



ONAP Training & Technical Assistance *Virtual Sessions*

Board of Commissioners Training

Sept. 9-10, 2020 | 11:00 AM — 5:00 PM / EST

Presented by Shelly Tucciarelli, Turtle Clan Development Services, LLC

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This virtual training is sponsored by the
U.S. Department of Housing & Urban Development's Office of Native American Programs and the
National American Indian Housing Council



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Introduction

Shelly J. Tucciarelli

- Owner and CFO of Turtle Clan Development Services, LLC
- Founder and Executive Director of Visionary Ventures NFP Corporation
- Tribal member of the Oneida Nation of Wisconsin – Reservation near Green Bay
- Previously worked for 20 years at the Illinois Housing Development Authority (IHDA) – State Housing Finance Agency
- Board member for 2 Affordable Housing Nonprofits
- Advisory Board member for 5 New Market Tax Credit –Community Development Entities (CDE)

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Getting to Know You

In the Chat box can you put the following information about yourself:

- Name & Tribe or Organization
- Are you currently on any type of Boards, Collaborations or Commissions –YES or NO
- Would you be interested in serving on a Board?
- The one or two important things I really want to learn are.....

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OBJECTIVE OF TRAINING

Understanding the basics for Board of Commissioners:

- Indian Housing - Past & Present
 - Native American Housing Assistance and Self-Determination Act (NAHASDA) Objectives
 - The Housing Board's Role & Functions
- Policy Making
- Planning – The Indian Housing Plan (IHP)
- Controlling
 - Annual Performance Report (APR), Compliance Assessment and Audit
- Leading
 - Ethical Issues, Conflict of Interest
- Organizing
 - Conducting Business
 - By-Law, Duties of Officers, Grievance, Meetings, Agendas, Resolutions, Minutes, and Committees

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Agenda – Day 1

- **Day One**
 - 11:00 - 11:15
 - 11:15 - 11:30
 - 11:30 - 12:00
 - 12:00 - 12:10
 - 12:10 - 12:45
 - 12:45 - 1:00pm
 - 1:00 - 2:00
 - 2:00 - 2:30
 - 2:30 - 3:15
 - 3:15 – 3:25
 - 3:25 – 3:45
 - 3:25 - 3:45
 - 4:45 - 5:00pm
 - 5:00pm
- Introduction and Course Overview
Indian Housing – Past & Present- NAHASDA Objectives
Housing Board's Role & Function
First Break
Organizational Structure and Management Functions
Breakout Session – Organization Chart
Lunch
Policy Making
Board Member Responsibilities & Role of Tribal Council
Second Break
Policy – Versus – Ordinance
Board Work vs Director's Work & Breakout session
Review, Questions & Wrap Up
 End of Day One

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House Keeping

- Everyone will be muted until we go into the Break out rooms.
- Use the Chat room for any questions
- Everyone will get a copy of the powerpoint presentation
- Please follow along as much as possible

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Indian Housing — Past & Present

Indian Housing Past

- 1937 Act
 - Low Rent & Mutual Help
 - Required establishment of Housing Authority (HUD published sample Ordinance with BOC powers and authority)
 - Programs for rehabilitation of units
 - Housing By Laws governs meetings & roles
 - Housing Authority competed for funds

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Indian Housing — Past & Present

Indian Housing Present – NAHASDA

- Native American Housing Assistance and Self-Determination Act (NAHASDA)
- Enacted 1996 – Regulations at 24 CFR 1000
- In process of Reauthorization
- Funds allocated to tribes
- Tribes determines recipient
 - Tribe/Tribally Designated Housing Entity (TDHE)
- Oversight for Housing Authority is = Board of Commissioners
- Oversight for tribal program = Housing Committee or Tribal Council

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NAHASDA OBJECTIVES

- Assist & promote affordable housing activities that develop, maintain, and operate affordable housing
- Ensure better access to private mortgage markets
- Coordinate activities to provide housing with economic and community development
- To plan for and integrate infrastructure resources with housing development
- Promote the development of private capital markets in Indian Country

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NAHASDA Requirements

- 1937 Act units must be operated and maintained
- Eligibility, admission, and occupancy policies
- Tenant and homebuyer selection policy
- Policy for rents & homebuyer payments, including collections
- Insurance – must be maintained
- Management policies – personnel, grievance, disposition
- Maintenance – managing and maintaining the housing

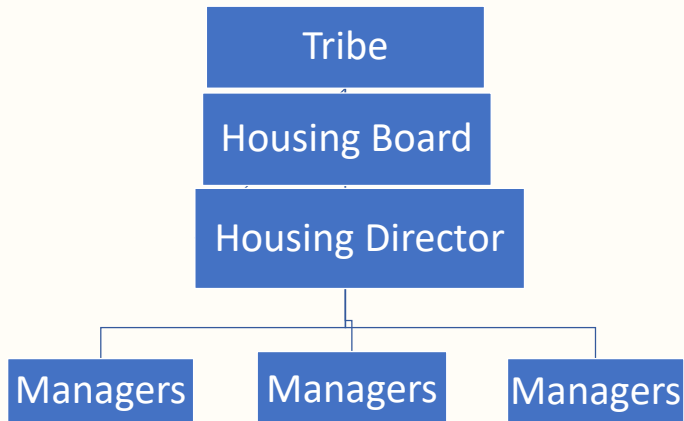
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Housing Board's Roles & Function

- Who are the Responsible Parties – the Organizational Structure
 - Tribe
 - Housing Board
 - Housing Director
 - Managers
 - Employees

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Organizational Structure – Sample Organization Chart Typical Housing Program



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Organization Structure

- Roles – hierarchy
- Divisions of Labor – who does what
- Reporting Relationships – who is subordinate to whom
 - Tribe or Tribal Leader
 - Housing Board
 - Housing Director
 - Managers
 - Employees
- Communication Channels – how information flows

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Break

- 10 Minute Break

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Break-out Session

- Pick one of your housing organization in your group and do an organization chart
- Pick one person to write it in the Chat box - example below
 - Tribe
 - Housing Board
 - Housing Director
 - Managers
 - Employees
- Let's take about 15 to 20 minutes to get to know each other and discuss the organization chart. Then we'll put the answers in the chat box

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Management/Board Functions

- Policy Making – development of certain policies to govern your housing program
- Planning – setting goals and objectives (Indian Housing Plan)
- Organizing – assigning work, resources and activities
- Leading – directing efforts, enthusiasm to work hard, ethical issues, conflict of interest
- Controlling – performance report, compliance and audit

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Management Functions



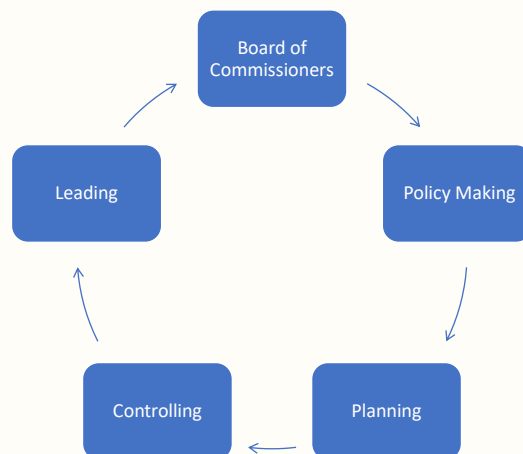
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Director/Board Functions

- Director is responsible for day-to-day management of program
 - Policy making, planning, organizing, leading, controlling
- Board members
 - #1 – Policy Makers
 - #2 – Involved in planning
 - #3 – Involved in controlling
 - #4 – Involved in leading

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Board Functions



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Very Important

The Housing Board and the Housing Director **MUST** work together.

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BREAK FOR LUNCH

LUNCH for 1 Hour

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Board Role 1 – Policy Making

The major function of the Housing Board is Policy Making.

- A policy is defined as:
 - A definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.
 - A high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body.

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BOC - Policy

Policies are approved by the Housing Board of Commissioners if the housing program is the TDHE.

If a housing department, depends on the ordinance, the Tribal Council may review and approve all required housing policies. Policies outline the course of action to guide decisions.

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REQUIRED POLICIES

Section 203 of NAHASDA requires recipients of Indian Housing Block Grant (IHBG) funds to develop written policies governing:

- Eligibility, Admissions, and Occupancy
- Rents and Homebuyer Payments
- Management and Maintenance

Section 207 of the statute requires the adoption of:

- Tenant and Homebuyer Selection Policies

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Other Policies

Other Housing Program policies:

- Travel
- Procurement
- Personnel
- Drug-Free Workplace
- Other policies that may vary

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Board Member Responsibilities

- Obtain copies of current policies
- Review and become familiar with current policies
- Understand what services are available
- Who qualifies for assistance
- Amendments to current policies

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Board Involvement

- Consider amendments to current policies
- Develop policies for new programs
- Drafts are usually prepared by staff
- Supporting staff in carrying out policies

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Role of the Tribal Council

The Tribal Council by legislation, adopts a Tribal Ordinance creating the Housing Entity and decides the recipient of the IHBG by resolution. The Ordinance delegates certain powers to the Housing Board and the TDHE informing them how to use those powers. This is the legal document establishing the TDHE/IHA. The Tribal Council may amend the ordinance as they deem necessary.

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Role of Tribal Council (Cont.)

Some Tribal Council functions include:

- Selection and/or removal of Board of Commissioners
- Empower the Board of Commissioners consistent with Federal rules and regulations

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Break -10 minutes

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Policy -Versus- Ordinance

- **ORDINANCE** is the legal foundation enacted by the Tribal Council
- Establishes the Housing Program or the Tribally Designated Housing Entity (TDHE).
- Ordinance provides the purpose and authority of the TDHE or Housing Department including the responsibilities of the
- Includes responsibilities of the Housing Board of Commissioners or Committee.
- Is the tribal law that governs the housing services
- Can only be amended by the Tribal Council.

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POLICY

- **POLICIES** are approved by the Housing Board of Commissioners if the housing program is the TDHE
- If a housing department, depending the ordinance, the Tribal Council may review and approve all required housing policies.
- Policies outline the course of action to guide decisions.

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BREAK-OUT SESSION

- **BOARD MEMBERS WORK -VERSUS- HOUSING DIRECTOR'S WORK**
 - **FIRST – LET EVERYONE INTRODUCE THEMSELVWHERE THEY ARE FROM AND WHAT TRIBE OR ORGANIZATION THEY REPRESENT**
 - **SELECT ONE PERSON TO WRITE DOWN 2-3 RESPONSIBILITIES OF THE BOARD AND 2-3 RESPONSIBILITIES OF THE HOUSING DIRECTOR**
 - **AFTER THE BREAKOUT SESSION IS OVER – THE ONE PERSON SELECTED WILL WRITE THEIR ANSWERS IN THE CHAT BOX.**

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BOARD MEMBERS

- WHAT MAKES A GOOD BOARD MEMBER?
 - PUT YOUR ANSWERS IN THE CHAT BOX

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Agenda – Day 2

Day Two

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| <ul style="list-style-type: none"> • 11:00 – 11:50 • 11:50 – 12:00 • 12:00 – 12:30 • 12:30 – 1:30pm • 1:30 – 2:15 • 2:15 – 2:50 • 2:50 – 3:00 • 3:00 – 4:15 • 4:15 – 4:50 • 4:50 - 5:00pm • 5:00pm | <p>Planning & Controlling -Indian Housing Plan (IHP) Annual Performance Report (APR)
 <i>First Break</i>
 Controlling continued
 <i>Lunch</i>
 SWOT Analysis – Break Out Session- Answers in Chat
 Leading, Ethical Issues
 <i>Second Break</i>
 Ethical Issues/Conflict of Interest – Breakout Session
 Housing Board Responsibilities
 Questions & Answers
 <i>End of Course</i></p> |
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Questions?

- Do you have any questions on what we covered today?

THANK YOU EVERYONE!

- See at tomorrow's session