

AGENDA
NAHMA Education & Training Committee Meeting Minutes
HELD At the Denver Hyatt Regency
Wednesday, June 18, 2014

1. Welcome

- a. Debbie Piltch, Chair, welcomed all attendees, asked members to sign in as the sheet was passed around and called the meeting to order.
- b. Vice Chair, Doreen Donovan took the minutes for the meeting.
- c. Approval of March 2014 minutes was completed.

2. Course / Certification / Credential Updates

- a. Brenda Moser, NAHMA provided the course updates. Noted that the CPO schedule provided was missing an October class held by SAHMA with a Fair Housing Class.
- b. CPO/FHC Course Updates (11 courses were held since October 2013; 3 are upcoming in June (Mid-Atlantic), July (PEN-DeL) and October (SAHMA) The FHC had 4 courses held since October 2013 and 3 upcoming in June (SAHMA), July (NEAHMA) and August (AHMA-PSW). Results of Fair Housing to be reviewed at the October meeting.
- c. SHCM numbers and updates have only 6 new grandfathered applications for a total of 602 Total SCHM certified members. New application and tests have resulted in 48 new members since April. There is a 71% pass rate (1,955 passed and 805 failed) Test is on-line 2 companies using 58%.
- d. Credential for Green Property Management (CGPM) 22 Green Applicants in process
- e. Maintenance Technician/Supervisor Credential – 3 Maintenance Designations in process.

3. Old Business

- a. Nan McKay- has completed the student manual and power point for the Advanced Issues in HUD Occupancy Course class. It will be hosted as a pilot course on August 14, 2014 in Ft. Lauderdale. Brenda Moser will audit the class and welcomes other members to attend for free but maximum attendee is 30. Feedback will be made and one month to get changes out and then distribute course to AHMA's in fall 2014. Only CPO instructors can teach the class. Pricing the course same as Fair Housing with exam. No prerequisites, but class targets Senior Level staff /Supervisors in Compliance; one other AHMA is interested in piloting the class.
- b. Brenda reviewed the strategic plan objectives. Comments that there are barriers to the credentials themselves but concerns exam taking. Question on whether members have any experience or perspective to share to remove barriers to access NAHMA credentials. A question was raised on renewals process to enable people to complete on-line renewals and it was agreed that this would be good and possibly include with the new web site design. Have a list of CEU on line or designations. More streamlined results.
- c. Natasha Patterson is the new T&E Coordinator and she explained how she is approaching the database development. They have reviewed all materials are now fully caught up as to present day but occasionally 1 or 2 show up. No longer delay in results provided to group. Actively working to respond to calls by end of business day or within 24 hours. Natasha now puts a check sheet in mailings to the AHMA's and it is felt there are better controls in place; she welcomes further suggestions to make process easier. The credential director is connected to the updated NAHMA web site underway.

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New Business

- a. FHC Update Task Force – Larry agreed to chair subcommittee to update the fair housing course, power point, handbooks and Volunteers for committee are Deb, Anita, and ask for help for exam re-write to get going. Like to create an appendix too.
- b. Question was raised How do we determine whom can apply to be a trainer. What qualifications are needed by the presenter? Do they submit resume? Should they have an exam? We conduct panel review of presentation skills only not knowledge of all material. Do we actually test their knowledge of the material so that they provide consistent answers as NAHMA representative? The Chairperson asked for suggestions and approach it the same as a CPO trainer. Discussion on holding conference call for all Fair Housing trainers which should provide an opportunity to clarify the items on agenda. Need to discuss any red flags during call. It was agreed that this would be discussed at the next meeting.
- c. Suggestion was made to conduct joint CRB and T&E meetings for communication purposes. Members feel that significant information is duplicated in these two meetings. Follow up with the CRB Chairperson will be made and discussed further.

5. Adjourn