

“While the title of commissioner is conveyed with a single moment of appointment, the process of becoming a commissioner is a journey of years best done in community and with the wisdom of others.”

Rev. Jake Miles Joseph  
Housing Catalyst, Fort Collins CO  
Former Commissioner (2019)

Dear Commissioner and Board Leader,

The board of your state chapter of the NAHRO, the Colorado National Association of Housing and Resource Officials (CONHARO), is pleased to present the NAHRO Commissioner Fundamentals Course. Please note this is a required course for those pursuing the NAHRO Commissioner Certification. To learn more visit <https://www.nahro.org/ncc>

***Schedule***

February 27 and 28, 2020

**Feb 27**

8am: Light Breakfast Items and Sign-in  
8:30am – 4:30pm: Session with a one-hour lunch break at 12pm  
(lunch provided by our friends at ANB Bank!)

**Feb 28 Schedule**

8am: Light Breakfast Items and Sign-in  
8:30am-12:00pm: Session

**Location**

Loveland Housing Authority  
375 W 37th St #200  
Loveland, CO 80538

***Instructor***

Joan W Smith, Commissioner, NCC (NAHRO Certified Commissioner)  
Metro West Housing Solutions, Lakewood, Colorado

Joan has served on the Board of Commissioners for Metro West Housing Solutions since 2002. Joan is employed by Red Rocks Community College as the dean and executive director of the continuing education division, [Rocky Mountain Education Center](#). Joan has served at the national level of NAHRO on the Commissioner Committee and now serves as curriculum sub-committee chair of the NAHRO Professional Development Committee. Joan was also nominated and selected for the 2019 Commissioner Service Award “Yes In my Backyard” from the Colorado chapter of NAHRO. Joan’s professional profile can be found at [www.linkedin.com/in/joanwaringsmith-rrcc](https://www.linkedin.com/in/joanwaringsmith-rrcc)

***Commissioner Fundamentals Course Outline***

I. Development and Management of Affordable Housing in the US - a historical perspective

*Learning Objective:*

Recognize national affordable housing programs and policy changes leading up to current day

II. Affordable Housing in Colorado – Getting to Know the Players and Funding Sources

*Learning Objectives:*

1. Gain increased awareness of the state government involvement in increasing safe and decent affordable housing.
2. Review the statewide organizations involved in grant making and funding allocations to expand affordable housing
3. Explore the processes used in developing community based housing needs assessments required in HUD's five year plans and applications for funding

III. Serving as a housing authority commissioner

*Learning Objectives:*

1. Explain the job duties of a commissioner
2. Establish personal learning goals toward continuing to develop as an effective advocate engaged in the expansion of affordable housing

IV. The Functions of a Local Housing Authority Board

*Learning Objectives:*

1. Recognize the legal and fiduciary responsibilities of Housing Authority Boards
2. Explain the difference between policy and administrative functions
3. Define the employer/employee relationship between the Executive Director and Board
4. Describe the decision making processes of an effective governing board
5. Describe effective methods that can be used to reach group consensus
6. Define the processes involved in developing effective relationships with local and national stakeholders engaged in various aspects of affordable housing
7. Recognize the power of the board comes from speaking with ONE VOICE and not from the opinions of individual board members

***Participant Preparation***

Course participants will be asked to make short presentations (10 minute max) describing their local housing authorities (LHA). Presentations should include reference to the mission of the LHA, as well as brief descriptions of the customers and communities served. Please note multiple commissioners attending from a single LHA will make team presentations.