



MINNESOTA

NAHRO

SERVING MINNESOTA'S HOUSING &  
COMMUNITY DEVELOPMENT NEEDS



## HRA Commissioner 4 Part Online Series

**Begins June 2025**

Minnesota NAHRO is excited to offer an online series tailored specifically for Housing Authority Commissioners. Our Online Commissioner Series will feature four sessions that cover the multifaceted role of a commissioner in an easy to access online format.

**TRAINER:** Our series will be provided by the national experts at The Nelrod Company. The Nelrod Company specializes in providing management, planning, and training services to the affordable and assisted housing industry

**WHEN:** Each session will be no more than 2 hours on the last Thursday of June, August, and October, plus early December. Our first event will be Thursday, June 26 at 3:00pm. The series continues throughout 2025 in August, October, and wraps up in early December. Recording option available.

**TOPICS:** Each session addresses a key element of the unique and important leadership role of an HRA Commissioner. Our series will address the following timely topics:

**Session 1: HRA Commissioner Role and Responsibilities**

**Session 2: Understanding the HRA Financial Position**

**Session 3: Building the Effective Partnership Between the Board and Executive Director**

**Session 4: What the HRA Board Needs to Know About ED Salaries and Benefits**

**PRICING: Two options and two ways to SAVE!**

- Bundle Option Per Commissioner – Get the Full Series & SAVE **BEST DEAL!**  
Get all 4 sessions for one price: \$375 per person with Minnesota NAHRO member discount, \$550 bundle for non-members
- Individual Sessions - \$95 for Minnesota NAHRO members, \$145 non-members

**[REGISTER ONLINE AT WWW.MNNAHRO.ORG/events](http://WWW.MNNAHRO.ORG/events)**

*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](http://www.mnnahro.org)



### **Commissioner Roles & Responsibilities**

In this session, participants will learn roles and responsibilities, board and executive functions, and how to get the most out of your board meetings. A Commissioner Resource Guide, with sample forms and resources, will be provided to help board members prepare for their position and provide consistency with board functions. This session provides a functional learning experience for new and experienced Commissioners. Topics include:

- Governance of the Authority
- Legal Documents and Agreements
- Plans and Policies Requiring Board Approval and more...

### **Understanding the PHA's Financial Position**

Financial reports made easy. Learn the essentials about Agency budgets and financial reports. Attendees will learn where PHA income is derived from and the types of expenditures that a PHA can undertake. The session will include:

- Understanding Financial Basics and Terminology
- Financial Reports the Board Should be Receiving on a Regular Basis
- Using Financial Reports to Analyze and Assess the Agency's Performance and Status

### **Building An Effective Partnership: The Board & Executive Director**

Batman and Robin, Captain Kirk and Mr. Spock, Sherlock Holmes and Dr. Watson...great pairings are hard to come by. Learn the essential factors in a productive Commissioner - Executive Director relationship. Developed from the trenches, we will examine the core competencies Commissioners and Executive Directors must have for a successful, functional, and effective partnership.

### **What you Need to Know About Salaries & Benefits**

The Department of Labor – Another Federal Agency with Rules You Must Follow! Do your salaried employees meet all three (3) tests that must be applied to determine if they are being paid correctly? Topics include:

- Are you paying compensatory time correctly?
- Who is eligible for overtime pay?
- Commissioners who attend this session will learn how to be compliant with salaries, overtime, compensatory time, and benefit rules under the Fair Labor Standards Act.

**[REGISTER ONLINE AT WWW.MNNAHRO.ORG/events](http://WWW.MNNAHRO.ORG/events)**