



Minutes

1. Meeting was called to order by Chair Carrie Riley.
2. Trustees present: James Bebley, Carol Branham (Vice-Chair), Dorothy Carty-Daniel, Donna Dunwoody, Anthony Goodson Jr., George Guy, Richard Laferte, Robert Peterson, Carrie Riley (Chair), Joan Smith, Lee Talmage, Mark Thiele, Pamala Thompson, Patricia Wells. Trustees not present: Raymond Bender, Paul Chaiken, Shaunté Evans, Arthur Kurrasch, Marilyn Medley, Cindy Preast, Brenda Strom.
3. Motion, second, and unanimous vote approved the agenda and the April 6, 2019 BECT meeting minutes.
4. Trustee Patricia Wells reported on the BECT working group charged with completing an assigned objective of the NAHRO Strategic Plan goal to review all 16 current NAHRO Certifications. It was reported that all 16 certification reviews have been completed.
 - 4.1. A report was submitted to BECT (Attachment A of these minutes) regarding proposed changes/additions to the NAHRO Certification programs.
5. Chair of the joint working group on ethical leadership Trustee George Guy reported and provided an updated Code of Professional Conduct for BECT review.
 - 5.1. Motion, second and unanimous vote approved proposed revisions to the Code (Attachment B of these minutes) to submit to the Board of Governors with recommendation to approve.
 - 5.2. President Richie and Senior Vice-President Shaw and CEO Todman arrived as the Trustees were discussing Ethical Leadership working group proposed ethics training requirements for NAHRO Leadership and joined the discussion.
 - 5.3. Motion, second and unanimous vote approved a resolution recommending the Board of Governors require ethics training for members of the Board of Governors and BECT.
6. Staff liaison and BECT Secretary Blake Pavlik presented staff reports:
 - 6.1. The NAHRO Certification Report was presented noting progress in offering NAHRO Certification Exams online. They will continue to be proctored exams, retaining NAHRO's position as the most fair and ethical credentials in the industry.
 - 6.2. The Examination Boards Report was presented noting the position of NAHRO Examination Boards Chair remains open. This position is responsible for all the NAHRO Examination Boards, which create the certification exams for some NAHRO Certifications.
7. Meeting was adjourned by Chair Carrie Riley.



ATTACHMENT A – REPORT ON REVIEW OF NAHRO CERTIFICATIONS

1. Summary

The ***Assessment of Needs working group*** was established by the NAHRO BECT Chair Carrie Riley and tasked with completing one of the NAHRO Strategic Plan goals for 2017-2019 assigned to the BECT by the NAHRO Board of Governors and to recommend possible actions by the BECT.

Goal D: *“Ensure NAHRO's continued financial sustainability by increasing income, expanding revenue sources, and maximizing efficiency.”*

Objective D3: *“Review current NAHRO Certifications and their Examination Boards to ensure that they are current, relevant and meeting the needs of those we aim to serve and examine new certification areas to provide the opportunity for a wide range of industry professionals to pursue NAHRO certification.”*

Measurable Outcome: *“Solicit recommendations for relevant, fresh and innovative areas not currently offered by NAHRO Certifications from various stakeholders (including NAHRO Committees/Leadership/Members and other industry professionals)”*

2. Recommendations

The working group, chaired at different times by Trustees Carol Branham and Paul Chaiken, met in person, online, and by phone numerous times from March 2018 through June 2019 and proposes/proposed the following for review by the BECT:

1. Recommended dividing the ***NAHRO Certified Specialist of Occupancy*** certifications into additional certifications, the ***NAHRO Certified Specialist of Eligibility and Calculation*** certifications. Approved by the BECT in April 2018.
2. Recommended adding the following certifications: ***NAHRO Certified Specialist of Project-Based Vouchers, NAHRO Certified Specialist of RAD Project-Based Vouchers, and NAHRO Certified Specialist of Project-Based Rental Assistance.*** Approved by BECT in April 2018.
3. Recommends the BECT investigate additional certifications for Commissioners, including an “advanced” exam-based certification for experienced Commissioners.
4. Recommends the BECT explore more property management certifications, focusing on job positions that require general property management knowledge, not strictly public housing or vouchers.
5. Recommends the BECT review the need for the NAHRO Certified Maintenance Manager; very few persons have sought/achieved the certification. The need for ethics training not included in the base training appears to be a significant obstacle (see item F below).
6. Recommends reviewing the access to ethics training (required for all NAHRO certifications) but only included in 4-5 day training. Suggestions include exploring on-demand ethics training, eliminating the additional fee and increased marketing. The conversion rate of persons who succeed on a NAHRO Certification Exam achieving a NAHRO Certification if ethics training is not provided with the base training is less than 10%.



ATTACHMENT B – NAHRO CODE OF PROFESSIONAL CONDUCT

Proposed Revision 7/10/2019, Version 9

Standard Type=Existing Language.

BOLD=New Language.

~~Existing Language Proposed to Remove.~~

The mission of the National Association of Housing and Redevelopment Officials (NAHRO) is to inspire and engage professionals in housing, community development, finance, government, and social services in collaboration with residents to create attainable and sustainable housing and communities for vulnerable families and individuals.

~~The mission of the National Association of Housing and Redevelopment Officials (NAHRO) is to make available resources for its members and others who provide decent, safe, access to affordable housing and viable communities that enhance the quality of life for all Americans, especially those of low and moderate income by:~~

NAHRO is committed to helping create a nation in which all people have decent, safe and affordable housing and economic opportunity in viable, sustainable communities. **NAHRO strives to ensure that its mission is upheld by its members with the highest standard of excellence and professional conduct at all times.**

Therefore, each NAHRO individual member or associate, and those who have attained a NAHRO credential pledge to uphold and adhere to NAHRO’s Code of Professional Conduct as follows:

~~Therefore, each NAHRO individual member or associate, allied individual member, and those certified through one of NAHRO's Credentialing programs, which may include anyone serving as a commissioner, member of any other type of governing and/or policy making body, as well as an organization's executive and operational staff, will adhere to a Code of Professional Conduct that supports this mission, and pledges to:~~

- ~~Ensuring that housing and community development professionals have the leadership skills, education, information and tools to serve communities in a rapidly changing environment;~~
- Advocate for appropriate laws, adequate funding levels and responsible public policies that address the needs of the people served, are financially and programmatically viable for our industry, are flexible, reduce regulatory burdens and promote local decision-making;
- Foster **and promote** the highest standards of ethical behavior, service, and accountability within the industry to **ensure further** the public trust;



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- Promote the public trust through advocacy for the responsible administration of housing and community development programs;
- Perform governance and work responsibilities with the highest degree of integrity and professionalism, in order to merit the respect of the beneficiaries of the programs, elected officials, and the general public;
- ~~Promote and encourage the highest level of ethics and integrity within the industry.~~
- Serve the public with dedication, concern, courtesy, and responsiveness;
- Exercise diligence, objectivity, and honesty in executing professional responsibilities;
- ~~Continually strive for personal professional excellence, encourage and support associates in their professional efforts.~~
- Avoid any activities that conflict with official duties and not accept directly or indirectly any fee, rebate, commission, discount, gratuity, or other benefit, whether monetary or otherwise, for the professional discharge of duties except an authorized established salary, expenses, and benefits;
- Avoid misuse or misrepresentation of any of NAHRO's **credentials comprehensive certifications**;
- **Create organizational and community environments that are free of harassment and discrimination. and inclusive of members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, education level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability;**
- **Ensure Strive to keep all communication is free of bias and offensive slang and idioms that might not translate across cultures;**
- **Be responsible stewards of human, financial, and capital resources;**
- Immediately report known violations of this Code of Professional Conduct. ~~to the Chief Executive Officer of NAHRO.~~ **Reports will be investigated by the NAHRO Board of Ethics and Credentialing Trustees (BECT). Reports may be made to the NAHRO CEO or Chair of the BECT.**

This Code of Professional Conduct has been adopted to promote and maintain the highest standards of excellence in personal and professional conduct. Adherence to this Code is required for continued NAHRO individual membership and associate status and/or retention of any credential achieved through NAHRO's ~~Professional Development System Curriculum.~~