



CITY OF LAS VEGAS

2400 SAGEBRUSH • LAS VEGAS, NEW MEXICO 87701 • 505-425-9463 • FAX 505-425-7205

LAS VEGAS HOUSING AUTHORITY

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
MAY 17, 2017 –WEDNESDAY – 5:30 P.M.
City Council Chambers
1700 North Grand Avenue**

(The City Council is the Housing Authority Board of Commissioner on any matters concerning the Housing Department.)

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. MOMENT OF SILENCE

V. APPROVAL OF AGENDA

VI. APPROVAL OF MINUTES

Approval/Disapproval of minutes of the Meeting on April 12, 2017.
Approval/Disapproval of minutes of the Meeting on April 17, 2017

VII. PUBLIC INPUT ** (not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting)

VIII. PRESENTATION ** (not to exceed 10 minutes per person)

1. Finance Department – Finance Report Presentation

IX. BUSINESS ITEMS

1. Approval/Disapproval of Out of State Travel for Natasha E. Martinez-Padilla, Finance Specialist and Barbara Padilla, Housing Manager Supervisor for the Southwest NAHRO Conference in San Antonio, Texas.

Carmela Martinez, Housing Director The Southwest NAHRO will be providing Housing Manager Certification as well as essential Financial and Fair Housing Updates.

X. HOUSING DIRECTOR'S MONTHLY REPORT

XI. COMMISSIONER'S REPORT

XII. EXECUTIVE SESSION/CLOSED SESSION

THE HOUSING AUTHORITY BOARD OF COMMISSIONERS MAY CONVENE INTO EXECUTIVE SESSION IF SUBJECT MATTER OF ISSUES ARE EXEMPT FROM THE OPEN MEETINGS REQUIREMENT UNDER §(H) OF THE OPEN MEETINGS ACT.

- i. Personnel matters, as permitted by Section 10-15-1(H) (2) of the New Mexico Open Meetings Act, NMSA 1978.**
- ii. Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which the City of Las Vegas is or may become a participant, as permitted by Section 10-15-1(H) (7) of the New Mexico Open Meetings Act, NMSA 1978.**
- iii. Matters pertaining to the discussion of the sale and acquisition of real property, as permitted by Section 10-15-1(H) (8) of the Open Meetings Act, NMSA 1978.**

XIII. ADJOURN

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office prior to the meeting so that arrangements may be made.

NOTE: A final Agenda will be posted 72 hours prior to the meeting. Copies of the Agenda may be obtained from City Hall, Office of the City Clerk, 1700 North Grand Avenue, Las Vegas, New Mexico 87701.

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON WEDNESDAY
ARRIL 12, 2017 AT 4:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurule-Giron

COMMISSIONERS: Ember Davis Absent
David Romero
Vince Howell
Barbara Casey
David Ulibarri Jr.

ALSO PRESENT:

Carmela Martinez, Housing Director
Corrina Laszlow Henry, City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurule-Giron asked Commissioner Ulibarri to offer the moment of silence. Commissioner Ulibarri stated, Dear God, thank you for bringing us back to our session. For our Lenten season, hopefully everyone will get out their rosaries and pray for us and the people of Las Vegas.

Madam Chair Gurule-Giron welcomed Corinna Laszlow-Henry as the new City Attorney.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is presented. Commissioner David Romero seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Ember Davis	Absent

Barbara Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

BUSINESS ITEMS

Approval/Disapproval to Award and enter into contract for CONSTRUCTION SERVICES - Sagebrush Parking Lot / 2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contenta Parking Lot Drainage.

Director Martinez stated the City of Las Vegas Housing Authority plans to redo the Parking lot in the Sagebrush area as well as redesign and structure the drainage for 2322 Calle Contenta, 2323 Calle Bonita, 2324 Calle Contenta Parking Areas. The HA is asking for approval to Award and enter into contract for construction services at these areas. The construction company is Carreon Construction LLC who was the lowest responsive bidder.

There was a typo on the agenda request, stating "(2) Unit Rehabilitation 408 Sandoval and 303 Sandoval". Natasha Martinez-Padilla explained that this information was for a future meeting but was accidentally left on the agenda request. It was clarified, for the record to remove the wording "(2) Unit Rehabilitation 408 Sandoval and 303 Sandoval" from the Agenda Request.

Commissioner Howell made a motion to approve to Award and enter into contract for Construction Services – Sagebrush Parking Lot / 2322 Calle Contenta, 2323 Calle Bonita, 2424 Calle Contenta Parking Lot Drainage. Madam Chair Gurule-Giron included that the award was given to Carreon Construction. Commissioner Barbara Casey seconded the motion.

Following the motion to approve, Commissioner Howell asked, were there no low quote, local contractors that bid on this project. Director Martinez stated that there were no contractors from the City of Las Vegas that submitted proposals. She also stated there was quite a bit of advertisement that went out. Director Martinez deferred to Natasha Martinez-Padilla who provided a listing of where advertisements were published which included Albuquerque Journal, (3x"s), Las Vegas Optic, and the City's website. At the pre-construction meeting, 4 local contractors were present. These contractors indicated they preferred working on the structures rather than landscaping and paving. Mrs. Martinez-Padilla stated 2 of the bidders did sub-contract locally but were not the lowest responders.

Commissioner Howell asked if there was a stipulation in the bid process stating that if they are going to get sub-contractors they would attempt to get local workers. Director Martinez said, no. Mrs. Martinez-Padilla stated that the way it is worded through Federal Funds, we ask for a Section 3 requirement, so that if they are hiring they consider hiring local low income individuals. Natasha Martinez-Padilla further stated the Davis Beacon wage rate for procurement purposes, as well as the Federal guidelines states that the PHA will evaluate the bids and response to the solicitation without discussions, and will award the contract to the responsible bidder whose bid, conforming to the solicitation will be most advantageous to the PHA, considering only price and any price related factors specified in the solicitation.

Commissioner Howell stated he understands selecting the lowest bidder, but he doesn't understand the sub-contracting for out of community companies for landscaping when we have many here.

Madam Chair Gurule-Giron asked can the PHA force the lowest bidder to hire local. Mrs. Martinez-Padilla stated, no.

Commissioner Howell stated he is not saying we need to force the lowest bidders, but we should encourage them to hire local workers. For any major construction that is happening out there, we should always stipulate that they need to choose our local contractors for sub-contracting, or encourage them to do so. Mrs. Martinez-Padilla stated to the Chair and Commissioners, the HA cannot stipulate that. Local contractors on our construction list are invited to the pre-construction meeting this way the contractors meet the potential construction companies that were going to bid on this project. In that sense the HA does make effort without violating any Federal Guidelines to bring all bidders together.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner Ember Davis	Absent

Barbara Padilla re-read the motion and advised the motion carried.

Housing Director Carmela Martinez introduced the Construction Company representative, Diego Cayetano Carreon, as well as the Architect Engineer, Design Office out of Santa Fe, Claudia Meyer Horn, PLA.

Commissioner Howell stated to Mr. Carreon that he hopes he understands his comment. We in our community would really appreciate any contractors coming in to select our local contractors for sub-contracting. Mr. Carreon stated he understands the comment, and the only reason they selected their sub-contractor, was that they were the only bid they received as far as the landscaping. They did not receive bids from any other landscape company locally.

EXECUTIVE SESSION/CLOSED SESSION

No need for Executive Session

ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Absent

Barbara Padilla re-read the motion and advised the motion carried.

Madam Chair Tonita Gurule-Giron

ATTEST

Casandra Fresquez, City Clerk

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON MONDAY
ARRIL 17, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurulé-Girón

COMMISSIONERS: Ember Davis
David Romero Absent
Vince Howell
Barbara Casey
David Ulibarri Jr.

ALSO PRESENT:
Carmela Martinez, Housing Director
Corrina Laszlow Henry, City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurulé-Girón asked Commissioner Ulibarri to offer the moment of silence. Commissioner Ulibarri stated, Dear God, thank you for bringing us back for our short meeting. Thank you for the weekend that was so beautiful with our families and all those that were with us, and for all the people here in Las Vegas.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is presented. Commissioner Vince Howell seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner David Romero	Absent

Barbara Padilla re-read the motion and advised the motion carried.

APPROVAL OF MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of March 15, 2017 as presented. Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner David Romero	Absent

Barbara Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

FINANCE REPORT

Natasha Martinez-Padilla, Financial Specialist presented the HA’s finance report through March 31, 2017. 75% of the year has lapsed. Current revenues are at 81% of the budget. Current expenditures are at 65% of the budget.

Director Carmela Martinez thanked the Commission for meeting on this day rather our regular meeting day of Wednesday. The HA staff will be leaving to Ruidoso for annual NAHRO training.

BUSINESS ITEM #1

Approval/Disapproval of Resolution #17-08 to Approve and Adopt the Las Vegas Housing Authority’s 2017 Annual Plan and 5 Year Capital Fund Plan.

Director Martinez stated the US Department of Housing and Urban Development (HUD) requires the Housing Authority’s to develop an Annual Plan and Capital Fund Plan to ensure a plan is in place for the future improvements to the HA. Director Martinez stated that a lot of work had been done prior to her coming to the HA, by the previous Executive Director, Pamela Marrujo, and it continued with the existing staff. Director Martinez asked Natasha Martinez-Padilla to present the Annual and 5 Year plans.

Mrs. Martinez-Padilla read Resolution #17-08 to the Housing Commission. Copies of the plan were provided to the commission. Mrs. Martinez-Padilla went over the Annual Plan explaining the annual submission. She covered any changes being made to the Annual Plan. Under New Activities, changes included Demolition and/or Disposition, Non-Smoking Policies, and Other Capital Grant Programs (i.e, Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). The Housing Authority discontinued the Homeownership Program and utilized the accumulated Replacement Housing Factor Funds to complete 12 of the unit remodel boarded up units in the Yucca, Cholla, and Sandoval area. The remaining boarded up units will be addressed one by one with funds available to the HA to remodel and bring back to the rent roll. There are 5 boarded up units that are beyond repair and the HA will be going through a De Minimus process to eliminate those units. The units selected are 2413 and 2415 Yucca, 2410 and 2412 Yucca, and 302 Sandoval. This process should be completed within the 2016 calendar year. The HA has applied for Emergency Security Funding to install fencing, a security system and security screen doors throughout the LVHA Properties. This is through a grant that has been applied for but not yet received.

Mrs. Martinez-Padilla went over the Civil Rights Certification which comes from the Mayor and certifies that we are not violating any of our tenants civil rights as far as our plan goes. Madam Chair Tonita Gurulé-Giròn asked Mrs. Martinez-Padilla to read the Civil Rights Certification. She read the Certification to the commission. Director Martinez stated this certification shows the process that has to be done for this plan and the 5 year plan, and she can assure that all the CFR requirements have been done.

Mrs. Martinez-Padilla stated that on section B.4, Most Recent Fiscal Year Audit, the HA had no findings within the audit. On section B.5, Progress Report. The HA met the goals in the previous 5 years by being successful in rent collection, maintaining the vacancy rate and the management standards. The CFP programs have been obligated and expended in a timely manner. In addition, the maintenance staff continues to be aggressive with work orders and made quick turnarounds in vacant units. Mrs. Martinez-Padilla discussed the Resident Advisory Board (RAB) and provided their comments and responses to them. For Capital Improvements, she referenced to attachments 50075.1 and 50075.2. Mrs. Martinez-Padilla continued to explain these references to the commission, as well as provided comments received from the Public Input Meeting held earlier in the day to comply with the CFR.

Commissioner Barbara Casey found some errors on the Resolution that were noted to be corrected. Commissioner Casey asked how much was applied for on the Emergency Security Funding. Mrs. Martinez-Padilla stated we requested \$240,000. \$250,000 was the maximum we could apply for. We will not know if we will receive the grant until around November.

Commissioner Vince Howell stated he can see that the HA worked very hard on this. He stated as a previous Housing Advisory Committee (HAC) member he was involved in helping with the plans and knows it involves a lot of information. Director Martinez thanked Commissioner Howell for his previous work and the work of the previous Executive Director, Pamela Marrujo as well.

Commissioner Barbara Casey made a motion to approve Resolution #17-08 to Approve and Adopt Las Vegas Housing Authority's 2017 Annual Plan and 5 Year Capital Fund Plan. Commissioner Vince Howell and Commissioner Ember Davis seconded the motion.

Resolution #17-08 was adopted and approved as follows:

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 17-08**

**A RESOLUTION APPROVING AND ADOPTING THE LAS VEGAS HOUSING AUTHORITY'S
(PHA) 2017 ANNUAL PLAN AND 5 YEAR CAPITAL FUND PLAN**

WHEREAS, it has been deemed necessary by the U.S. Department of Housing and Urban Development (HUD) to establish a new PHA plan (Annual Plan for 2017 and 5 Year Capital Fund Plan); and

WHEREAS, the PHA Plan has been set out in Title VI of the Civil Rights Act and is required in accordance with a revised act dated 7/88: and

WHEREAS, The PHA produced this plan in accordance with the HUD outlined procedures and conducted Public Input and Resident Advisory Board meetings as required; and

WHEREAS, the Las Vegas Housing Authority Board of Commissioners, having reviewed this plan, believe that it is consistent with Federal Regulations and in the best interest of the Department, do hereby approve the PHA Plan as follows:

- 2017 Annual Plan
- 2017 5 Year Capital Fund Plan

THEREFORE, IT IS RESOLVED by THE City of Las Vegas Housing Authority Board, the plan mentioned above is hereby approved and adopted this _____ day of April, 2017.

Passed, Approved and Adopted this _____ day of April 2017.

Mayor Tonita Gurulé-Girón

ATTEST:

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY

Corinna Laszlo-Henry, City Attorney

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner David Romero	Absent

Barbara Padilla re-read the motion and advised the motion carried.

BUSINESS ITEM #2

Approval/Disapproval to Award and enter into contract for ARCHITECT/ENGINEER SERVICES – (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval.

Housing Director Carmela Martinez stated the City of Las Vegas Housing Authority plans to rehabilitate 2 units on Sandoval Street and make habitable to be returned to the Las Vegas Housing Authority rent roll and be housed by low income families of the Las Vegas Community. It is staff recommendation for your approval to award and enter into contract with Lowry Consultants, Inc., the most qualified responder to the RFQ for ARCHITECT ENGINEER SERVICES – (2) Unit Rehabilitation at 408 Sandoval and 303 Sandoval.

Commissioner Howell asked the time frame for completion of the project. Natasha Martinez-Padilla stated that will be projected after Mr. Lowry does his assessment and we receive the plans. This is just for A&E Services so the Architect can develop the scope of work so we can put it out for Request for Bids (RFB) to get those units returned to the rent roll.

Madam Chair Gurulé-Girón asked if the Architect Engineer will ensure that there is a timeline for completion. Mrs. Martinez-Padilla stated yes they will, and there will be liquidated damages just as in the previous RFB. There are always liquidated damages if the project is not completed within the time frame because we lose money.

Commissioner Vince Howell made a motion to Approve to Award and enter into contract for ARCHITECT/ENGINEER SERVICES to Lowry Consultants, Inc., for (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval. Commissioner David Ulibarri Jr. seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner David Romero	Absent

Barbara Padilla re-read the motion and advised the motion carried.

DIRECTORS REPORT

None at this time.

COMMISSIONERS REPORT

None at this time.

EXECUTIVE SESSION/CLOSED SESSION

No need for Executive Session

ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner Ember Davis seconded the motion.

Madam Chair Gurulé-Girón asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Ulibarri Jr.	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner Ember Davis	Yes
Commissioner Ember Davis	Absent

Barbara Padilla re-read the motion and advised the motion carried.

Madam Chair Tonita Gurulé-Girón

ATTEST

Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON
THRU April 30, 2017-83% OF YEAR LAPSED (10 of 12 months)
FISCAL YEAR 2017**

	A	B	C	D	E	G
	FY 2016	FY 2017	FY 2017	FY 2016	FY 2017	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	% REV
DWELLING RENT	430,000	500,000	416,667	527,187	437,337	87%
OPERATING SUBSIDY	660,000	575,000	479,167	568,617	510,824	89%
HOUSING-OTHER INCOME	9,800	9,800	8,167	7,329	26,923	275%
TRANSFERS IN (CFP FUNDS)	214,535	76,510	63,758	214,535	74,845	98%
TOTAL	1,314,335	1,161,310	967,758	1,337,666	1,049,929	90%

(Other Income Includes: Interest, late fee charges and unit repair materials)

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU April 30, 2017-83% OF YEAR LAPSED (10 of 12 months)
FISCAL YEAR 2017**

	A	B	C	D	E	F	H
	FY 2016	FY 2017	FY 2017	FY 2016	FY 2017	FY 2017	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	660,702	687,214	572,678	533,316	537,896	149,316	78%
OPERATING EXP.	695,712	640,793	533,994	418,040	426,088	214,705	66%
TOTAL	1,356,414	1,328,007	1,106,673	951,356	963,986	364,021	73%

CITY COUNCIL MEETING AGENDA REQUEST

DATE: 05/05/2017 DEPT: Housing MEETING DATE: 05/17/2017

ITEM/TOPIC: Out of State Travel for Natasha E. Martinez-Padilla, Finance Specialist and Barbara Padilla, Housing Manager Supervisor for the Southwest NAHRO Conference in San Antonio, Texas.

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Out of State Travel for Housing Employees.

BACKGROUND/RATIONALE: The Southwest NAHRO will be providing Housing Manager Certification as well as essential Financial and Fair Housing Updates.

STAFF RECOMMENDATION: Approval of Out of State Travel for Housing Employees.

COMMITTEE RECOMMENDATION:

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.

REVIEWED AND APPROVED BY:



TONITA GURULE-GIRON
MAYOR


RICHARD TRUJILLO
CITY MANAGER
SUBMITTER'S SIGNATURE

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

PURCHASING AGENT
(FOR BID AWARD ONLY)

CORINNA LASZLO-HENRY
CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)

Southwest NAHRO Annual Conference

FLIGHT	457.96
HOTEL	700.00
MILEAGE	124.23
MEALS	180.00
REGISTRATION	425.00
Total	<u>1,887.19</u>

Southwest NAHRO

77TH SAN ANTONIO, TX ANNUAL CONFERENCE

JUNE 5-8, 2017

BOOT SCOOTIN' FIESTA

REGISTRATION FEES

Conference Registration :

- Early / Regular (Postmarked **by May 5, 2017**)
- Late / Onsite (Postmarked **after May 5, 2017**)
- NAHRO Property Management Essentials Exam
- Nan McKay HCV Program Management Exam
- Commissioners Fundamentals
- THIS IS MY FIRST SOUTHWEST NAHRO CONFERENCE**

Member Agency

Non-Member

\$375	\$425
\$425	\$475
\$150	
\$150	
\$ 75	

Meal tickets are included with conference registration but must be purchased for spouses, guests and children if you wish for them to attend a meal function. Tickets will be available for purchase onsite at the registration desk

The following seminars are included in the conference registration fee but class size is limited so if you plan to attend one of these please indicate below to reserve a seat. If you plan to take an exam for either class please indicate above, as the exam is an additional charge to the registration fee. Seating will be accommodated on a first come first serve basis.

CHOOSE ONLY ONE

- NAHRO Property Management Essentials
- Nan McKay HCV Program Management

The Habitat for Humanity project will be held on Wednesday, June 7th from 8 am – 12 pm. Transportation will be provided. Volunteers will receive a free T-Shirt for participating. Please check the box below indicating what size T-Shirt you prefer. T-Shirts are also available to order for \$15 to people who are unable to participate.

T-Shirt Options:

- Yes I will be volunteering! My Shirt size is:
 - Medium Large XL 2X L 3X L
- No I will not Volunteer but I would like to order a shirt for \$15
 - Medium Large XL 2X L 3X L

HOTEL ACCOMMODATIONS:
Westin on the Riverwalk
 420 W Market Street
 San Antonio, TX 78205
 Reservations: 888-627-8396
 Room Rate: \$139
 Hotel Cut-Off Date: May 11, 2017

Name: _____ Title/Position: _____
 Agency: _____ Attendee Email: _____
 Address: _____ City, State Zip: _____
 Phone: _____ Fax: _____ Contact Email: _____

Credit Card # _____ Exp. Date: _____ CID Code _____
A 5% Credit Card Processing Fee will be charged
 Name as it appears on Credit Card: _____
 Billing Address of Credit Card: _____
 Contact Person: _____ Phone #: _____

Mail Registration and Payment to: **Southwest NAHRO Annual Conference**
 12246 FM 1769
 Graham, TX 76450

Registrations may be faxed to 866.234.4018 but will not be processed until payment has been received
 For additional information: SWNAHRO Service Office 940-521-9982; swnahro@brazosnet.com or www.swnahro.org.

Cancellation Policy: To receive a refund of your registration fees, written notice must be received no later than May 8 2017 and will be subject to a \$50 cancellation fee. Cancellations received after this date will not be refunded. A substitute attendee is permissible. No exceptions.

Southwest NAHRO 77th Annual Conference Agenda

Sunday, June 4, 2017						
2 - 6 pm	Early Registration					
4 - 6 pm	Steering Committee Meeting					
Monday, June 5, 2017						
7:30 - 5 pm	Registration					
7 am - Noon	Exhibit Company Setup					
8 - 9 am	Farris Award Committee	Awards Committee	2018 Annual Conference Committee ARLA	Bylaws Committee		
9 - 10 am	Scholarship Committee	Sr. Vice President's	Maintenance Conference Committee	Commissioners Committee	CR&D Committee	
10 am - 12:30 pm	Housing Committee	Professional Development Committee	Member Services	Scholarship Foundation		
11:30 - 12:30	Budget & Administration	Nominating Committee				
12:30 - 1:30 pm	Lunch On Your Own					
2 - 3 pm	Legislative Committee Meeting					
3 - 5 pm	Exhibitor Orientation & Setup					
3 - 5 pm	Executive Committee Meeting					
6-9 pm	Host Welcome Reception / Activities					
Tuesday, June 6, 2017						
7:30 am - 5 pm	Registration					
7:30 am - 7:30 pm	Exhibits Open and Remain Open All Day					
7:30 - 8:15 am	Continental Breakfast with Exhibitors					
8 - 8:30 am	First Time Attendee Orientation					
BREAKOUT SESSIONS						
8:30 - 10 am	Property Management Essentials - NAHRO	Commissioners Fundamentals - NAHRO	Housing Choice Voucher Program Management - Nan McKay & Associates	HUD Track: PHA Plan Shared Jurisdictions	Sexual Discrimination - Adam Boland, Strasburger & Price	Finding the Right Contractors - Mike Gifford, HAPA
	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:
10 - 10:30 am	Refreshment Break w/ Exhibitors					
10:30 am - 12 pm	Property Management Essentials - NAHRO	Commissioners Fundamentals - NAHRO	Housing Choice Voucher Program Management - Nan McKay & Associates	HUD Track: E-PIC	Public Relations - Stephen Dennis, Strasburger & Price	Procurement - HAPA
	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:
12 - 2 pm	Opening Ceremonies Lunch Master of Ceremonies: Darrin Taylor, President, Southwest Regional Council of NAHRO Presentation of Colors: Invocation: National Anthem: State Flags Presentation Commissioners & Members of the Year Recognition Entertainment: Welcome: Annie Botsford, Texas NAHRO, President Welcome: Terri Cole, Oklahoma NAHRO, President Welcome: Bruce Ladd, Deputy Regional Administrator, HUD Welcome: Mayor Welcome: Steve Merritt, NAHRO President Keynote Speaker:					
BREAKOUT SESSIONS						

Southwest NAHRO 77th Annual Conference Agenda

2 - 3:15 pm	Property Management Essentials - NAHRO	Commissioners Fundamentals - NAHRO	Housing Choice Voucher Program Management - Nan McKay & Associates	HUD Track: Conflicts of Interest	Violence in the Workplace - Adam Boland, Strasburger	Procurement - HAPA
	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:
3:15 - 3:45 pm	Refreshment Break with Exhibitors					
3:45 - 5 pm	Property Management Essentials - NAHRO	Commissioners Fundamentals - NAHRO	Housing Choice Voucher Program Management - Nan McKay & Associates	HUD Track: Common OIG Findings	Fair Housing Case Law Update - Zach Zurek, Strasburger	Procurement - HAPA
	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:
5:30 - 6:30 pm	Exhibitor Reception Recognition of Exhibitors: Darrin Taylor, President & David Lange, Sr. Vice President, Southwest Regional Council of NAHRO					
6:30 - 7:30 pm	Live Auction Scholarship Fundraiser					
7:30 - 10 pm	Hospitality					
Wednesday, June 7, 2017						
7:30 am - 5 pm	Registration					
7:30 am - 12 pm	Exhibits Open Until Noon					
7:30 am - 12 pm	Habitat for Humanity Build					
8 - 9 am	Coffee with the Candidates - Meet the Candidates for NAHRO Senior Vice President					
BREAKOUT SESSIONS						
9 - 10 am	Property Management Essentials - NAHRO	Commissioners Fundamentals - NAHRO	Housing Choice Voucher Program Management - Nan McKay & Associates	HUD Track: HUD's 2 Year Tool	Fraud Prevention - HUD	VAWA: Final Reg - HUD
	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:
10 - 10:30 am	Refreshment Break w/ Exhibitors					
10:30 am - 12 pm	Property Management Essentials - NAHRO	Commissioners Fundamentals - NAHRO	Housing Choice Voucher Program Management - Nan McKay & Associates	HUD Track: Exempt Payment Standards	Emergency Preparedness - Lady from KS Conference	Defederalized funds for OCC (ask Bobby Collins what trainer he had)
	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:
Noon	Exhibits Tear Down					
12 - 1:30 pm	Southwest NAHRO Scholarship & Awards Ceremony Master of Ceremonies: Darrin Taylor, President, Southwest Regional Council of NAHRO Invocation: Scholarship Presentation: Sharon Dixon, Scholarship Committee Chair Awards Presentation: Chris Simpson, Awards Committee Chair Awards Presentation Emcee: Larry Hopkins, Southwest NAHRO Immediate Past President					
1:30 - 5 pm	CR&D Tour - Sign Up at Registration Desk					
1:30 - 3 pm	Property Management Essentials - NAHRO	Commissioners Training	Housing Choice Voucher Program Management - Nan McKay & Associates	HUD Track: Mobility Counseling	Tax Credits - Coats Rose / Novogradac	HOTMA

Southwest NAHRO 77th Annual Conference Agenda

	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:
3 - 3:30 pm	Refreshment Break					
3:30 - 5 pm	Property Management Essentials - NAHRO	Commissioners Training	Housing Choice Voucher Program Management - Nan McKay & Associates	HUD Track: Capital Needs / Planning	HCV Performance Management Tool - Quadel	FSS - HHA
	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:	Moderator:
6 - 7 pm	Cocktail Hour					
7 - 8 pm	Charles Farris Dinner					
Thursday, June 8, 2017						
8 - 8:30 am	Buffet Breakfast for All Attendees					
8:30 - 10:30 am	Annual Business Meeting / General Membership Meeting Master of Ceremonies: Darrin Taylor, President, Southwest Regional Council of NAHRO State Basket Raffle & Final Prizes Conference Concludes					

