

# Workshop for Executive Directors (e-Learning)

Provided by National NAHRO

Sponsored by NE NAHRO

**Wednesday, September 16, 2020**

**9:00 am to 11:30 am CT**

and **Thursday, September 17, 2020**

**9:00 am to 11:30 am CT**



## Trainer

**Clifton Martin, PHM, SPHM and Real Estate Sales License (Maryland)**, is the Executive Director of the Anne Arundel County Housing Commission in Maryland. He has been working at the Commission since 1993, with a focus on Management, Operations, and the Housing Choice Voucher Program. He supervises over 40 staff persons and oversees the daily operations of four departments. Mr. Martin was a Property Manager for Oxford Realty Services and American Property Management prior to his tenure at the Housing Commission. He is a NAHRO faculty member currently teaching Public Housing Occupancy, Section 8 Occupancy, and Sharpening Your Skills: A Housing Manager's Workshop, Workshop for Executive Directors, Eligibility, Income and Rent Calculation, and Earned Income Disallowance. Additionally, he has assisted NAHRO with on-site technical assistance and developed personalized training for housing agencies in Bradenton, FL, Covington, KY and for various state chapter conferences throughout the United States.

## Description

Learn how to maximize your limited resources including staffing and the fiscal operations of your agency. Discuss asset management and how it will affect your agency. Discover best practices and participate in a practicum examining the key aspects of housing operations: maintenance, modernization/ construction administration, occupancy, and inspections. Learning is interactive with exercises, discussion, and addressing participant's specific questions

## Objectives

- Gain an overall understanding of the elements that Executive Directors and Senior Staff must address on a weekly, monthly, and annual basis in order to keep program performance at an optimum level;
- Learn the most recent regulations how they will affect your operation and fiscal health;
- Gain an awareness of key operations and activities that HUD will be tracking;
- Learn from other participants about how they are handling "doing more with less"

NAHRO Continuing Education Units (CEU's)

Training Completion = 0.50

# Workshop for Executive Directors (e-Learning)

Provided by National NAHRO  
Sponsored by NE NAHRO

**Registrations must be received by September 1, 2020.**

Copy this form for each additional registration. A separate form is required for each person.  
Please print legibly so we are able to register your name correctly.

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

Attendant Email: \_\_\_\_\_

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

Housing Address: \_\_\_\_\_

Housing Contact and Phone Number: \_\_\_\_\_

**Training Only Registration Price**

\_\_\_\_\_ \$50 NE NAHRO Member

\_\_\_\_\_ \$150 Non NE NAHRO Member

Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**\*\*For the webinar, the participant is recommended to use a full functioning Windows 10 PC for the best experience. Using alternative devices such as a MacBook, iOS or Android tablet or smartphone, or a Chrome book is not recommended, as the participant might have technical challenges or limitations with these devices.**

**Cancellation and Refunds:** To receive a refund of your registration fees, written notice of cancellation must be received 30 days prior to the training. Cancellation received within 30 days of the training will not be refunded. The agency can send a substitute attendee if the original registrant can't attend. No exceptions will be made.

**For questions, please contact**  
**Renee Williams at [sc40406@windstream.net](mailto:sc40406@windstream.net) (402) 367-3587**  
**Patti Reick [clarksonha@hotmail.com](mailto:clarksonha@hotmail.com) (402) 352-2431**

Mail Check and Registration Form to:  
**NE Chapter of NAHRO**  
**% Heather Looper**  
**9131 Mustang Drive**  
**Lincoln, NE 68507**