



COMMISSIONERS COMMITTEE SUMMARY

June 4, 2021 2:00 – 3:00 P.M., Eastern time

COMMITTEE CHAIR, KARINA MASON RORRIS – PRESIDING

Chair Karina Mason Rorris called the meeting to order and determined that we did not have a quorum so we will approve February 5, April 2, May 7 and June 4 minutes previous minutes at the next meeting.

Policy Framework Focus- Social Determinants of Health - Health and Healthcare

Self-care guest speaker: Soni Myers, LCPC, NCC Disability Services Coordinator/Counselor Idaho State University, Meridian Idaho Campus spoke to the committee on being mindful of our own health, mindfulness and compassion and how to decompress and rejuvenate our reserves to continue to help others and ourselves. Ms. Myer's presentation will be provided to the committee.

Congressional Update -Jenna Hampton, Government Relations Analyst

Ms. Hampton is working with Congressional Relations Director, Tess Hembree and addressed the committee. She advised the last advocacy campaign garnered over 3,200 letters and encouraged the members to pledge to serve as a Congressional contact. This entails sending action alerts to your members of Congress Program and, in turn, NAHRO will directly alert you to new letters in the Action Alert Center. Please contact Jenna – jhampton@nahro.org or Tess thembree@nahro.org if you have questions.

Professional Development Update

Jackie Rhodes, Director, Professional Development, advised a new faculty application is opening and would love some commissioners to apply, help train our commissioner focused sessions, and assist in content development. 😊

Upcoming Commissioner focused trainings on training calendar: [nahro.org/training](https://www.nahro.org/training)

- 6/16-6/18: Commissioners Fundamentals
- 6/23-6/30: Executive Management & Leadership
- 6/30-7/1: Ethics for Commissioners
- 7/7: Pay and Compensation: What you need to know
- 7/27-7/30: Comm Guide to Monitoring Oversight
- 10/27-10/28: Ethics for Commissioners

If you are interested, please visit the link below:<https://www.nahro.org/certification-training/trainings-services/about-our-faculty/new-faculty-app/> For additional questions, please contact: professionaldevelopment@nahro.org

Ms. Rhodes would also like the committee to review the Housing Agency Finances 101 curriculum (see attached) and asked if it is responsive to the need expressed during last meeting. Provide your comments to jrhodes@nahro.org

Subcommittee Update

Renee Smith – Chair, Advocacy Committee– advised four session proposals have been submitted for the 2021 National Conference. Thanks to all who participated in the proposal process.

1. Commissioners' Experience: Collaboration with Executive Director
2. How to Navigate through Workplace Violence and Security Options
3. Pathway Out of Poverty: Resources to Continuing Education
4. 2020 COVID-19 Pandemic: Lessons Learned

Nikki Vazquez- Chair, Communication Committee will meet with subcommittee 6/7 to discuss Commissioners of the Year Award marketing ideas and ideas for JOHCD articles.

Ongoing tasks:

Continue to submit quotes to LaTonya regarding value in NAHRO membership (see pg 7).

Attendance: Karina Mason Rorris, Thomas Jefferson, Sam Bergami, Sandra Boutell, Dorothy Carty Daniel, Carleen Cumberbatch, Sheryl English, Dina Getty, Willie Haynes, Brenda Honeycutt, Johnny Johnson, Adrian Jones, Kenyon Lowe, George Perez, Sharon Scudder, Renee Smith, Nicole Vazquez and Carl Richie.

Absent: Fred Banuelos, Stefanie Benvenuto, Phil Bernal, Lucille Boss, Barb Cleland, Richard Conforti, Robert Finch, Neil Flynn, Alisha Gant, Mari Hayden, Grant Henry, TomiRene Hettman, Dirk Hoek, Michael Lacey, Richard Laferte, Char Reavis, Henrietta Snipes, LaRence Snowden, Susan Ulrich, Vincent White, and Gary Valentine.

ATTACHMENTS

Housing Agency Finances 101

Length (in hours)	Delivery Method	Breaks
2.5	In-Person	15 min in morning, 1 hour lunch, 15 in afternoon
2.5	Online	10 minutes at halfway mark for 3-hour session, 15 minutes at halfway mark for 4+ sessions

What is the schedule?

[added by NAHRO]

What our customers have had to say:

[added by NAHRO]

Description:

Housing Agency Finances 101

The finances and budgets of housing agencies are complex and can be a bit overwhelming. Commissioners are responsible for the overall financial health of their agencies but overseeing and monitoring agency finances without an accounting degree can be tricky.

This course will provide an overview of typical agency budgets financial reports for properties and AMP's, as well as the Public Housing and Housing Choice Voucher Programs.

Objectives:

After completing this course, participants will be able to:

1. Identify common agency programs and funding sources,
2. Discover the Commissioner's role in the development and approval of agency budgets and their responsibility for the agency's financial health,
3. Review common financial reports, and
4. Explore tips & strategies for monitoring agency finances

Who Should Attend?

Commissioners

Level: Novice to Intermediate

Recommended Pre-requisites:

Commissioners Fundamentals - recommended

Agenda:

Module Title	Module Length (in minutes)	Topics Covered
Welcome & Introductions	15	
Commissioner's roles & responsibilities	20	<ul style="list-style-type: none"> • Commissioner vs ED roles • Commissioners Fiduciary Duty • Commissioner responsibilities for budget dev/approval & for the oversight and monitoring of agency finances and the overall health & performance of the agency
Budget Development & Oversight	40-45	<ul style="list-style-type: none"> • The budget = the plan • Income/Expenses • Common budget impacts & high expense areas (salaries/benefits, maintenance, etc.) • Monitoring – What are you looking for? <ul style="list-style-type: none"> ○ Budget: Actual reports, ○ trends, ○ seasonal impacts, ○ obligated funds
Monitoring Agency	40-45	<ul style="list-style-type: none"> • Tools/Reports for monitoring and oversight of financial performance <ul style="list-style-type: none"> ○ Program & property level reporting ○ Budget to Actual Reports ○ Income/Expense Statement ○ Balance Sheets ○ Audits
Q&A and Wrap Up	10	<ul style="list-style-type: none"> • Q and A • Upcoming Comm. Training • Evals – Wrap Up

NOTE: Prior to registering, please review NAHRO's [cancellation policy](#).

PD Committee Feedback:

Question	Notes
Does the title catch your attention?	
Does the title give you an idea of what the training will be about?	
Does the Description tell you enough information to make you want to take the class?	
Please identify any outdated information in the description or objectives	
Who do you think (positions) would benefit from this training based on the description?	
What else do you want to know about this class?	
What hashtags could be used on social media?	
Any other comments? Recommendations?	

Housing and Equity Policy Framework

Commissioners Committee and the Member Services Committee are tasked to encourage PHAs/CDCs to become access points for:

1. Access to Resources – Medical Access

Economic Stability and Medical access. Consider medical/dental clinics being co-located with schools that have high rate of free/reduced lunch.

2. Social Determinants of Health

- 1. Education**
- 2. Social and Community Efforts**
- 3. Health & Healthcare**
- 4. Neighborhood & Built Environment***

Note: Information on Neighborhood and Built Environment*

The intent behind neighborhood and built environment has to do with understanding local planning and zoning codes, understanding the implications and limitations of master planning and community planning processes. This is so that staff and residents understand the impacts of planning decisions, inclusionary or exclusionary zoning practices, and to ensure that public housing developments are considered and engaged in local land use planning. This also includes school district planning, location of certain industries and businesses that may have a negative and/or environmental impact on their communities.

[Click here](#) for infographic on nahro website.

Commissioners Committee Workplan Work begun in 2021 continues into the 21-23 term.

Focus: to educate Commissioners on these areas. Once the groundwork is established, the new committee can work from this point to meet the goal established for medical access to resources and social determinants of health.

Current Work: Social Determinants of Health

Education – Adult Literacy – continuing education (session submitted for 2021 National Conference)

Social and Community -Diversity, Equity and Inclusion – Update Liz Glenn, presentation in March, 2021

Homelessness- 100-day challenge. C4 and Rapid Results group presentation, February, 2021

Health and Healthcare - Self-care presentation, June, 2021.

Neighborhood and Built Environment – Tentative speaker: August,2021 meeting re: Zoning.

Medical Access to Resources/Partnerships- Tentative speaker: Best Practices - September, 2021

Goal/Objective Status - June 16, 2021

Goal A - Maintain NAHRO's position as the preeminent organization for the development and implementation of responsible housing and community development policy by vigorously advocating for legislation, regulations, core programs and innovative initiatives.

Obj. 1. Work with Legislative Network Advisory Committee (LNAC) to actively engage in all letter writing campaigns.

2020

July - Action call: participated in goal to send 2000 letters to Congress and the White House asking for H/CD programs in the next COVID-19 emergency legislation by July 1. (completed: Campaign goal exceeded: Over 2000 letters sent).

August- Action call: participated in goal of 8501 letters to congress during August Advocacy Campaign. completed: Campaign goal exceeded -approximately 13,000 letters sent).

December - Continue to answer call for advocacy letter writing.

2021

May - participated in letter writing campaign 3,000 by Memorial Day - Housing IS infrastructure. (campaign goal exceeded: over 3,200 letters sent).

Goal E - Strengthen NAHRO as a thought-leader by improving communication, networking, information exchange, and knowledge transfer with and among members, partners and stakeholders, and by enhancing the experience of members and next-generation professionals.

2020

June - uploaded "Commissioners at Work" - a compilation of activities at the 2019 National Conference and Exhibition in San Antonio, TX- for the NAHRO website Commissioners Resource page.

August - Collaborated with IRGE Chair, Alan Zais to provide insight on diversity, equity and inclusion best practices.

October- Collaborated with DEIAC Chair, Liz Glenn to provide insight on diversity, equity and inclusion best practices.

2021

February - Speakers from Rapid Results Institute and C4 Innovations provided information on a 100 day challenge to galvanize and target diversity, equity and inclusion efforts with regards to homelessness.

June - Self-care speaker: **Soni Myers, LCPC, NCC, Disability Services Coordinator/Counselor, Idaho State University, Meridian Idaho Campus**

Obj. 1. Work with regions to ensure nominees for Commissioner of the Year Award.

2020

Chair encouraged regional service officers to submit worthy candidates for the Commissioner of the Year award and to enter their regional recipients for the national award. Currently have two nominations.

Reminder of award deadline and Commissioner of the Year award article published in the [June 15 NAHRO Monitor](#), July 31 award name update, August 15, August 31, September 15 deadline extended to October 8.

July – reminder sent to Regional VP-Commissioners to encourage regional nominations and to nominate regional commissioner award recipients for national recognition.

October- selected Commissioners of the Year recipient.

2021

May, 2021 – reminder to Regional Service Officers to encourage commissioner of the year award nominations- currently have three submissions.

Obj. 2 Create substantive, relevant topics and sessions for the national conference track and possibly for sessions under different tracks.

2020

Due to the pandemic session proposals were suspended.

2021

May - 2021 National Conference call for proposals – four proposals submitted for consideration.

Alternate Obj. 2: Work to encourage board members and agencies to submit material for the #HousersAtWork Campaign to showcase the agency, commissioner and community work done during COVID-19 pandemic.

2021

March – 1#HousersAtWork Campaign entry.

Encourage testimonials by all committee members regarding value in NAHRO membership.

1. **What are the most valuable aspects of your NAHRO membership?**

The relationships I have developed through my membership in NAHRO invaluable! Experts from across the country that become friends is priceless.

2. **Why would you recommend joining NAHRO to a colleague?**

By joining NAHRO you have an amazing think tank at your fingertips - people on the ground doing the work and sharing their experiences & expertise. April - Several quotes submitted.

F. Advance diversity, equity, and inclusion as crucial to healthy communities.

Obj 1: Discuss efforts that engage our agencies, residents and community to encourage diversity, equity and inclusiveness.

2020

August – Collaborated with IRGE Committee chair, Alan Zais addressed the committee on ways to advance diversity, equity and inclusion in housing authorities and communities.

Ongoing Discussion: Efforts to focus attention on empowerment efforts: encourage our residents and community to complete the census form and to vote, attend workshops focused on government, the importance of the vote, electoral college, local activism, law enforcement, etc.

Empowerment - My Brother's Keeper Alliance, launched by Former President Obama. This program addresses gaps faced by boys and young men of color and focuses on building safe and supportive communities where they feel valued and have clear pathways to opportunity.

Scholarships - Carleen Cumberbatch noted her agency's annual scholarship program which garnered 16 applicants, despite COVID-19. Approximately 90% of the tenants are African American. Jurors will judge and \$2,500 will be awarded.

Law Enforcement- Committee member Adrian (AJ) Jones has been invited to serve on a 37-member task force, 17 of which are African American. Ms. Jones advised the newly formed group will tackle police reform by crafting a set of recommendations within 90 days for the city to adopt. Adrian "AJ" Jones updated activity of Fresno task force that consisted of 37 individuals in four subcommittees: recruitment policy, budget/contracts, community outreach and community development. AJ sat on the community development subcommittee whose task is to reimagine a definition of a safe community that did not include police. The task force completed its work by submitting a total of 73 recommendations to the city which is expected to accept but uncertain whether the city will implement. Ms. Jones noted Recommendation #68 is her suggestion to fund a pilot program for head of households and primary caregivers to receive their next level of education as a pathway to safe communities.

Sheryl English was selected by her Mayor to join and chairs an ad hoc Use of Force Committee for the Denton, TX Police Department. They are concluding their deliberations and will present recommendations to the City Council.

Voter Registration- Carleen Cumberbatch shared that was a voter registration volunteer in DeKalb County, Georgia. Her Executive Director worked to get drop boxes positioned on housing authority properties for residents who are 60 and older, who occupy a unit and who do not have transportation to get to polling sites. They are awaiting confirmation on that request at this time. If approved, drop box security issues will be handled by voting officials with cameras, etc.

October - Collaborated with DEIAC Chair, Liz Glenn to provide insight on diversity, equity and inclusion-best practices.

2021

February - Speakers from Rapid Results Institute and C4 Innovations spoke about DEI 100 day challenges to inspire goal setting, levels of innovation, collaboration and execution required to achieve goal.

SUBCOMMITTEES AND DESCRIPTION

ADVOCACY Every other month – 3 rd Thursday Next meeting: July 15 1:00 p.m. Eastern Time	
Chair: E Renee Smith	
1. Richard Conforti	5. Dirk Hoek
2. Carleen Cumberbatch	6. Michael Lacey
3. Robert Finch	7. Vincent White
4. Willie Haynes	8. Phil Bernal
5. Grant Henry	
Commissioners Track Group Co Chairs: Lucille Boss Dina Getty	
9. Barb Cleland	13. Brenda Honeycutt
10. Sheryl English	14. LaRence Snowden
11. Richard Laferte	15. Gary Valentine
12. Kenyon Lowe	16. TomiRene Hellman
17. Ex Officio – Carl Richie	

Send advocacy letters to our legislators through the Advocacy Action Center at designated times. Partner with Legislative Network on other ways to enhance advocacy efforts.

The Commissioners Track Group will review session topics, create session proposals that benefit all levels of commissioner experience focusing on advocacy, communication, professional development and adult literacy for approval by full committee. Work to encourage board members and agencies to submit material for the #HousersAtWork Campaign to showcase the agency, commissioner and community work done during COVID-19 pandemic.

COMMUNICATIONS Every other month – 4 th Monday Rescheduled for June 7 1:00 p.m. Eastern Time	
Chair: Nikki Vazquez	
1. Stefanie Benvenuto	4. Neil Flynn
2. Sam Bergami	5. Adrian Jones
3. Sandra Boutell	6. George Perez
Commissioner of the Year Group Co-Chairs: Johnny Johnson / Henrietta Snipes	
7. Dorothy Carty Daniel	10. Sherry Scudder
8. Alisha Gant	11. Susan Ulrich
9. Mari Hayden	12. Fred Bañuelos
13. Char Reavis	

Draft and/or provide article topics for the Commissioner's Corner of the *Journal of Housing and Community Development* magazine. Assist in providing relevant material for research page; Identify and recommend ways to communicate more effectively who NAHRO is and what NAHRO represents to our peers throughout the country. **See marketing quotes.** Create communications plan.

Commissioners of the Year Group members will encourage regions to submit regional commissioner award nominees for the national commissioner award consideration. **Nominees not chosen for award will carry over to next year if they continue to be eligible for award.** Review and select yearly award recipient.