



2023-2025 Board of Ethics and Credentialing Trustees Meeting

Wednesday, August 14, 2024, 3:00pm – 4:00pm ET

Zoom Meeting

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

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

Meeting Minutes

Chair/Presiding: Clif Martin

In attendance: Jason Spencer, Clif Martin, Paul Chaiken, Bob Peterson, Carol Branham, Shari Riddick, Helen Verhasselt, Charles Parks, Latonia Simmons, Eric Lane, Jim Evans, Alison King

Not in attendance: Bobby Collins, Ed Mayer, Jhaila Brown, Jill McGranahan, Alanda Richardson, Amy Miranda-Case, Charles Chambers, Dawn Bonsu, Kathryn Walter, Ralph Chamberlain, Sharon Carlson, Wayne Pollard

Additional Guests and attendees: Lelia Vetter, Julz Harvey

1. Welcome
 - c. Clif welcomed everyone to the meeting and noted that it was a small group. Ten members other than Clif were on the call.
2. Special Guest Comments
 - a. Julz thanked everyone for joining and said she looks forward to seeing everyone in Orlando.
 - b. Lelia sent the link to register for the conference and reminded everyone that the early bird pricing is closing tomorrow.
2. Review and Approval of 07-10-24 Meeting Minutes
 - a. Lelia shared their screen and shared the minutes.
 - b. Carol Branham motioned to approve the minutes.
 - c. Jason Spencer seconded.
 - d. Shari Riddick abstains from vote.
 - e. The minutes passed vote unanimously.
3. Strategic Plan Measurable Outcome
 - a. Clif discussed how we sent SPAC Outcomes and that this is the final version that came back from SPAC.
 - b. Lelia shared that the SPAC plan is a five-year plan, so they envision the whole plan as something in progress. It is possible that more items may come down from SPAC in the future.

- c. Clif mentioned that the originally submitted outcome was more detailed, but SPAC left the outcome intentionally broad.
 - d. Lelia reminded the group that we can still pursue our own goals, but this is what leadership will be looking for.
 - e. The SPAC measurable outcome is as follows:
 - i. Goal A: Enhance innovative and comprehensive resources to increase the professional expertise, skills, and integrity of housing and community development professionals.
 - 1. Group 1: NAHRO Certification Enhancement
 - a. Improve and maintain the integrity of NAHRO Certification by reviewing and updating Certification policies and procedures. (BECT, 2025)
 - i. **Draft and approve BECT policies and procedures by 2025 National Conference.**
 - f. Clif discussed how BECT will specifically review and update policies and procedures. He mentioned that the By-laws task force is already working on improving the Rules of Procedure, and that we were also already planning on setting up permanent guidelines for updating certifications. He said he believes the group is on pace to complete the goal by the imposed deadline of National 2025, which is also the end of term for this iteration of BECT.
 - g. Lelia mentioned there was an additional measurable outcome that mentioned the Code of Conduct that BECT may also touch, but they are going to get more clarification from SPAC on expectations of that goal before sharing with BECT.
 - h. Eric Lane asked about a laid-out timeline – National 2025 feels far away but there could be a lot of back and forth between committees, so we need to think ahead.
 - i. Clif agreed – we need to work backwards from October 2025. He said the group will likely need their work done by July 2025, so they can ratify and approve everything to have it ready for BOG with plenty of time before National. He said ratifying/changing the Code of Conduct and the Rules of Procedure will likely want to be reviewed by BOG with a fine-toothed comb.
4. Certification policy for BECT approval
 - a. Lelia discussed the Public Housing Manager related certifications. We have multiple versions, some that were established historically and one that is currently issued – the current one is the C-PHM. Lelia’s recommendation is to convert everyone with a CS-PHM to a C-PHM.
 - i. CS-PHM: Certified Specialist – Public Housing Manager
 - ii. C-PHM: Certified Public Housing Manager
 - b. Clif discussed the history of the PHM certifications. It used to be that people had to have PHM certification, by law. The certification was changed and updated as the laws evolved. Under NPDS, the CS-PHM was created. Then later the “Specialist” title was dropped because you cannot be a specialist and a manager – it did not make sense.
 - c. Lelia noted that the original certification (PHM) never expired – there will be more follow up on that in the future. This discussion relates only to the CS and C-PHMs.

- d. Sharri clarified that there are no differences between the certifications and asked if there are any differences between the re-certification process.
 - i. Clif and Lelia clarified that no, there are no differences. The change was simply a title change of the certification, not a content change.
 - e. Sharri said it seems like a no brainer to combine these certifications.
 - f. Lelia said this has caused issues when processing re-certifications, it can be confusing, and customers will fill out the wrong form.
 - g. Clif noted that this was the only certification that has this issue.
 - h. Charles Parks motioned to combine the certifications.
 - i. Bob Peterson seconded.
 - j. Motion passed unanimously.
5. Skills Inventory Matrix
- a. Clif discussed how this could assist with item writing in the future, and how important that is for BECT/PDC in general.
 - b. In relation to item-writing, Eric asked what the precautions are to ensure that bad, incorrect, or trick questions are not being added.
 - c. Clif said that faculty SMEs, staff, even 3rd party, if necessary, will review the questions.
 - d. Lelia noted that if there were more people to assist with each subject, members of the BECT could review each other's work.
 - e. Lelia put the document in the chat but will also email it out after the meeting.
 - i. Please email your completed document to Lelia at lvetter@nahro.org
6. Task Forces Report out/Break out if time permits
- a. Break-outs were skipped due to low attendance. The group has a longer meeting time in Orlando and will hopefully have time for breakouts there.
 - b. Clif shared a little information about the work done so far by the By-laws and Work Plan task forces.
 - c. We will be working on scheduling additional task force meetings for end of August/beginning-mid September, before the National Conference.
7. Next meetings and Closing
- a. Carol moved to end the meeting.
 - b. Bob Peterson seconded.