



HRA Executive Director Boot Camp
April 20-22
Dakota County CDA, Eagan, Minnesota

Course Description:

This workshop is specifically designed to support executive leaders in housing agencies as they lead their organizations to provide affordable housing in their communities. This workshop will provide an overview of the role, responsibilities, & relationship of a Housing Authority Executive Director with their Board, HUD and the public.

Plus the course will focus on the daily supervision, program oversight and financial requirements needed to successfully lead today's housing agencies. Incorporated into the training will be interactive opportunities to discuss strategies critical to the successful management and leadership of an HRA in Minnesota.

This program will also provide a unique opportunity to meet other EDs across the state and feature interactive sessions, roundtable discussions and peer to peer learning to help build a network of strong HRA leadership throughout Minnesota.

Training Objectives: By the end of this course, participants will be able to:

- Recognize the shift from bureaucracy to business in housing agencies
- Describe the role and relationships of the Board and the Executive Director
- Understand and utilize key federal resources, programs and assessment systems that are critical to agency operations,
- Understand the financial and reporting relationship with HUD, the Board, and the public
- Guidelines for preparing and managing your agency budget including the importance of an independent audit, and
- Identify and avoid ethical dilemmas and conflicts of interests.

Event begins Wednesday, 11am & adjourns Friday by 2pm. Meals will be provided including Wednesday lunch & dinner, Thursday lunch & dinner plus Friday lunch. The following hotels are close to the Dakota County CDA plus there are many other venues nearby:

Extended Stay America
3384 Norwest Court
Eagan, MN 55121
(651) 681-9991

Best Western Plus Dakota Ridge
3450 Washington Drive
Eagan, MN 55122
(651) 452-0100

Holiday Inn Express & Suite
3434 Washington Drive
Eagan, MN 55122
(651) 452-3400

[USE THIS LINK TO REGISTER ONLINE](#)

Minnesota Chapter of NAHRO
National Association of Housing and Redevelopment Officials
555 Wabasha Street North / Suite 245 / St. Paul / Minnesota / 55102
651-925-4070 (phone) • www.mnnahro.org

AGENDA

- 11am** **Wednesday**
Welcome & Introductions
- 12pm** **Lunch**
- 1pm** **What I wish I knew sooner rather than later as an ED**
(Minnesota NAHRO member panel)
- 2:30pm** **The Right Stuff – Perspectives on What to Prioritize & How to**
Manage Your Staff, Board & HUD (small group discussion)
- **Board Governance & Role**
 - **Supervision & Personnel**
 - **Policies & Procedures**
- 4:30pm** **Break**
- 5:30pm** **Dinner together (offsite)**

Thursday 8:30am NAHRO'S Definitive Guide for Executive Directors (all day)

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Friday, 8:30am PHA & HUD Financial Relationship

- 1) Understanding, uploading and deadlines for your Financial Data Schedule
- 2) Preparing the agency budget - some basic guidelines
- 3) The importance of the Independent Audit - preparing and dealing with outcomes
- 4) Critical information to share with the Board and the Public

Lunch at noon

- 12:30pm** **Executive Director Roundtable**
- 2:00pm** **Closing & Adjourn**

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