

## 2017 ANNUAL CONFERENCE

# A SPECTRUM of Opportunities

SEPTEMBER 17-20

Marriott Shoals Hotel & Spa, Florence, Alabama



### **Diane Kutz – Instructor of Marketing and Management at the University of North Alabama**

#### **Excel Class**

This introductory course in Microsoft Excel 2016 covers basic concepts and skills to start being productive with Microsoft Excel 2016. Participants will need to have a working copy of Microsoft Office 2016 loaded onto your laptop. Computers will not be provided. Class is limited to the first 20 participants.

#### **Microsoft Outlook Class**

This introductory course in Outlook 2016 covers how to accomplish basic workplace tasks using Microsoft Outlook 2016, including reading and sending e-mail, managing contacts, managing tasks/to-do lists, and scheduling one-time and recurring appointments. Participants will need to have a working copy of Microsoft Office 2016 loaded onto your laptop. Computers will not be provided. Class is limited to the first 20 participants.

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### **Bill Lord – Housing Program Manager: HOME & National Housing Trust Fund**

The Housing Trust fund (NHTF) is a new affordable housing production program that will complement existing Federal, state and local efforts to increase and preserve the supply of decent, safe, and sanitary affordable rental housing for extremely low households, including homeless families. Tennessee has directed all of its 1<sup>st</sup> year allocation to the production or preservation of affordable housing targeting extremely low-income households. Eligible applicants include Public Housing Authorities, for-profit and non-profit developers.

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### **Gary Minor – Executive Director, 21<sup>st</sup> Century Leadership Institute**

#### **Strategic Thinking, Adaptability and Leadership Skills for What's Next**

In order to be effective as a leader in this time of rapid change, the most important skill a leader can possess is the skill of adaptability. As housing moves from an agency model to a business model, your ability to adapt in several ways may never be more important.

In this session, we will focus on strategic thinking, how it is different from regular thinking, and why it matters to you and your team. And, we will review and take the time to learn how to apply the five practices of effective leaders in a time of change, a proven method to move your team forward!

#### **Second Session: Building a More Effective Team**

Building your Team for Higher Effectiveness from Anywhere Inside your Organization

No one works alone. Even if you are the only person in your organization who does what you do, you are still part of a process, part of a system to effectively deliver the services your organization delivers.

So, whether you are the top leader in your organization or not, you can effectively work to build a better, tighter team, to get it done. In this session, we will explore proven strategies you can use from any level to build a more effective team. Come join us!

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## **Mickey McInnish**

### **Commissioner Topics**

PHA 101: Guide to the PHA with duties/obligations of Commissioners

Succession Planning: A guide to starting the process of seeing what we would do if we had to replace the Executive Director.

Ethics issues: Working within ethical guidelines and laws

Federal agency audits: Are we up to date with all of the forms and requirements?

Legal Issues: Working with attorneys and the legal process and dealing with crisis situations

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## **Thomas Shelton-Housing Capital Improvements Specialist – U. S. Department of HUD**

### **Energy and Performance and Information Center (EPIC) Demo and Capital Fund Guidebook Training**

Will demonstrate the entering of a 5-year Capital Fund plan into EPIC to include logging on, starting the plan, submitting to the field office and receiving field office approval. Will also show how to submit the annual statement after grants awards are announced. Capital Fund guidebook training includes discussion of eligible and ineligible activities, Capital Fund planning, budget revisions, Capital Funds submissions, Emergency grants, Safety and Security grants, and grant closeout.

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## **Drew Freeman – Director of Outreach – Tennessee Treasury Department**

### **Retire Ready TN – Understanding Tennessee's Retirement Programs**

In this session, we'll cover retirement planning for local government employees in Tennessee. Attendees will receive an understanding of the Tennessee Consolidated Retirement System (TCRS) and how to estimate their own retirement benefit. We will also cover the State of TN 401k/457 plans and how these deferred compensation plans play an important role in retirement planning. Finally, we'll cover resources available for retirement planning at all career stages including: the RetireReadyTN.gov, the call Retire Ready center, and comprehensive retirement counseling services.

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## **Beth Turner – D. L. Morgan and Associates**

### **Public Housing Changes and Program Updates**

Public Housing continues to evolve with Smoke free policies, VAWA, UPCS, AFFH and RAD. Learn the latest on these and other program changes in the public housing workshop so your agency does not fall behind in the programs. A hands on-training to include the latest provisions by HUD.

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**Mack Creech – D. L. Morgan and Associates**

**Housing Choice Voucher Changes and Program Updates**

The Housing Choice Voucher program has the unique scoring systems, hearing processes, waiting list requirements, and special conditions under VAWA. Keeping the agency high performing and still compliant with the latest from HUD can be difficult. Get hands on-training from industry leaders on the subject and keep your agency up to speed with the latest provisions by HUD.

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**Mark Worthy – Scott Accounting and Computer Software – SACS**

**Preparing Your Agency to go Paperless**

Day 1: Document Management: An in-depth overview on document management and electronic signing. There will be a discussion on backing up your data and keeping it secure.

Day 2: Mobile Applications: This session will cover tablet applications for Work Orders, Inspections, Inventory, Excess Utilities, and Occupant Inquiry.

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**Shelly Patton – Tapestry Development Group-member of HUDs Technical Advisory Team, Washington, D.C.**

**Status of RAD – Should it still be considered for your agency?**

Where does RAD stand? Background and what you need to know about the future of this program, reasons and how to evaluate for participation, types of conversions, partnerships and how to prepare for conversion will be discussed. This session is for those who are already in various stages on conversion as well as those who are still deciding if this is something you should explore.

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**Hotel:**

All sessions and the exhibit hall will be located at the **Marriott Shoals Hotel & Spa**, 10 Hightower Place, Florence, AL 35630. Reservations can be made by calling Marriott Central Reservations at 1-800-593-6450, and requesting a room for the *TN ASSOCIATION OF HOUSING AND REDEVELOPMENT AUTHORITIES*. Cutoff date for hotel reservations within the TAHRA block is 5:00 PM on Tuesday, August 22<sup>nd</sup>, 2017. The nightly rate is \$135, and complimentary self-parking is available onsite.

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**Registration:**

You may register by completing the registration form and mailing it to:

**TAHRA, 415 N. Maple St., Murfreesboro, TN 37130**

**Registration fees are \$450 for TAHRA members and \$500 for non-members** which includes all training sessions and materials, ice cream social with exhibitors, two exhibitor receptions, breaks, continental breakfast and lunch on Monday and business breakfast on Tuesday.

**Registration should be received by September 10th, 2017 in order to have badges completed for the workshop.**

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Please complete this form and mail with payment to:

**TAHRA, 415 N. Maple St., Murfreesboro, TN 37130**

**Members \$450**

**Non-Members \$500**

Agency: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\$ \_\_\_\_\_ **Total Payment Enclosed**

Attach additional sheets if needed

**Questions?**

Contact L. Thomas Rowe at [trowe@mha-tn.org](mailto:trowe@mha-tn.org) or at 615.225.947

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**Microsoft Outlook & Excel 2016**

If you are interested in attending the Microsoft Outlook or Excel courses, please sign up using this form and include it with your registration.

Name: \_\_\_\_\_

Housing Authority: \_\_\_\_\_

I will attend:

\_\_\_\_\_ Monday, September 18<sup>th</sup>, 2017 – Microsoft Outlook 2016

\_\_\_\_\_ Tuesday, September 19<sup>th</sup>, 2017 – Excel 2016

***You must bring your own laptop and class is limited to the first 20 participants***

*\*Please note that you will need to have a working copy of Microsoft Office 2016 loaded onto your laptop*