The background of the entire page is a collage of casino-related images. It includes stacks of various colored chips (red, green, yellow, black, blue, pink) and close-ups of roulette wheels. The numbers on the chips and wheels are in a stylized, bold font. The overall color palette is a mix of greens, yellows, and reds, typical of casino decor.

Maintenance and Management Clinic

April 19 – 21, 2017
Decatur Conference Center and Hotel
Decatur, Illinois



IAHA 2017 Maintenance and Management Clinic

Welcome to CASINO NIGHT AT THE CLINIC! Gamble on the IAHA to deal your agency a WINNING HAND when it comes to training! ROLLING THE DICE at the Clinic will surely come up SEVEN or ELEVEN with great training tracks for Executive Directors, Public Housing Property Managers and Specialists, Housing Choice Voucher Managers and Specialists, Modernization staff, and all the fabulous Maintenance Technicians!

Continue on through the brochure to read all about the offerings at this year's Clinic – CASINO NIGHT! If you have further questions about classes, please contact Derek Antoine at dantoine@knoxhousing.org.

All training times and room locations are TENTATIVE and subject to change.

Executive Director Track

The **Nelrod** Company® **The Year in Review and the Year to Come!**

Wednesday 04/19/2017 9:00 – 12:00
Janice Gibbons, The Nelrod Company

Just when you think you've got the process figured out, the rules CHANGE! Participants in this class will learn about changes at their agency in 2016 and what is in the works for 2017. The status of frozen rules and regulations will be itemized. Topics covered will include the 2016 Streamlining Rule changes, Housing Opportunity Through Modernization Act (HOTMA) changes, the expansion of protections and requirements under the Violence Against Women Act, and much more!

The **Nelrod** Company® **Applications for Admission - Compliance**

Wednesday 04/19/2017 1:30 – 4:30
Janice Gibbons, The Nelrod Company

Is your Application Packet complete? Does it capture all needed information to determine eligibility/suitability? Are all documents required to be given to the applicant included in the Packet? Is the wording of your application compliant with Fair Housing requirements? Recent compliance and Fair Housing reviews have included findings specific to agency applications. Learn what should be on the application, plus the information and documents you are required to provide to applicants at the time of application, and the information and documents the applicant should provide to the agency.



Smoke-Free Public Housing

Thursday 04/20/2017 9:00 – 12:00
Janice Gibbons, The Nelrod Company

Puff the Magic Dragon is being ousted from public housing! All public housing dwelling units and common areas must become smoke-free. PHAs are given time to engage residents, develop policies, solicit public comment, get Board approval, and amend residents' leases. Agencies should get started now, so there is time to complete all the steps before the implementation deadline. Learn what is prohibited and what is optional in developing Smoke-Free Policies. Tips will be provided for engaging residents and for implementing an effective smoke-free program. Enforcement strategies will be discussed.



Affirmatively Furthering Fair Housing

Thursday 04/20/2017 1:30 – 4:30
Janice Gibbons, The Nelrod Company

Although Congress is looking heavily at the future of the AFH Assessment Tool, PHA's must continue to conduct and document an Analysis of Impediments every 5 years for use in developing the 5-Year Plan. Participants in this class will learn how to save time and avoid unnecessary work in analyzing local impediments to Fair Housing choice and how to develop strategies for the reduction of such impediments to fair housing choice for all protected classes.

Public Housing Specialists Track



Public Housing Specialist Workshop

Wednesday 04/19/2017 9:00 – 4:30
Thursday 04/20/2017 9:00 – 4:30
Terry Provance, Nan McKay and Associates, Inc.

Upon completion of the 2-day Public Housing overview, you should be able to explain and apply HUD regulations and guidance to determining eligibility, the intake process, annual and interim activities, and terminations in the public housing program. Topics include how to:

- Identify and explain key program components
- Describe factors of eligibility, waiting list requirements, and application of preference points
- Explain occupancy standards in the public housing program

- Describe and explain the process of unit offers
- Describe the various aspects of the leasing process
- Analyze the required provisions of the lease
- Analyze processes associated with annual and interim activities
- Community Service and Self-Sufficiency requirement
- Terminations and the grievance process

Housing Choice Voucher Specialists Track



Housing Choice Voucher Specialist Workshop

Wednesday 04/19/2017 9:00 – 4:30
Thursday 04/20/2017 9:00 – 4:30
Adam Ensalcaco, Nan McKay and Associates, Inc.

Upon completion of the 2-day Housing Choice Voucher overview, you should be able to explain and apply HUD regulations and guidance to determining eligibility, the intake process, occupancy, and terminations in the housing choice voucher program. Topics include how to:

- Identify and explain key program components
- Describe factors of eligibility, waiting list requirements, and application of preference points
- Voucher Issuance and the leasing process
- Analyze processes associated with annual and interim activities
- Terminations and the grievance process

APPEARING LIVE AT THE
DECATUR CONFERENCE CENTER
AND HOTEL

THURSDAY 04 20 2017



7 00 – 11 00 PM



Financial Track



Fiduciary Responsibility – Retirement Plans

Wednesday 04/19/2017 9:00 – 12:00
Gary Cutler, Cutler Financial Group

What is “fiduciary responsibility?” What is “Due Diligence” and how does this relate to our group retirement plans? What “risks” am I being subjected to as the Plan Trustee of our group retirement plans? Where does my role as “Plan Trustee” fit within the context of other key players in our group retirement plan environment? Answers to all these questions, and much more! Including:

- ERISA vs. Non-ERISA
- Steps to take to mitigate my “Fiduciary Liability” risk
- How to ensure that fees charged in your group retirement plans are competitive
- Industry Trends Related to Group Retirement Plans and Fiduciary Liability
- Best Practices to stay out of Jail: Executive Director Panel Discussion – facilitated by CFG



Hot Topics in HUD Accounting

Wednesday 04/19/2017 1:30 – 4:30
Thursday 04/20/2017 9:00 – 12:00
Nick Auriemma, CPA – BDO PHA Finance

Trainers will discuss current funding realities, as well as real impacts of the OMB’s SuperCircular at your PHA including a conversation on company cars, laptops and cell phones. The Public Housing portion of the material will highlight Financial Data Schedule (FDS) updates, eligible uses of operating reserves and will review compensation reporting. We will briefly examine GASB 68 and how this regulation could impact year-end PHA pension reporting requirements. The Housing Choice Voucher program discussion will include tips to monitor your program’s net restricted position, programs reserves and a summary of allowable/unallowable uses of non-federal funds to maintain HCV leasing. We will wrap up with the latest listening session information on the refederalization of the Central Office Cost Center and possible impacts on your PHA.



Acing your Financial Assessment: FASS Tips and Tricks

Thursday 04/20/2017 1:30 – 4:30
Lee Lofing, Knox County Housing Authority

The Financial Assessment accounts for 25% of your agency's overall PHAS score! This class will break down the components of the FASS scoring indicator, teach participants where to find the information needed to analyze agency financial performance, and provide tracking and monitoring techniques to help your agency stay on top of your score the entire year!



Illinois Debt Recovery Offset Portal

Friday 04/21/2017 9:00 – 12:00
Elisha French, Illinois Office of the Comptroller

Effective January 1, 2012, Public Act 97-0632 established the "Local Debt Recovery Program" to allow units of local government to collect outstanding debt in coordination with the Illinois Comptroller's Office. The Act modified the State Comptroller Act (15 ILCS 404/10.05), adding units of local government, school districts, public institutions of higher education, and housing authorities to the entities available to utilize the procedure. IDROP provides units of local government with an inexpensive collection tool against debtors who are anticipating funds from the State of Illinois. Join Elisha French from the Illinois Office of the Comptroller to learn about this effective debt recovery program!

Purchasing and Procurement Track



Procurement Workshop

Michael Gifford, Housing Agency Procurement Assistance

Wednesday 04/19/2017 9:00 – 12:00

40 Things You May Not Know About Housing Agency Procurement (But Really Need To): Join us for an interactive three hour review of 40 very important HUD-mandated requirements pertaining to purchasing and contracts. This session includes a worksheet and forms.



IAHA 2017 Maintenance and Management Clinic

Wednesday 04/19/2017 1:30 – 4:30

HUD Compliant Procurement – Focus on Legal Services RFP: HUD allows (and encourages) housing agencies to utilize the Request for Proposals (RFP) competitive solicitation process when retaining contractors for professional services. RFP's are Best Value in that the housing agency is able to consider qualifications as well as cost in determining the awardee. This session will focus on a Legal Services contract, including access to sample forms.

Thursday 04/20/2017 9:00 – 10:15

Contract Clauses, including Options, Escalations, Terminations, and Mandatory Clauses: We all utilize contracts as formal agreements between our agency and contractors/suppliers to ensure we can get needed services and supplies in a timely manner. During this session we will address what to include in a HUD-compliant 'best practice' contract, with special emphasis on contract options, terminations, and escalation clauses."

Thursday 04/20/2017 10:30 – 12:00

Contract Administration: Your Work Ain't Over When You Sign A Contract—it's Just Beginning: HUD requires that housing agencies take "all actions . . . to ensure" that the services provided for each contract are "successfully performed, that the PHA receives the required supplies or services" listed within the contract. This session will cover in detail the "actions" listed by HUD within Chapter 11 of the HUD Procurement Handbook.

Thursday 04/20/2017 1:30 – 3:00

Quotes and Bids and Proposals, Oh My! (Important Similarities and Differences): Sooner or later, every housing agency needs to procure items and services over \$2,000 and must conduct a Quotations for Small Purchases (QSP), an Invitation For Bids (IFB), a Request For Proposals (RFP), and/or a Request For Qualifications (RFQ), the four competitive solicitation methods available to housing agencies. This session is an overview of each, a discussion as to when to use each, and related documentation requirements.

Thursday 04/20/2017 3:15 – 4:30

How to formulate a Construction Bid (Effective and Efficient Techniques You Might Not Know): Construction bids are often complicated and quite specific! This session will provide strategies and requirements for issuing a thorough and compliant construction project solicitation.



Property Management Track



REAC: UPCS Changes, Updates, and Reminders

Wednesday 04/19/2017 9:00 – 4:30
Derek Antoine, Knox County Housing Authority
Lonnie Paden, Kankakee County Housing Authority

RECENT PROTOCOL CHANGES INCLUDED: With all the recent and harmful changes over the past several months you can't afford to miss this class. We will discuss every aspect of the UPCS...including tricks and helpful tips on preparing for the REAC inspection. Just knowing Level 1, 2 and 3 isn't enough...it's all about setting priorities. With budget cuts and limited manpower, the only way we can hope to attain a good REAC score is by knowing what defects cost us the most points. The entire presentation is built around this idea...defects that only deduct 1/10 of a point should be at the bottom of our repair list while defects that cost 6 points must be at the top! Everyone from the seasoned property manager to the newest maintenance mechanic should attend this important training.

Property Manager Workshop

Thursday 04/20/2017 9:00 – 4:30
Dennis Schumacher, Warren County Housing Authority

Denny Schumacher has served as Assistant Administrator at Warren County Housing Authority for 19 20 years. With over 400 slides, Denny presents many resourceful topics for Property Managers and Capital Fund Program Managers. Lively Interactive participation is encouraged with topics including fire safety, marketing, bed bugs, sample forms, day-to-day operations, and much more. Topics will also help the maintenance and custodial staff.



Housing & Urban Development (HUD) Track



Special Applications Center – Upcoming Notices

Thursday 04/20/2017 9:00 – 4:30

Katie Stuckemeyer, Department of Housing and Urban Development – Special Applications Center

Clinic favorite Katie Stuckemeyer will be on hand to discuss the new Demolition/Disposition Notice and to discuss 2 CFR 200 retention, a new option for PHAs to retain possession of land or non-dwelling property and use it for non-public housing purposes. Ms. Stuckemeyer will also be discussing the concepts around obsolescence and the repositioning of your PHAs building inventory. This is a great session for the strategic planners at your agency!



General Information Session

Friday 04/21/2017 9:00 – 12:00
HUD Staff

HUD staff will be onsite to bring HUD's perspective on current topics of relevance to housing authorities. Specific topics to be determined.

General Interest



Office Ergonomics

Friday 04/21/2017 9:00 – 12:00

Many people would say that office work is very safe and that there are no significant risks for injury from working at a computer all day. Unfortunately, occupational injury statistics have shown that this is a misconception. Over time, these working conditions can cause chronic symptoms and long-lasting damage to the body. Join AHRMA staff for this informative session to:

- Learn the principles of office ergonomics and their applications
- Learn about the proper use of office equipment, chairs, and workstations
- Use good work practices, including proper lifting techniques

- Become more aware of work tasks that may lead to pain or injury
- Recognize early symptoms
- Understand the importance of reporting and addressing early symptoms before injuries develop

Maintenance Track

AC/C TECH

General and Advanced Electrical Maintenance

Ish Moorman, AC/C Tech

Wednesday 04/19/2017 9:00 – 4:30

GENERAL WIRING MAINTENANCE: This course develops skills in maintaining electrical components inside the residence. Your technicians will learn how to diagnose and repair fuses, circuit breakers, conductors, receptacles, GFCI's & AFCI's, single pole switches, 3 and 4-way switches, and lighting fixtures. Your technicians will also learn how to maintain small appliance branch circuits, major appliance circuits, laundry room circuits, and mechanical/utility room circuits. This course will conclude with basic points of electrical safety for the home and workplace.

Thursday 04/20/2017 9:00 – 4:30

ADVANCED WIRING MAINTENANCE: This course develops skills in maintaining service entrance equipment for overhead and underground applications, main breaker panels, subpanels, and transfer switches. Also covered are electrical requirements in attics, basements, crawl spaces, garages, workshops, swimming pools, spas, hot tubs, low voltage circuits, planned maintenance activities, energy saving tips, and basic points of electrical safety. NOTE: Students are encouraged to bring their residential or communities electrical drawings to class for analyzing.

Friday 04/21/2017 9:00 – 12:00

GENERAL/ADVANCED WIRING MAINTENANCE RECAP: Complete all unfinished lessons, review previous materials, and answer final questions.

ABOUT THE IAHA...

The Illinois Association of Housing Authorities (IAHA) was formed to unite the housing authorities of Illinois to use its resources to evaluate, educate, exchange ideas, and address the membership's individual collective needs. IAHA is primarily concerned with working towards the objective to ensure the availability of decent, safe, and sanitary affordable housing for all people; to work for community development and the elimination of slums; to foster, develop, and improve the standards and practices involved in the administration of such programs; and to provide a clearinghouse for the exchange of ideas and experiences.

The Association advocates for funding and policies, regulations, and legislation that assists its members in carrying out this mission of providing decent, safe, and sanitary housing to the tens of thousands of clients its members serve.



REAC: UPCS Changes, Updates, and Reminders

Wednesday 04/19/2017 9:00 – 4:30
Derek Antoine, Knox County Housing Authority
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Barton Carroll's, Inc.: Hands-On Appliance Diagnostic/Repair

Wednesday 04/19/2017 9:00 – 4:30
Thursday 04/20/2017 9:00 – 4:30
Barry Norcross, Barton Carroll's Inc.
Tom Rogers, FiveStar and Brown Stove

This course may be a *game-changer* for your maintenance staff! Learn the troubleshooting and diagnostic skills that remove the guesswork from appliance repair! This course is designed for maintenance technicians of all levels, and will focus on hands-on techniques. Appliances to be focused on include refrigerators, stoves, washers, and dryers. Day 2 of this course will repeat Day 1 material, allowing for maximum staff exposure to course principles.



Occupational Safety: 10-Hour Certification

Mike Maeser, John A. Logan College
Thursday 04/20/2017 9:00 – 4:30
Friday 04/21/2017 9:00 – 12:00

CLASS IS LIMITED TO 35 PARTICIPANTS – PRE-REGISTRATION REQUIRED

Each year, approximately 6,000 employees in this country die from workplace injuries while another 50,000 die from illnesses caused by exposure to workplace hazards. In addition, 6 million workers suffer non-fatal workplace injuries at an annual cost to U.S. businesses of more than \$125 billion. Effective job

safety and health add value to the workplace and help reduce worker injuries and illnesses. This certificate session in Occupational Safety & Health Fundamentals supports OSHA's mission by training public sector employees in occupational safety and health to reduce incident rates for workers in state and local governments. Participants learn from a variety of topics such as occupational safety and health standards, safety and health management, accident investigation, fall hazard awareness, and recordkeeping.



Fire Prevention and Side-by-Side Burn Demo

Thursday 04/20/2017 1:30 – 4:30

Recent fatal fires in high-rise structures have prompted everyone to rethink this element of fire safety. A key to fire safety for those who live and work in these special structures is to practice high-rise specific fire safety and prevention behaviors. The Decatur Fire Department will present a session detailing simple fire safety steps you can take to prevent the loss of life and property. Additionally, the DFD will exhibit the devastating speed and effect of fire on a side-by-side burn demonstration.



Maintenance/Modernization Roundtable Discussion

Friday 04/20/2017 9:00 – 12:00

A staple of past clinics, the Maintenance/Modernization roundtable returns to this year's Clinic! Come prepared to share your successes and challenges with counterparts from other agencies, as this is a great opportunity to network and learn! Facilitated and kept on track by your peers, this session will provide valuable experience and insight from *and* for all levels of staff! If you have agenda items you would like to see discussed, please email dantoine@knoxhousing.org!

General Clinic Information

IAHA Annual Meeting

Friday 04/21/2017 8:00 – 8:30

All attendees are welcome to join members of the Board for the IAHA Annual Meeting! We'll discuss finances, strategic planning and goals, education opportunities, scholarship status, upcoming initiatives, and so much more. The Annual Meeting will take place during lunch on Wednesday.

Our Journey Home: A Documentary Film

Wednesday 04/19/2017 12:30 – 1:30

"Our Journey Home" follows the stories of three families and shares how their relationship to home has shaped them as they strive to support their families, further their education and careers, and give back to their communities. "Our Journey Home" examines the role we all play in supporting those who struggle in having a stable place from where they can grow and dream.

Vendor Exhibition

Wednesday 04/19/2017 4:30 – 8:00 PM
Thursday 04/20/2017 9:00 – 11:00 AM

The vendor exhibition is the IAHA's "hands-on" show and tell event! Each and every year, we pack the exhibition hall full of vendors who provide the goods and services that make our agencies run! Hardware, software, architects, elevator repair, consultants, accounting – many of the partners we already do business with! Attendees will be treated to several hands-on demonstrations and get to meet executives looking to do business with our industry!

Dinner Reception

Thursday 04/14/2016 5:00 – 10:30

Join your friends, coworkers, and counterparts for a dinner/dance reception in the Exhibition Hall! A great meal, prize giveaways, and music by the Hitmen will have you dancing and rocking the night away!

Clinic Registration

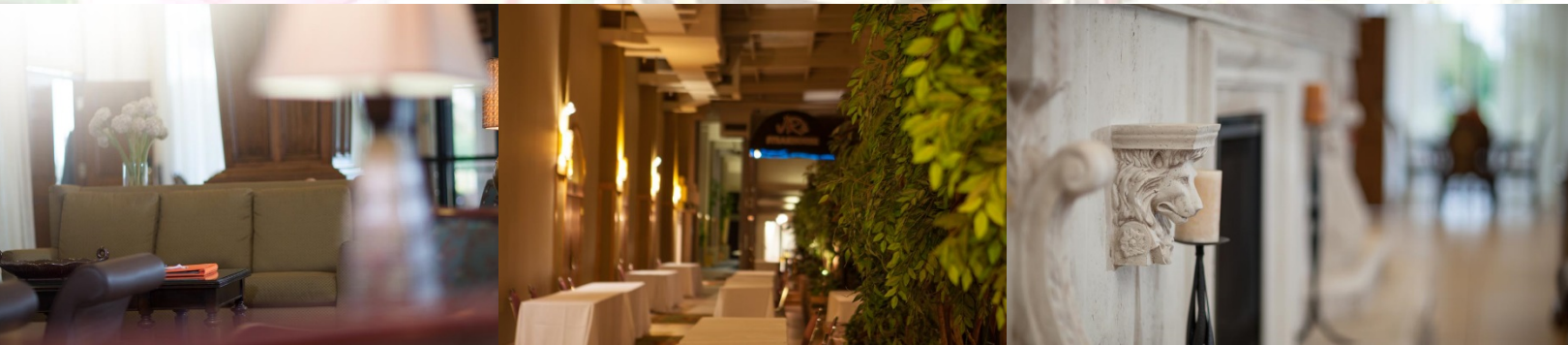
Can't wait to get registered? Really excited to get down to Decatur and start learning? Register online today at:

iahaonline.org

Hotel Registration

The IAHA Maintenance and Management Clinic returns to the beautiful Decatur Conference Center and Hotel.

Reservations can be made directly through hotel registration at (217) 422-8800. The DCCH is located at 4191 US 36 West (Wyckles Rd.) Decatur, IL 62522. The Business Class Room Rate is \$100.93 per night, taxes not included. The Standard Class Room Rate is \$95.78 per night. It will be listed under IAHA.



We'll *see you at
the Clinic!