

2017 GAHRA COMMISSIONERS RETREAT

Co – Sponsored by Georgia Power

July 30th-August 1st, 2017

Jekyll Island, GEORGIA

*The Westin Jekyll Island
110 Ocean Way
Jekyll Island GA, 31527*



COME JOIN US!

YOUR 2017 CONFERENCE

This year's conference will be held at one of Georgia's most charming oceanfront resorts...The Westin Jekyll Island. Get away from it all and join your fellow commissioners on Jekyll Island to address the many practical issues and hot topics that currently face Housing Authority Commissioners in the complex world of providing affordable housing to our customers.

Your Trainer

C. Michael "Mickey" McInnish

Mr. McInnish has been an Attorney since 1981. He served as Senior Staff Attorney for the City of Montgomery and served as Special Attorney General, Municipal Judge, Administrative Law Judge and Circuit Judge. He has represented Housing Authorities since 1988. Mr. McInnish was appointed by the Secretary of HUD to serve on the Negotiated Rulemaking Committee in 2003. He has served as a member of the Alabama Task Force since 1989; where he writes policies and conduct training for PHA's in Alabama. He has been awarded the Unsung Hero Award as well as the President's Award, as Housing Director. He was named Executive Director of the year for the state of Alabama.

His education includes such prestigious Universities as: Auburn University, Southern Baptist Theological Seminary and Jones School of Law and Rutgers University. He served as Adjunct Professor for Faulkner University Jones School of Law. He has taught at: Auburn and Rutgers University and Huntingdon College.

He has been married for 48 years, has three children and eight grandchildren.

WE WILL PROVIDE UPDATED AND INNOVATIVE TRAINING

We continue to research the issues of concern voiced by you the commissioners. We will attempt to provide answers and resources to aide you in the performance of your duties as Housing Authority Commissioners. We will provide information to you concerning the National Organizations and their work on behalf of Housing Authorities nationwide.

We will provide leadership training for commissioners as well as practical knowledge of the tools that are available to you to assist you in the policymaking decisions that you must make to be effective in your communities.

This program is designed to provide answers to many questions you always wanted to ask. Hear how other commissioners are making policy for their agencies and solving problems. Find new friends, colleagues, and contacts to serve you in the future.

PHA 101: This would be a primer on the ways housing authorities are created, how they are operated, the relationship between the municipality, state and HUD. I would also cover some basic policies and procedures. We will talk about Bylaws and approaches to board issues. This would primarily be for new commissioners and would be more or less an orientation session that is required by many housing authorities. Longer serving commissioners would serve to help get discussions started and talk about best practices.

Ethics for Commissioners and PHA's. A discussion of ethics as found in the ACC and the HUD Ethics Manual.

Executive Director Annual Appraisals: This will cover the legal basis for the appraisal, some legal pitfalls, how to do the appraisal, different types including a working appraisal, and go through forms, etc.

Money: This session would include: where does the money come from, what is the budget, procurement issues, financial reports to the board, segregation of duties in purchasing (preventing fraud), procuring and working with the auditor, discussion of the HUD auditor guidelines. (It would be great if we could have an auditor participate to talk about their perspective and independence issues)

Succession Planning: An extended program that takes about an hour to go through.

Board Meetings, Issues and Best Practices: Developing policies and procedures. What reports are needed? How do we ask questions and keep informed? Negotiation and consensus ideas. Using your staff and attorney. Executive Session topics, including legal reports. Public comments: how and when to use them. Staff involvement in preparation and participation. Essentials of good board meetings. Bylaws. Effective communication and resolution of questions/ideas.

Case Study Update: We will discuss some recent cases relating to board policies, legal reviews, insurance issues, lawsuits by employees and residents, and updates on policy suggestions.

Mock Board Meeting: This would be a discussion starter to discuss why, how and should we have done some things. "How Not To Conduct A Meeting"

Dealing with Crisis and Working with Attorneys: A discussion of a crisis plan, examples, and what attorneys are looking for in representing you.

504 Issues: Implementation and review of disability issues relating to the PHA.

Conference "Early Bird" Registration Information

GAHRA Members: The Early Bird Registration fee for the 2017 Commissioners Retreat is \$300.00 for each participant. If your spouse or significant other (guest) wishes to enjoy the social functions only, then their fee is \$120.00 each. This fee covers the cost for the following meals:

*Monday - Breakfast, Lunch, and Dinner and Breaks
Tuesday - Breakfast*

Registrants may register online by going to the GAHRA Web Site or you may use the enclosed registration form. One form can be used to register up to five (5) people. Duplicate copies of this form are acceptable.

Early Bird registration will end June 16th, 2017. Registrations received after this date will be late for the Early Bird special. The regular registration fee will be \$300.00 per person and \$140.00 per guest through June 16, 2017. On-site registration will be available the days of the conference. The fee for on-site registration for commissioners will be \$350.00 per person and the guest fee for on-site registration will be \$150.00 per guest.

Non-GAHRA Members: The Early Bird Registration fee for participants of Authorities or Agencies that are not GAHRA members will be \$350.00 per person and \$150.00 per guest. Early Bird registration will end on June 17th. Regular registration for participants from Authorities or Agencies that are not GAHRA members will be \$400.00 per person and \$200.00 per guest through June 30th. On-site registration for participants from non-GAHRA Authorities will be \$500.00 per person and \$250.00 per person for the guest fee.

Substitutions and Refunds: Substitutions for registered participants may be made at any time. Refunds will be made for registration cancellations if the notice of cancellation is received in writing, e-mail, or by fax no later than 5:00 p.m. on Friday, July 21st, 2017. Email: joglesbv@augustapha.org or send a fax to Jake Oglesby at 706-288-1658. All refunds are subject to a \$25.00 fee set by GAHRA.

Please take advantage of the Early Bird Registration period. Your agency will realize a savings for registering early.

<u>Registration Fee Structure</u>	<u>GAHRA Members</u>	<u>Their Guests</u>
<i>Early Bird Registration Fee - due 06/16/2017</i>	<i>\$300.00</i>	<i>\$120.00</i>
<i>Regular Registration Fee - due 07/29/2017</i>	<i>\$325.00</i>	<i>\$140.00</i>
<i>On-Site Registration Fee - due at Conference</i>	<i>\$350.00</i>	<i>\$150.00</i>

<u>Registration Fee Structure</u>	<u>Non-GAHRA Members</u>	<u>Their Guests</u>
<i>Early Bird Registration Fee - due 06/16/2017</i>	<i>\$350.00</i>	<i>\$150.00</i>
<i>Regular Registration Fee - due 07/29/2017</i>	<i>\$400.00</i>	<i>\$200.00</i>
<i>On-Site Registration Fee - due at Conference</i>	<i>\$500.00</i>	<i>\$250.00</i>

***NO COMMISSIONER MAY REGISTER AS A GUEST AND ALL GUEST REGISTRATIONS MUST BE ACCOMPANIED BY A COMMISSIONER'S REGISTRATION. ***

OVERNIGHT ACCOMMODATIONS

To make room reservations from the GAHRA block of rooms, please call:

Toll-Free: 866-716-8108 and ask for the Georgia Association of Housing & Redevelopment Authorities group rate.

<u>Room Type</u>	<u>Daily Room Rate</u>
Island View	\$209.00+11% room tax
Ocean View	\$239.00+11% room tax

There is a Resort charge of \$15 and a Georgia Hotel Fee of \$5.00 per room per night.

Tax Exemption - For tax exemption, guests will need to present a state tax exemption form, a hotel/motel tax exemption form, and pay with a housing authority check or credit card.

GAHRA 2017 Commissioners Retreat

<https://www.starwoodmeeting.com/Book/GAHRA2017>

Rooms will book up quickly, so make your reservations now!

The cut-off date for making your overnight reservations is **06/30/2017**. On that date, any rooms remaining in the GAHRA room block will be released for sale to the public.

ADDITIONAL INFORMATION

If you need any additional information, please contact: Jeanette W. Henderson at (229) 434-4505 ext. 223 email: jhenderson@albanyha.com.

*****CHECK ROOM ACCESSIBILITY WHEN MAKING RESERVATIONS*****

2017 RETREAT SCHEDULE

(Tentative)

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Activity</u>
July 30 th	Sunday	3:00p.m. - 6:00p.m.	Retreat Registration Room Check-in Dinner on your own
July 31 st	Monday	7:00 a.m. - 8:30 a.m.	Breakfast Buffet
		9:00 a.m. -10:15 a.m.	Opening Session by Mickey McInnish
		10:15 a.m. -10:30 a.m.	Morning Break
		10:30 a.m. -12:00 p.m.	General Session by Mickey McInnish
		12:00 p.m. -1:30 p.m.	Lunch Buffet
		1:30 p.m. - 3:00 p.m.	General Session by Mickey McInnish
		3:00 p.m.-3:15 p.m.	Afternoon Break
		3:15 p.m. - 4:30 p.m.	General Session by Mickey McInnish
		7:00 p.m.-9:30 p.m.	Dinner and Dance
		8:00 p.m.	Georgia Power
Aug. 1 st	Tuesday	7:00 a.m. -8:30 a.m.	Breakfast Buffet
		9:00 a.m. -11:00 a.m.	Closing Session by Mickey McInnish
		11:00 a.m.	Drawing

DRAWING FOR A RETURN VISIT

On Tuesday August 1st at closing session, drop your retreat name badge into the appropriate box. At the end of the retreat, a drawing will be held, and some lucky person will receive a voucher for a return visit to the Westin Jekyll Island just for participating in this conference. You must be present to win.

REGISTRATION FORM

GAHRA 2017 Commissioners Retreat July 30th-August 1st, 2017

1. Complete (Print or Type) registration form(s) for ALL attendees who plan to attend.
Duplicate forms are acceptable. Each form holds three (3) registrants.
2. Early Registration Fee is \$300.00 per person and \$120.00 per quest.
3. Regular Registration Fee is \$325.00 per person and \$125.00 per quest
The Non-Members Early fee is \$350.00 per person and \$150.00 per quest. Regular fee is \$400.00 per person and \$200 per quest.
4. June 30th, 2017 is the deadline for regular Registration. All registrations received after that date will be subject to the on-site registration fee of 350.00 for members and 500.000 for non-members.
5. Send registration form(s) and **check payable to GAHRA to:**

Jake Oglesby
 GAHRA Commissioners Retreat
 c/o Augusta Housing Authority
 1435 Walton Way
 Augusta, GA 30914-3246

If you have any questions concerning registration, please call Jake Oglesby at 706-312-3158 or send an e-mail to joglesby@augustapha.org.

Authority: _____

Address: _____

Telephone: _____

Check Payment Category: [] GAHRA Member [] Non-GAHRA Member

Person(s) Attending	Position/Title	Amount

Total Check \$ _____

FULL PAYMENT MUST ACCOMPANY THIS REGISTRATION

FOR GAHRA USE ONLY: