



PHA EXECUTIVE MANAGEMENT (100.1)

DATE/TIME: April 23 - 26 • 9:00 - 5:00
 SITE: ARLINGTON • La Quinta • 4001 Scots Legacy Dr. (off I-20)
 LODGING: La Quinta • \$81 S/D, incl breakfast • 817/467-7756, Ext.5
 HOTEL CUTOFF: April 8
 COST: \$750 (including exam)
 • if your registration is postmarked by March 22 the fee is discounted to \$725
 • if you register online by March 22 you will be refunded \$25

NO REFUNDS WILL BE GIVEN AFTER April 15, 2019

REGISTER THE FOLLOWING:

PHA: _____

	# of Registrants	Cost	Total
If postmarked BY March 22	_____	x \$725 =	_____
If postmarked AFTER March 22	_____	x \$750 =	_____

Make checks payable to Texas Housing Association
 Texas Housing Association • 1106 Santa Fe Trail, #1 • Duncanville, TX 75137

To register online and pay with credit card go to
<http://www.txtha.org/THAWSReg.html>



PHA EXECUTIVE MANAGEMENT COURSE NO. 100.1

SUMMARY

This four-day course covers all the essential administrative aspects of the executive director's job: board meetings, internal organization, filing and reporting, personnel, insurance, financial management, procurement, and more. Core class for Public Housing and Housing Choice Voucher Administrator certification.

WHO

All PHA Executive Directors and other senior staff

OBJECTIVES

- Review the Texas Housing Authority law including the legal creation, organizational structure, jurisdiction and authority of PHAs
- Review HUD housing programs, funding, and responsibilities under each
- Discuss Board protocols, meetings, and the role of the Board of Commissioners
- Identify and review all required and discretionary policies and controlling documents
- Review monitoring and accountability requirements

TRAINERS

CAL DAVIS is a former school teacher and business owner and has been Executive Director at New Boston Property Management (Housing Authority) since 2000 and acquired management of Bowie County Housing Authority in 2013. He manages Public Housing, Section 8/515/New Construction, two Public Facility Corporations and private landlord properties. He has developed policies, published articles and authored the children's book, *I'm Just a Crow*. Over the past twenty years, Cal has served on state boards and as various committee chairs for both Texas Housing Association and Rural Rental Housing Association (RRHA). He is a Certified Public Housing Manager, a Certified Professional of Occupancy, Certified Income and Rent Specialist, Texas Certified Housing Administrator/Public Housing and Housing Choice Voucher and Texas Certified Occupancy Professional/Public Housing. He also won the 2004 Manager of the Year award from RRHA. Cal joined the THA training team in fall of 2009.

CRISTI LAJEUNESSE began working with the Public Housing and Section 8 housing programs in 1996. In 2002 she was hired as Executive Director of the Kenedy Housing Authority, in 2006, Executive Director of the Karnes City Housing Authority and since has acquired management of Three Rivers, Smiley, Hallettsville, Nixon, Falls City and La Joya Housing Authority. She manages Low Rent Public Housing and Section 8 programs and is well versed in the rules and regulations governing both programs. In 1999, Cristi began consulting for other housing authorities assisting them with the transition to the new HUD reporting systems. She continues to assist with Agency Plans, PIC submissions, Low Rent and Section 8 program policy and regulations. Cristi is a Certified Public Housing Manager, Executive Section 8 Manager, Senior Public Housing Manager, Texas Certified Occupancy Professional/Public Housing, and Texas Certified Housing Administrator/Public Housing and Housing Choice Voucher. Cristi joined the THA training team in summer of 2009.

THA prides itself on offering affordable, quality training, conducted by Texas trainers with direct programmatic experience. For additional information on our services and programs, visit our website at www.txtha.org.



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AGENDA

- Welcome and Introductions
- Creation and Authority
- Funding
- Housing Programs
- Relationships
- Controlling Documents
- Organization
 - Hierarchy
 - Board of Commissioners
 - Separation of Roles
 - Resident Councils/
Organizations
- Conflicts of Interest
- Board Meetings
- Personnel Management
- Financial Management
 - Cash Management
 - Operating Budgets
 - Procurement/ Purchasing
- Risk Management
 - Insurances
 - Liabilities
 - Fraud Prevention
- Monitoring
 - HUD Monitoring
 - Audits
- Records Management
 - Tenant Files
 - File Retention
- Housing Program Policies
 - Public Housing ACOP
 - Lease
 - Grievance
 - Voucher Admin Plan
- PHAS/SEMAP/Agency Plans
 - Accountability
 - Management Performance
- Reporting
 - Required Reporting
 - Employment
- HUD Online Systems
 - PIC
 - FASS
 - eLOCCS
 - EIV
 - VMS
- Test review
- Exam