintenance department.

SCORE (1-5): _____ SUPPORTING COMMENTS/EXAMPLES:

2. Nominee is willing to take initiative and accepts and carries out additional responsibilities beyond regular job assignments.

SCORE (1-5): _____ SUPPORTING COMMENTS/EXAMPLES:

3. Nominee is consistently dependable and punctual in reporting for duty, completing assignments on time, and participating in additional responsibilities.

SCORE (1-5): _____ SUPPORTING COMMENTS/EXAMPLES: _____

4. Nominee portrays a positive attitude toward work responsibilities, co-workers, and customers and serves as a role model for others.

SCORE (1-5): _____ SUPPORTING COMMENTS/EXAMPLES: _____

5. Nominee exhibits exemplary service in daily work of the individual and notable contribution to the maintenance department.

SCORE (1-5): _____ SUPPORTING COMMENTS/EXAMPLES: _____

6. Staff excels in knowledge and expertise in their position. Staff is willing to obtain training and will request training when needed.

SCORE (1-5): _____ SUPPORTING COMMENTS/EXAMPLES: _____

7. Staff exhibits willingness to works as a team setting outside of the maintenance department. (ie: community service, KHA, etc.)

SCORE (1-5): _____ SUPPORTING COMMENTS/EXAMPLES: _____

Agency Name: _____

Number of Units: _____

Number of Maintenance Employees: _____

Submitted By: _____

Title: _____

Applicant Code # _____ (KHA use only)

2023 KHA Maintenance Staff of the Year

To nominate the Maintenance Person please complete the following evaluation questions. Score the nominee from 1 to 5 and provide supporting information. **For judging purposes, please do not include the nominee's name or agency in the below narratives. On the final page there is a space for the nominee's information.**

PLEASE INCLUDE THE FOLLOWING:

* A score for each attribute using the following numerical rating system:

1 – Below Average 2 – Average 3 – Good 4 – Very Good 5 - Excellent

* Supporting statements or examples for each attribute.

Please attach an additional sheet of paper if you need more writing space.

1. Staff is productive, exhibits commitment to quality in carrying out job responsibilities and is an asset to the agency.

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES:

2. Staff is willing to “think out of the box” to address unique problems..

SCORE (1-5):

SUPPORTING COMMENTS/EXAMPLES:

3. Staff is supportive of each other, as well as the other employees of the agency, and they work to maintain a positive work environment.

SCORE (1-5): _____ SUPPORTING COMMENTS/EXAMPLES: _____

4. Staff portrays a positive attitude toward work responsibilities, co-workers, and customers. Staff is well liked and respected by residents.

SCORE (1-5): _____ SUPPORTING COMMENTS/EXAMPLES: _____

5. Staff promotes safety through education and practice.

SCORE (1-5): _____ SUPPORTING COMMENTS/EXAMPLES: _____

6. Nominee excels in knowledge and expertise in his/her maintenance department.

SCORE (1-5): _____

SUPPORTING COMMENTS/EXAMPLES: _____

7. Nominee exhibits a willingness to work in a team setting within and/or outside of his/her maintenance department.

SCORE (1-5): _____

SUPPORTING COMMENTS/EXAMPLES: _____

Nominee's Name: _____

Agency: _____

Position: _____

Length of Employment: _____

Nominator: _____

Applicant Code # _____ (KHA use only)

2023 KHA Longest Serving Maintenance Employee of the Year

Name of the Nominee: _____

Job Title of the Nominee: _____

Name of the Property: _____

Year Began at the Property: _____

Brief Biography of Nominee:

Any additional accomplishments should also be submitted with this request.

Submitted By: _____

2023 KHA Retired Maintenance Employee

Name of the Retired Employee _____

Job Title of the Retiree: _____

Name of the Property: _____

Year Began at the Property: _____

Date Retired from the Property: _____

Brief Biography of the Retiree:

Any additional accomplishments should also be submitted with this request.

Submitted By: _____