



New Executive Director Training

Core Essentials for Executive Directors

Kentucky Housing Association

Proposed Agenda

December 6-7, 2021

8:30 a.m. – 3:30 p.m. ET.

These sessions will provide an overview of an Executive Director’s essential responsibilities. This is an abbreviated version of the 5-day New Executive Director Training Course. Each section will discuss the basic elements critical to the success of new Executive Directors while also providing reinforcement for current EDs looking to sharpen their skills.

Day 1	Day 2
<p>The Housing Agency</p> <ul style="list-style-type: none"> • What is a housing authority? • Federal, State, and Local Laws • Relationships of HUD, PHA, and Local Governing Body • Annual Contributions Contract • Cooperation Agreements • Open Records • Organizational Structure • Role of the Board, ED, Staff • By-laws & Other Documents Requiring Board Approval <p>Policies, Postings, and Reporting Requirements</p> <ul style="list-style-type: none"> • Policies and Postings • Reporting requirements <p>Staffing Basics</p> <ul style="list-style-type: none"> • Personnel policies • Job descriptions, pay scales, and benefits • Appraisals and succession planning • Training – recommended and required <p>The Business of a PHA</p> <ul style="list-style-type: none"> • Occupancy • Maintenance • Fiduciary responsibility <p>Fair Housing Overview</p> <ul style="list-style-type: none"> • Equal Opportunity & Non-Discrimination • Definition of disability • Reasonable accommodations/modifications • LEP • VAWA 	<p>Section 3</p> <ul style="list-style-type: none"> • Understand Section 3 requirements • HUD’s focus on Section 3 • How to develop a plan for your agency <p>Financial Overview</p> <ul style="list-style-type: none"> • How the PHA is funded • Budgeting • Financial Data Statement • Monthly Financials • eLOCCS Overview <p>Procurement Overview</p> <ul style="list-style-type: none"> • Regulations and resources • Contracting Officer responsibilities • Ethics in contracting • Purchasing thresholds • Solicitation methods • Contract Administration <p>Capital Fund Program Overview</p> <ul style="list-style-type: none"> • Purpose • Eligible Uses • Restrictions • Budgeting <p>PHA Assessment Programs</p> <ul style="list-style-type: none"> • Public Housing Assessment System (PHAS) • Section Eight Management Assessment Program (SEMAP) • Multifamily – Management and Occupancy Review (MOR)