



Transition Report

2017-2019 Board of Ethics and Credentialing Trustees (BECT) (for Reference/Use by the 2019-2021 Board of Ethics and Credentialing Trustees)

Summary of the BECT's Responsibilities:

Members of the Board of Ethics and Credentialing Trustees (BECT) will be expected to discuss and take appropriate action on issues that fall into the following categories:

- **Certification Programs.** The BECT administers the NAHRO professional certification programs per policies established by the NAHRO Board of Governors, including the activities related to eligibility and the development, administration, and scoring of assessment instruments. For example, periodically, the BECT will renew key certification policies and procedures concerning existing and prospective certifications and work on updating the assessment instruments.
- **NAHRO Code of Professional Conduct.** The BECT has the primary authority and responsibility within NAHRO for enforcing the Code.
- **Ethics Initiatives.** The BECT has the primary responsibility within NAHRO for originating programs and initiatives to foster a high degree of professional ethical awareness and strict adherence to the principles embodied in the CPC.

Oath of Confidentiality:

Because of the potential of involvement with and access to sensitive issues and information, all BECT members must sign an Oath of Confidentiality.



2017-2019 Trustees (served part of or the entire term)

Carrie Blackburn Riley, NCC (**CHAIR**)
Carol Branham (**VICE-CHAIR**)
James Bebley
Raymond J. Bender, CCRDP, PHM, NAHRO Fellow
Shannon Biggs, PHM
Edna Dorothy Carty-Daniel, NCC
Paul Chaiken, NCC
Donna Dunwoody, C-PHM
Shaunte Evans, MBA, PHM
Anthony Goodson
George Guy
Authur Kurrasch
Richard Laferte, NCC
Leo Lara
Marilyn J. Medley
Bob Peterson
Cindy Preast
Joan Smith, NCC
Brenda Strom, C-PHM
Lee Talmage
Mark Thiele, CME, CMVO, NCC, C-PHM
Pamela G. Thompson, PHM, EHM, CSSO
Patricia Wells, CME
Karen Wallace



2017-2019 BECT Goals and Activities

Following is a listing of tasks relating to the NAHRO Strategic Plan that were assigned to the BECT by the NAHRO Board of Governors. All tasks are complete.

GOAL B: Sustain NAHRO's leadership in developing the professional expertise and credibility of affordable housing and community development (H/CD) practitioners and the industry as a whole.

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OBJECTIVE B8: Evaluate the pros and cons of continuing to pursue third-party accreditation of NAHRO Certification Programs and draft a statement establishing the BECT's position, which will be provided to NAHRO's CEO and leadership in advance of its Spring 2018.

STATUS-COMPLETE. Statement of support by the BECT for continuing to pursue third-party accreditation for some NAHRO Certification™ programs delivered to NAHRO President Carl Richie and CEO Adrienne Todman on April 22, 2018. BECT deliberating possible BECT By-Law revisions needed to apply for accreditation.

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OBJECTIVE B9. Further the idea of NAHRO's ethical leadership by increasing promotion of & education regarding existing NAHRO ethics initiatives including the Code of Professional Conduct & increasing info. to stakeholders including members, other industry professionals, the media & general public of enforcement processes & outcomes.

STATUS-COMPLETE. Website updated with all current active NAHRO Certification holders. Complaint process discussed by BECT. NAHRO CEO met with BECT regarding use of negative media statement.

Working group with members from BECT, Professional Development, Member Services committees and others formed. Group provided proposed revisions to the NAHRO Code of Professional Conduct to the BECT. Group recommended



ethics training for NAHRO Leadership to the BECT. The BECT has proposed versions of both recommendations to the Board of Governors.

GOAL E: Strengthen NAHRO as a thought-leader by improving communication, networking, information exchange and knowledge transfer with and among members, partners and stakeholders.

OBJECTIVE E3: 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.

STATUS-COMplete. All certifications comprehensively reviewed. New certifications in Eligibility, Income and Rent Calculation; Project-Based Vouchers; RAD Project-Based Vouchers; and RAD Project-Based Rental Assistance approved by BECT. BECT representatives met with Commissioners Committee regarding possible additions or changes to the certifications for Commissioners. BECT encouraged staff to begin process of creating additional advanced-level certification(s) for Commissioners possibly including a comprehensive exam as required by all other NAHRO Certifications. Staff has begun this process.

SUMMARY OF COMPLETED ACTIVITIES 2017-2019 BOARD OF ETHICS AND CREDENTIALING TRUSTEES

The 2017-2019 BECT has made significant strides in meeting the goals of the NAHRO Strategic Plan and other activities determined by the BECT, including:

- Completed a wide-ranging review of all current NAHRO Certification programs. Created five new certifications, examined and encouraged expanding certifications for Commissioners, and considered altering or eliminating the NAHRO Certified Maintenance Manager due to low customer demand.



- Examined additional ethics initiatives for NAHRO. Proposed requiring ethics training for NAHRO leadership including the BECT. The NAHRO Board of Governors approved requiring ethics training for the NAHRO Board of Governors and the BECT.
- Reviewed, deliberated and approved a comprehensive revision, and submitted to the NAHRO Board of Governors for approval, of the NAHRO Code of Professional Conduct.

RECOMMENDATIONS TO THE 2019-2021 TERM BOARD OF ETHICS AND CREDENTIALING TRUSTEES

Based on the progress the BECT made in 2017-2019 achieving the goals of the NAHRO Strategic Plan and the BECT's overall responsibility to NAHRO related to the Code of Professional Conduct and NAHRO's certification programs, the following activities are proposed for the 2019-2021 Board of Ethics and Credentialing Trustees:

- Continue to interface with the Commissioners and Professional Development Committees, as well as others, to refine and monitor the fifteen (15) current active NAHRO Certifications.
 - Continue to support and review the creation of additional advanced-level certification(s) for Commissioners.
- Continue to review and monitor certification activity.
- Promote the education of NAHRO leadership, members, the industry, other stakeholders, and the general public of the importance of:
 - The NAHRO Code of Professional Conduct and NAHRO ethics initiatives.
 - NAHRO Certification, both in conjunction with and independent of NAHRO Professional Development products and activities.



- Review and monitor Examination Boards' activities including job analysis, item development, score analysis, pass/fail scores, item bank expansion, exam guides, and pass/fail scores.
 - Fill the vacant Examination Boards Chair position and/or determine processes to ensure the Examination Boards are supported.

On behalf of the Trustees during the 2017-2019 term, please accept this documentation of activities complete and in progress and recommendations for your attention and review as you approach this important work ahead.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Carrie Blackburn Riley".

Carrie Blackburn Riley, 2017-2019 BECT Chair