



2023-2025 Board of Ethics and Credentialing Trustees Meeting

Wednesday, July 10 – [2:30 p.m. to 4:00 p.m.]

Sheraton Ballroom 5, Level 4

Sheraton Grand Chicago Riverwalk Hotel

301 East North Water Street

Staff Liaison: Lelia Vetter | | lvetter@nahro.org

<https://www.nahro.org/bect>

Meeting Minutes

Chair/Presiding: Clif Martin

In attendance: Alison King, Amy Miranda-Case, Bobby Collins, Carol Branham, Charles Parks, Clif Martin, Dawn Bonsu, Helen Verhasselt, James (Jim) Evans, Jill McGranahan, Kathryn Walter, Ralph Chamberlain, Sharon Carlson, Wayne Pollard

Not in attendance: Alanda Richardson, Bob Peterson, Charles Chambers, Ed Mayer, Eric Lane, Jason Spencer, Jhaila Brown, Latonia Simmons, Paul Chaiken, Shari Riddick, Sunny Shaw

Additional Guests and attendees: Lelia Vetter, Julz Harvey, Mark Thiele

- 1) Welcome and Roll Call
 - a) 13 members present at beginning of meeting, quorum reached.
- 2) Approval of 05-03-24 Meeting Minutes
 - a) Carol Branham motioned.
 - b) Charles Parks seconded.
 - c) Sharon Carlson abstained from vote – was not present at meeting.
 - d) Motion passed.
- 3) Certification Update
 - a) Lelia gave a presentation of exam and certification numbers for the first 2 quarters of 2024 (specific numbers can be found in the Summer Symposium powerpoint available under working materials on the BECT webpage).
 - i) PHM and 2 HCV certs were the most popular certs.
 - b) Lelia discussed the upcoming LMS and asked for volunteers to do some testing when NAHRO PD+C is ready for some user testing – most likely in August.
 - i) LMS volunteers
 - (1) Jill McGranahan
 - (2) Kathy Walter
 - (3) Jim Evans
 - ii) Clif asked about the LMS – what will customers see when they log into their account?
 - (1) Lelia answered – training history (public and private), certifications, certification applications, CEUs you've applied for – combining many systems into one.

- iii) Clif asked about recertification – using leadership experience for CEUs – right now the application doesn’t acknowledge that, is that going to be added?
 - (1) Lelia answered that this will be part of the CEU application process, and you will be able to see them in your account. CEU information on leadership has also been added to the website.
 - c) Lelia provided updates on the website
 - i) CEU page
 - ii) NAHRO Certification policies page
 - iii) Exam FAQs page is being worked on
 - d) Lelia provides Code of Conduct update – Mission Statement within the code has been updated – was passed by the BOG, so BECT does not need to pass anything related to that.
 - i) “The mission of the National Association of Housing and Redevelopment Officials (NAHRO) is to advance the creation of strong, sustainable, equitable, and affordable communities through advocacy, professional development, and empowerment of our diverse members.”
- 4) Certification Policies for Approval
 - a) Clif discussed the intention to sunset some certifications. Defined sunset as going on the shelf, not in the trash.
 - b) Lelia explained the first item for consideration is how long ethics should last – other trainings must be within 3 years, what do we want to do for ethics?
 - i) Clif discussed the intention of 3 years – his initial thought was do they need to retake ethics if ethics isn’t changing? Opened discussion, does 3 years make sense? 5 years?
 - ii) Bobby motioned Ethics is valid for 3 years.
 - iii) Carol seconded motion.
 - iv) Discussion opened.
 - (1) Sharon asks – for people who have multiple certifications, if she wants to get another certification and ethics is the same, does she have to take the same ethics course again? Isn’t this redundant?
 - (2) Amy asks how often is ethics changing? Are we updating the content frequently?
 - (3) Julz says ethics isn’t updated very frequently – unlike policy focused changes, ethics is kind of ethics.
 - (4) Clif says now that ethics is on demand, which was a huge lift, it will make things easier.
 - (5) Jim asks how long ethics takes.
 - (6) Lelia says on demand will be within an hour, live class is 2.5 hours.
 - (7) Jim says he sees ethics like annual compliance.
 - (8) Dawn says her board takes their own ethics training every 2 years.
 - (9) Bobby says if training is valid for 3 years, why should ethics last longer? Especially as the BECT, isn’t the point to encourage people to be ethical?
 - (10) Kathy says it’s not a matter of the content changing, it’s a matter of being reminded of the importance of ethics.

- (11) Charles says there is more than one ethics – Management, HP, Commissioners
- (12) Julz clarifies, yes even with on-demand as one Ethics course
- (13) Wayne agrees with Kathy
- (14) Ralph agrees that it would be good as a reminder and asks if it is a prerequisite for other courses.
- (15) Clif clarifies no, maybe that is another topic
- (16) Sharon asks the cost of ethics.
- (17) Julz answers – Ethics on demand will be free for members, lower than current price.
- (18) Lelia points out ethics on demand will be available once we launch LMS.
- (19) Bobby has to take ethics every year in Louisiana – not because it changes, to keep it top of mind.
- (20) Bobby clarifies – it is valid for 3 years from point of taking ethics.
- (21) Clif further clarifies – you do not need to retake ethics for recertification.
- (22) Ralph asks what the ramification is if they are outside of the 3 year window?
- (23) Lelia answers they will have to retake ethics.
- v) Motion carries – unanimous. NAHRO Ethics training will be valid for certification for three years after the training is completed.
- c) Lelia began discussion on sunseting some certifications.
 - i) Lelia explained that we are suggesting sunseting these certifications to free up staff time, etc. These certifications are not popular, some are out of date, and exams would need to be updated.
 - ii) Certifications being discussed are: Certified Specialist of Public Housing Assessment System (CSPHAS), Certified Specialist of RAD Project-Based Rental Assistance (CRPBRA), Certified Specialist of RAD Project-Based Vouchers (CRPBV), Certified Specialist of Rent Calculation Essentials (CSRCE), Certified Specialist of Section 3 and Labor Standards (CSSEC3), Certified Specialist of Housing Choice Voucher Homeownership (CSHO).
 - iii) Jill motioned to sunset all six certifications.
 - iv) Charles seconded.
 - v) Discussion opened.
 - (1) Clif provided background – at inception of NPDS, BOG empowered BECT and PD committees to create certifications. PD was struggling, and certifications were a way to create interest in PD system. PD did not turn around until 3 or so years ago – mostly thanks to PD staff management changes. Clif notes how PD staff and faculty are at/over capacity – we are having to turn people away. It does not make sense to use time on these certifications. We are not killing these certs – if interest comes back, we can take them off of the shelf. Because PD is not offering these courses, it is not fair to have these certifications. You can get them through experience, but is that ethical that we are

shutting out people without 5 years experience? Clif thinks it is possible that these certifications could

- (2) Ralph asked if these certifications will still be listed anywhere, or if they will kind of disappear? How will we know if there is more demand?
 - (a) Clif said we get a lot of information from the faculty with ears on the ground – they hear what people want when they are out and about. Would be conversations between faculty and staff. Greg may also hear from clients.
 - (b) Lelia noted we also track customer requests – if enough people have expressed interest in certain subjects, we start discussions.
- (3) Sharon commented on the CRPBRA – she pursued it. She said the course was based on what are the steps to get RAD certified, depending on PBRA or PBV. The course didn't cover what she wanted – how does RAD work under multi-family but also PH?
- (4) Clif said PBV class was not good – had bad feedback from his staff.
- vi) Motion passed unanimously. These six certifications will be sunset.

5) Leadership visit from Mark

- a) Mark talked about how close BECT is to his heart, as he chaired it in the past. He spoke about the difficulty of getting those who aren't interested in life-long learning to get certified. George, Sean, and Mark split up to go to separate meetings in the interest of time and Mark chose to visit BECT. He said that one of the ways to defend attacks on the industry is to be educated. He thanked the group and said he is available to everyone at any time.

6) BECT Task Forces

- a) Clif discussed how the BECT Annual Work Plan group will basically be developing a calendar – what will need to happen and when to get us where we need to go? The Credentialing Message group will work on developing a concise message as to what NAHRO actually provides. Something simple, concise, and marketable. Will probably need to loop in the PD committee, as they are also having similar conversations. We were going for credentialing for a decade and now we aren't - membership is confused. The BOG is looking for a message by the end of this group's term. The Revising the By-Laws, Policies, and Procedures group will review by-laws and procedures. They especially should look at the policy as to how we remove someone's credential. They also should look and see if there are other policies that we don't have that we should, such as how to sunset or create a certification.
- b) Task forces split up into groups and talked, and worked on scheduling next meetings.

7) Wrap-Up and next steps

- a) Next in-person meeting: September
- b) Task force meetings will be scheduled for the end of July.
- c) Lelia will send out a poll soon to pick a time for an August full group virtual meeting.