



**2021-2023 and 2023-2025 BECT Meeting**  
**Thursday October 5, 2023 –3:00pm – 4:30pm**

Strand 10, Level 2

Hyatt Regency

601 Loyola Ave., New Orleans

Staff Liaison: Lelia Vetter | | [lvetter@nahro.org](mailto:lvetter@nahro.org)

<https://www.nahro.org/about/nahro-leadership/other-leadership-groups/board-of-ethics-credentialing-trustees/>

**Meeting**

**Minutes:**

**Combined Outgoing/Incoming  
 Committee Meeting**

**Chair/Presiding: Bobby Collins**

**3:00-3:10**

Welcome and Roll Call

**Outgoing BECT Appointments**

<b>First Name</b>	<b>Last Name</b>	<b>Attended?</b>
Raymond	Bender	N
Carol	Branham	N
Jhaila	Brown	Y
Amy	Miranda	Y
Paul	Chaiken	Y
Charles	Chambers	N
Bobby	Collins Sr.	Y
James	Cox	Y
Donna	Dunwoody	Y
Tonya	Frammolino	N
Sean	Gilbert	Y
George	Guy	N
Teresa	Kinney	N
Richard	Laferte	N
Edward	Mayer	N

Diana	Meo	Attended?
Rhonda	Mitchell	N
Rick	Moore	Y
Latonia	Simmons	N
Kathryn	Walter	Y

**Incoming BECT Appointments**

First Name	Last Name	Attended?
Sunny	Shaw	N
Alison	King	Y
Clif	Martin	N
Jill	McGranahan	Y
Sharon	Carlson	Y
Shari	Riddick	Y
Bob	Peterson	N
Dawn	Bonsu	N
Alanda	Richardson	Y
Charles	Parks	Y
James	Evans	Y
Ralph	Chamberlain	N
Jason	Spencer	Y
Wayne	Pollard	Y

- Reminder of Oath of Confidentiality for all incoming members
  - Email to staff liaison Lelia Vetter at [lvetter@nahro.org](mailto:lvetter@nahro.org)
- Orientation for incoming members will be scheduled online at a later time

**3:10-3:15**

Review and Approval of 07-06-23 Meeting Minutes

- Attached at end of agenda

**3:15-3:30**

Overview of how to get NAHRO Certified

- Explanation from staff, questions/discussion from committee members

*Lelia Vetter, Certification Manager*

**3:30-3:40**

Certification Update

- Certification numbers
- Actions taken on expired certifications

*Lelia Vetter, Certification Manager*

**3:40-4:00**

Review Transition Report

- Status of 2021-2023 Goals and Objectives

**4:00-4:10**

Open discussion

**4:10**

Adjournment of Outgoing/Incoming Meeting

- Incoming BECT will stay to discuss election process/start nominations.

**4:10-4:30**

Incoming BECT Only - Discussion of Election Process for BECT

- Review/Explanation of how it works
- Nominations
- Secretary discussion

*Presiding: Lelia Vetter, Certification Manager*

**Note:** Dates and times for future meetings will be decided on at a later time and emailed to committee members.

*Special Guest comments can be accommodated at any point in the agenda before 4:*

1. Bobby Collins called the meeting to order at 4:10 pm ET.
2. Roll call conducted by Lelia Vetter, Certification Manager.
3. Approval of 07-06-23 Meeting Minutes
  - Chair Bobby Collins called for approval of previous minutes.
  - Kathy Walker made the motion, seconded by Jill McGranahan

- All in favor (none opposed); the motion passes, and the 07-06-23 minutes are approved.
4. Lelia shares that the orientation for the new term will be scheduled (online) at a later date, and the Oath of Confidentiality will also be sent later.
  5. Lelia did an overview of how to get NAHRO Certified. All of this information is also on the individual webpages for each certification.
    - General requirements
      - All NAHRO certifications require a high school diploma and six months of experience or an associate's degree.
      - All certifications require training. Most training courses can be waived with relevant industry experience.
      - While training relevant to the certification can be waived, ethics training – and, by extension, the ethics requirement – cannot be waived.
      - Exams require a passing score on the associated exam and cannot be waived. Only the NAHRO Certified Commissioner (NCC) Certification has no exam; however, there is one currently in development.
      - After completing all requirements, individuals submit a certification application to receive their certification.
    - Recertification is required every three years from the date of certification. Most recertifications require 0.5 Continuing Education Units (CEUs), or 5 hours of training.
    - The webpage for the Certified Specialist of Family Self-Sufficiency (CSFSS) Certification was used as an example. An overview – a flow chart – shows the different paths to certification (most certifications have two paths).
      - Below the flow chart (on the website), there is an additional chart with the requirements written out. This way, the user can read the requirements in written form and use the included hyperlinks that lead to specific training description pages. There is also a list of demonstrated knowledge that someone must have to be adequately prepared for the related certification exam.
    - Prompted by a question from Charles Parks regarding what requirements the Ethics for Commissioners training covers, Lelia shared that Ethics for Commissioners is a requirement for the NAHRO Certified Commissioner (NCC) Certification.
    - Lelia covered the certification application next and reveals that a new application is coming! The new certification (and recertification) application will be available by the end of the year as an online form. There is currently a separate application for every single certification, but this application will streamline the process.
    - How to purchase an exam *a la carte* and how to sign up for an exam was also shown.
    - How NAHRO Certification is different was explained:
      - We do not require the training if relevant experience is met.
      - We value continuous learning.
      - We require CEUs.
      - NAHRO certification prioritizes ethics and believes everyone must be held to the highest standards and sign a code of conduct.
  6. Leadership Visit
    - President Patricia Wells, President-Elect George Guy, and CEO Mark Thiele visited the meeting.
    - Patricia Wells shared that this committee is special because all three leadership members

have served on BECT. They served alongside her for the past two years and managed tough work. Part of this was bringing a difficult conversation to the Board of Governors – accreditation was not the right choice for the association.

- i. She also shared that those who served and are stepping off will always be considered an alumnus and mentor of the position, and concluded by thanking new members for answering the call.
- President-Elect Guy shared that establishing the ethics requirement in the past years was a lot of work and was accomplished thanks to this group's energy.
  - i. He also shared that for those who are outgoing, their term has expired but they still hold the title of trustee.
  - ii. He also encouraged the room to tell members what it means to be part of NAHRO and expressed wanting to see people be curious and join NAHRO's committees.
- CEO Thiele thanked Chair Bobby Collins for his service to NAHRO.
  - i. He shared that NAHRO does five things – advocate, inform, professional development (PD), lift each other up, and connect.
  - ii. He also shared that PD is key to NAHRO, and becoming more key.
  - iii. Additionally, NAHRO is trying to hold our members and the affordable housing industry to the highest of standards. We are entrusted with the taxpayer's dollar. Everyone needs to be an advocate and carry that message!
  - iv. CEO Thiele closes by thanking NAHRO staff.

#### 7. Certification Update – presented by Lelia Vetter

- Data from all of 2022 and for 2023 through 10/1 was presented.
- The most popular exams were HCVOEIR, PHM, HQS, FSS, and CSFH.
- In 2022, NAHRO awarded 265 certifications. For the year of 2023, 383 certifications were awarded as of 10/1.
- 1,423 Certifications were also brought back to active status in May 2022.
- Lelia shared that one of the certification department's goals is to reach out to individuals who have passed the exam and explain the certification path.
- Chair Collins shared that he appreciates the committee's work in the last meeting. He also mentioned that President Wells saying that she got her certification email reminder that her certification would be expiring.

#### 8. Transition Report

- Chair Collins walked through the transition report and shared the following goals:
  - i. Evaluate findings from Seacrest on BOG and CEO to determine how to move

forward.

- ii. Review/revise pre-requisites for all certifications (all have been done). This was a large task, and it is impressive that the staff got through it.
  - iii. Ensure proper follow-up on certification status. Chair Collins indicated that next time, we will share the list of individuals who have expiring certifications in the next 30 days.
  - iv. Approve one new cert program (we approved four) around NSPIRE and HOTMA and ensure it is relevant.
  - v. Work with PD staff to ensure DEI concepts are incorporated in ethics training – will be incorporated in an on-demand format and needs to be a transition item.
  - vi. Explore the possibility of an on-demand ethics format to increase accessibility, affordability, etc. – and promotion and discussion of ethics.
    1. Ethics on demand was approved and is being developed by PD.
    2. Chair Collins also mentioned there were no ethical complaints during this term.
- More specific information from the transition report will be discussed at the virtual BECT orientation meeting.

#### 9. Open discussion

- Chair Collins shared that a lot of progress has been made and tried to ensure that there was synergy with professional development since they move fast.
- Donna Dunwoody shared she has been a trustee for many years and that the past two years have been huge for BECT. Some things take longer [to develop?], like ethics and our code of conduct. She thanks all outgoing members for being a part of BECT; she is proud of its goals and accomplishments. She also explained that BECT is a board, not a regular committee.

#### 10. Closing and Adjournment

- James Cox gives thanks for leadership.
- Motion to adjourn by James Cox and second by Jason Spencer at 3:47 pm CT.
- Meeting was adjourned at 5:05 pm