

MOORHEAD PUBLIC HOUSING AGENCY
REGULAR MEETING AGENDA

September 27, 2016
11:30 AM

River View Heights/Community Room

- I. Call to Order and Roll Call
- II. Approval of Minutes
 - A. Request Board Approval of August 23, 2016 Meeting Minutes _____
- III. Request Approval for Payment of Bills
 - A. Request Board Approval of September 2016 Bills - Resolution 2016-24 _____
- IV. Agenda Amendments
- V. Citizens to be Heard
- VI. Business
 - A. Request Board Approval for Direct Deposit - Resolution 2016-25 _____
 - B. Request Board Approval of Plan for Section 8 Program - Resolution 2016-26 _____
- VII. Other Business
 - A. NAHRO Fall Conference Recap _____
 - B. Audit Scheduled for October 10-12 _____
 - C. Recruiting a Resident Commissioner _____
- VIII. Attorney's Report
- IX. Adjournment

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in Moorhead Public Housing Agency meetings will be provided. To arrange assistance, call the City Clerk's office at 218.299.5166 (voice) or 711 (TDD/TTY).

Visit our website at www.cityofmoorhead.com

I. CALL TO ORDER AND ROLL CALL

Chairperson McMaster called the Regular Public Housing meeting to order at 11:30 AM.

Members Present: Donna McMaster, Chairperson; Greg Lemke, Vice-Chairperson
Terry Braun, Secretary; Linda Bowie, Resident Commissioner;

Members Absent: Heidi Durand, City Council Liaison

Others Present: Dawn Bacon, Executive Director; Toni Vondal, Housing Manager;
Mari Dailey, Moorhead City Council; Sharp View Residents, Bill
Beck, Lucille Hennemann

II. REQUEST APPROVAL OF JULY 26, 2016 REGULAR MEETING
MINUTES.

Lemke moved, seconded by Bowie to approve the Minutes of July 26, 2016. All votes
were in favor. Motion Carried.

III. REQUEST APPROVAL FOR PAYMENT OF BILLS-RESOLUTION 2016-20.

Bowie moved, seconded by Lemke to approve the payment of bills as presented. All
votes were in favor. Motion Carried.

IV. AGENDA AMENDMENTS

None

V. CITIZENS TO BE HEARD

Discussion on the incident that happened on August 19, 2016

VI. BUSINESS

A. Request Board Approval to Move Vacant Units to the Status Vacant due to Modernization– Resolution 2016-21.

Bowie moved, seconded by Braun to approve the Move Vacant Units. All votes were in favor. Motion Carried.

B. Request Board Approval of Bid for Canopy Repair – Resolution 2016-22

Braun moved, seconded by Bowie to approve canopy repair. All votes were in favor. Motion Carried.

C. Request Board Approval to Update the Transitional Unit Rent Amounts – Resolution 2016-23.

Lemke moved, seconded by Bowie to approve transitional rent amounts. All votes were in favor. Motion Carried.

VII. OTHER BUSINESS:

Staff changes

Sharp View Project

SEMAP

VII. ATTORNEY’S REPORT

None

IX. ADJOURNMENT:

There being no further business to discuss, the meeting adjourned at 12:09 PM.

Donna McMaster – Chairman

Terry Braun – Secretary

CHECK REQUEST TOTALS

PREPARED September 23, 2016

PAID IN September, 2016

	TOTAL AMOUNT	CHECK NUMBERS
PHA	\$ 107,003.28	10520-10628
GENERAL FUND	\$0	
CAPITAL FUND	\$0	
SECTION 8	\$ 71,150.72	28599-28684
AMHSIP	\$ 11,632.18	43352-43375
BRIDGES	\$ 13,564.66	52721-52746
BCOW	\$10,975.39	72668-72691
TOTAL	\$ 214,326.23	

BANK TRANSFERS made between funds:

DATE OF TRANSFER	FROM ACCOUNT	TO RECEIVING ACCOUNT	DOLLAR AMOUNT TRANSFERRED	REASON

D. Bacon

09/23/2016

Executive Director Approval

Date

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES-Combined
For the Period Ended August 31, 2016**

	<u>1 Month Ended</u> <u>Aug. 31, 2016</u>		<u>2 Months Ended</u> <u>Aug. 31, 2016</u>
REVENUE			
70300 Net Tenant Rental Revenue	\$ 55,969.92	\$	112,626.94
70400 Tenant Revenue - Other	1,519.49		2,528.85
70600 HUD PHA Operating Grants	47,663.08		101,425.08
70710 Management Fee	9,088.00		18,176.00
70750 Other Fees	1,626.93		5,130.68
70800 Other Government Grants	(4,715.00)		2,412.00
71100 Investment Int-Unrstroctd	112.14		224.85
71500 Other Revenue	<u>31,984.83</u>		<u>57,379.77</u>
TOTAL REVENUE	143,249.39		299,904.17
EXPENSES			
91100 Administrative Salaries	29,261.26		69,682.68
91310 Book-keeping Fee	0.00		1,780.00
91500 Employee Ben Contrib-Admin	11,039.49		26,447.60
91800 Travel	0.00		1,774.23
91900 Other	6,889.48		8,339.29
93100 Water	1,658.10		3,425.77
93200 Electricity	9,526.97		18,499.98
93300 Gas	517.64		827.94
93600 Sewer	1,124.92		2,321.48
93800 Other Utilities Expense	760.73		1,566.63
94100 Ord Mtce & Oper-Labor	4,013.85		8,575.30
94200 Ord Mtce & Oper-Mtrls & Other	2,560.41		5,397.50
94300 Ord Mtce & Oper Contract	20,524.03		22,804.45
97300 Housing Assistance Pymts	62,085.97		122,746.97
97350 Port IN HAP	30,290.89		53,991.89
97400 Depreciation Expense	<u>24,175.00</u>		<u>48,350.00</u>
TOTAL EXPENSES	<u>204,428.74</u>		<u>396,531.71</u>
REVENUE OVER(UNDER) EXP \$	<u>(61,179.35)</u>	\$	<u>(96,627.54)</u>

See Accountant's Compilation Report

**MOORHEAD PUBLIC HOUSING AGENCY
STATEMENT OF REVENUE & EXPENSES - PHA
For the Period Ended August 31, 2016**

	1 Month Ended				2 Months Ended			
	Aug. 31, 2016	Budget	Variance	Pct	Aug. 31, 2016	Budget	Variance	Pct
REVENUE								
70300 Net Tenant Rents	\$ 55,969.92	\$ 56,667.00	\$ (697.08)	(1)	\$ 112,626.94	\$ 113,334.00	\$ (707.06)	(1)
70400 Tenant Revenue	1,519.49	1,211.00	308.49	25	2,528.85	2,422.00	106.85	4
70600 HUD PHA Oper	0.00	18,484.00	(18,484.00)	(100)	0.00	36,968.00	(36,968.00)	(100)
71100 Investment Int-	20.35	13.00	7.35	57	41.30	26.00	15.30	59
71500 Other Revenue	1,693.94	1,558.00	135.94	9	3,387.88	3,116.00	271.88	9
TOTAL REVEN	59,203.70	77,933.00	(18,729.30)	(24)	118,584.97	155,866.00	(37,281.03)	(24)
EXPENSES								
91100 Administrative	23,064.74	21,935.00	1,129.74	5	54,998.39	43,870.00	11,128.39	25
91200 Auditing Fees	0.00	667.00	(667.00)	(100)	0.00	1,334.00	(1,334.00)	(100)
91310 Book-keeping F	(817.84)	1,218.00	(2,035.84)	(167)	144.32	2,436.00	(2,291.68)	(94)
91400 Advertising and	0.00	42.00	(42.00)	(100)	0.00	84.00	(84.00)	(100)
91500 Employee Ben Co	9,382.76	6,354.00	3,028.76	48	22,823.33	12,708.00	10,115.33	80
91600 Office Expenses	0.00	500.00	(500.00)	(100)	0.00	1,000.00	(1,000.00)	(100)
91700 Legal Expense	0.00	21.00	(21.00)	(100)	0.00	42.00	(42.00)	(100)
91800 Travel	0.00	1,813.00	(1,813.00)	(100)	1,774.23	3,626.00	(1,851.77)	(51)
91900 Other	5,436.78	5,308.00	128.78	2	6,741.82	10,616.00	(3,874.18)	(36)
93100 Water	1,658.10	1,500.00	158.10	11	3,425.77	3,000.00	425.77	14
93200 Electricity	9,526.97	7,250.00	2,276.97	31	18,499.98	14,500.00	3,999.98	28
93300 Gas	517.64	2,500.00	(1,982.36)	(79)	827.94	5,000.00	(4,172.06)	(83)
93400 Fuel	0.00	417.00	(417.00)	(100)	0.00	834.00	(834.00)	(100)
93600 Sewer	1,124.92	1,058.00	66.92	6	2,321.48	2,116.00	205.48	10
93800 Other Utilities	760.73	825.00	(64.27)	(8)	1,374.20	1,650.00	(275.80)	(17)
94100 Ord Mntnc & Ope	4,013.85	3,406.00	607.85	18	8,575.30	6,812.00	1,763.30	26
94200 Ord Mntnc & Oper-	2,560.41	2,500.00	60.41	2	5,397.50	5,000.00	397.50	8
94300 Ord Mntnc & Ope	15,175.96	20,250.00	(5,074.04)	(25)	16,705.88	40,500.00	(23,794.12)	(59)
94500 Employee Ben Co	0.00	2,452.00	(2,452.00)	(100)	0.00	4,904.00	(4,904.00)	(100)
96110 Property Insura	0.00	3,500.00	(3,500.00)	(100)	(441.00)	7,000.00	(7,441.00)	(106)
96120 Liability Insura	0.00	83.00	(83.00)	(100)	0.00	166.00	(166.00)	(100)
96130 Workmen's Com	0.00	340.00	(340.00)	(100)	0.00	680.00	(680.00)	(100)
96140 All Other Insura	0.00	108.00	(108.00)	(100)	0.00	216.00	(216.00)	(100)
96280 Other General E	0.00	1,307.00	(1,307.00)	(100)	0.00	2,614.00	(2,614.00)	(100)
96300 Payments in Lie	0.00	3,656.00	(3,656.00)	(100)	0.00	7,312.00	(7,312.00)	(100)
96400 Bad Debt - Tenn	0.00	125.00	(125.00)	(100)	0.00	250.00	(250.00)	(100)
96800 Severance Expen	0.00	53.00	(53.00)	(100)	0.00	106.00	(106.00)	(100)
97100 Extraordinary M	0.00	15,015.00	(15,015.00)	(100)	0.00	30,030.00	(30,030.00)	(100)
97400 Depreciation Ex	24,175.00	24,175.00	0.00	0	48,350.00	48,350.00	0.00	—
TOTAL EXPENS	96,580.02	128,378.00	(31,797.98)	(25)	191,519.14	256,756.00	(65,236.86)	(25)
REVENUE O	\$ (37,376.32)	\$ (50,445.00)	\$ 13,068.68	(26)	\$ (72,934.17)	\$ (100,890.00)	\$ 27,955.83	(28)

See Accountant's Compilation Report

MEMORANDUM

DATE: September 23, 2016
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: Direct Deposit for Staff

Moorhead Public Housing currently does not have direct deposit for employees. The agency has received a proposal from Wells Fargo to offer direct deposit as a service.

The total cost of direct deposit to the agency is estimated at approximately \$40 per month. Expenses vary because fees are based on volume (number of deposits and employees). The set up charge of \$375 for establishing the service has been waived by Wells Fargo.

Direct deposit would provide greater security in handling employee payroll and also provide employees with a reliable and routine pay check that won't be impacted if they are out of the office. If approved by the board, Wells Fargo would provide training to MPHA and their accountant agency to set up a process.

[g/dawn/board/boardmemos/directdeposit](#)



Wells Fargo Treasury Management Proposal

Moorhead Public Housing Agency

Pricing as of September 2016

<u>WF Code</u>	<u>AFP Code</u>	<u>Service Description</u>	<u>Price</u>	<u>Monthly Volume</u>	<u>Activity Charges</u>
General Account Services					
22051	010000	ACCOUNT MAINTENANCE-CHEXSTOR	20.00000	1	20.00
CK021	010100	DEBITS POSTED	0.20000	18	3.60
CK018	250201	ELECTRONIC CREDITS POSTED	0.20000	1	0.20
ES344	250202	ACH RECEIVED ITEM	0.20000	17	3.40
22202	150100	DDA CHECKS PAID	0.20000	63	12.60
IAMTH	000230	RECOUPMENT MONTHLY	0.12750	80	10.20 #
08052	100000	BRANCH/STORE/NIGHT DROP DEPOSIT	1.00000	10	10.00
001	100220	DEPOSITED CHECKS - ON US	0.20000	40	8.00
002	100223	DEPOSITED CHECKS	0.20000	160	32.00
Commercial Online Portal					
12812	151352	CEO IMAGE VIEW < 90 DAYS - ITEM	2.50000	0	0.00
27707	150400	CEO SEARCH	1.05000	0	0.00
12670	150410	STOP PAYMENT - ONLINE	15.00000	0	0.00
ACH/Direct Deposit					
34377	250000	ACH PAYMENTS BASE FEE	30.00000	1	30.00
ES803	250500	ACH PAYMENTS ONLINE BATCH RELEASE	3.25000	2	6.50
ACH1D	250102	ACH PAYMENTS ONE DAY ITEM	0.11600	12	1.39
Total Monthly Activity Charges					137.89
Total Monthly Balance Based Charges (can be paid with balances)					137.89
Estimated Earnings Credit at .15% on \$80,000					9.84
Estimated Total Monthly Balance After Earnings Credit Offset					128.06
Setup Charges					
34376	251120	ACH PAYMENTS SET UP FEE	375.00000	1	0.00 <i>*Waived</i>
Total Setup Charges					0.00

Balances and ECR may also be applied against Balance Based Setup Charges.

The above pricing estimate is based on certain assumptions drawn from projected volume, scope of services and/or other information you have provided. The pricing is subject to change if the actual volume and/or scope of services differ from the assumptions upon which the pricing estimate was based.

Wells Fargo Bank, N.A. will allocate a fee to recover the cost of deposit insurance premiums. The Recoupment Fee is assessed on the Average Ledger Balance in your interest bearing and non-interest bearing accounts.

MEMORANDUM

DATE: September 23, 2016
TO: PHA Board of Commissioners
FROM: Dawn Bacon, Executive Director
REGARDING: Section 8/Housing Choice Voucher Program

Background: The staff dedicated to the Section 8 program recently resigned her position with Moorhead Public Housing. This program has been identified as a target area for cross-agency work and collaboration in our Catalyst Grant with Clay County Housing and Redevelopment Authority (CCHRA). A possible transfer of the program to CCHRA or consortia between the two agencies specific to Section 8 has been discussed but no decisions have been made.

Coverage Plan: Instead of immediately filling the position, a plan has been developed to cover the position over the next 6-7 months to allow time to determine the future direction of this program. This includes entering in to an agreement with CCHRA for two of their staff to provide services related to the more technical elements of the position as well as file review and other quality assurance work to make improvements to the program. Additionally, one part-time Moorhead Public Housing staff has agreed to a temporary increase in hours to provide services in the program. A cost analysis of this coverage plan has been conducted and expenses will not exceed what is currently budgeted.

Future Planning: The Catalyst Grant awarded to CCHRA and Moorhead PHA in the amount of \$10,000 is set to expire on November 30, 2016. A request will be made to the Greater Minnesota Housing Fund to extend the grant award. In addition, it is recommended that the funds be amended to include the cost of the Executive Directors attendance at PHADA's 2017 Commissioner's Conference in

January 2017. The conference includes a full day session entitled “Planning for Change” that emphasizes strategic planning and creative problem-solving with policy changes from HUD incorporated. Information learned at the conference would be brought back and used in Catalyst Grant planning involving staff and board members.

An essential component of future planning will include a fiscal analysis of the Section 8 program and implications of a transfer specific to Moorhead Public Housing.

The earliest date that a transfer could occur would be July 1, 2017. A decision would need to be made by the March board meetings of the respective agencies to allow ample time for an independent close-out audit and approval processes with HUD. Additional research is necessary to better understand the option to form consortia.

[g/dawn/board/boardmemo/section8](#)

Catalyst Grant Overview

Moorhead Public Housing & Clay County HRA

What is the Catalyst grant?

In 2015, Clay County HRA and Moorhead Public Housing applied for and received grant funding from the Greater MN Housing Fund to look at ways the two agencies with similar roles and missions could better collaborate.

Clay County HRA Mission Statement: “To strengthen and revitalize communities by providing development opportunities, quality housing and services.”

Moorhead Public Housing Mission Statement: “To promote and deliver quality, well-managed homes to a diverse low income population and, as a valued partner, contribute to the well-being of individuals, families and community we serve.”

Why are we doing this?

The Catalyst grant is about collaboration. A merger of the two agencies is not under consideration. Given that we are two housing agencies in the same geographic area and similar missions, we believe that there are opportunities to...

- **Create efficiencies.** Where can we accomplish more by sharing resources?
- **Provide the better services.** How can we work together so that our programs are easily understood and accessible to the community?
- **Streamline policies.** One agency policy can impact the other agency. Where can we be more intentional and strategic about policy decisions?



2017
**Commissioners'
Conference**

Hilton Orlando Lake Buena Vista
Orlando, Florida
January 8-11, 2017





► The New Year promises to be an interesting and busy one with a brand new Administration taking office just days following PHADA's Commissioners Conference. To help prepare, executive directors, staff, and commissioners will not want to miss this important meeting in the Orlando, Florida area.

Representatives will discuss what we can expect from the new Administration in relation to housing and budgetary policy, as well as changes that may impact our programs. There will also be sessions recapping provisions of the FY 2017 Appropriations act as well as the outlook for the FY 2018 budget season that gets underway in January.

The Obama Administration's Affirmatively Furthering Fair Housing (AFFH) rule is now in effect for more HAs along with the Assessment of Fair Housing (AFH) Tool, which is used to gauge compliance. There will be detailed sessions concerning the AFFH requirements, while also highlighting some of the proposed changes and improvements that PHADA has recommended. Related to this, legal experts will explain how HUD's recent guidance and notices impact criminal background checks.

In the voucher program area, another important session will cover the latest changes concerning the proposed new administrative fees and how HAs can best prepare for the transition if a new formula is instituted. In addition, there will be a workshop concerning changes making Housing Quality Standards (HQS) more of a UPCS-type system similar to what is used in public housing physical inspections.

Some other timely sessions include how HAs can best prepare for work-related violence, as well as best practices for forming effective consortia arrangements. PHADA is also planning a session on the Rental Assistance Demonstration (RAD).

For commissioners, there will be sessions on issues such as ethics, good governance, and how board members can prepare their agencies for more budget uncertainties. Commissioners and EDs will also benefit from training on personnel issues, including new developments under the Fair Labor Standards Act and the Americans with Disabilities Act.

Other planned sessions will outline the latest important regulatory and legislative information from Washington, including possible changes to PHAS and SEMAP, as well as the latest on implementation of the MTW expansion.

These are just some of the planned topics for the 2017 Commissioners' Conference. More information concerning the education sessions will be provided in the near future. In the meantime, members can contact PHADA's Washington office at: 202-546-5445, or visit: www.phada.org for further information.

EDEP: Executive Director Education Program

Sponsored by PHADA in conjunction with Rutgers University

The Executive Director Education Program (EDEP) will continue January 6-7 in conjunction with the 2017 Commissioners' Conference.

IMPORTANT: You will receive a confirmation of your EDEP registration from PHADA. If you do not receive a confirmation, please contact the PHADA office at: 202-546-5445. EDEP registrations must be received by December 7, 2016. Class size is limited to 40 participants. Registration will not be available on-site. Refunds will only be issued to registrants who withdraw on or before December 7, 2016.

Courses

Ethics

Friday, January 6

This seminar is designed to familiarize participants with the ethical standards and legal requirements relevant to public housing authority officials. Typical state statutes and HUD regulations are examined and applied to ethical issues faced by executive directors using a case study approach.

Planning for Change

Saturday, January 7

HUD is being "reinvented," and this course provides executive directors with the management tools and skills necessary to adapt to the changes which will occur. Emphasis is placed on strategic planning and creative problem-solving. The most current information available about the evolving changes at HUD will be incorporated into the program.

Agenda

**Agenda items and times are subject to change*

Friday, January 6

7:00 am–8:00 am	EDEP Registration
8:00 am–5:00 pm	EDEP: Ethics

Saturday, January 7

7:00 am–8:00 am	EDEP Registration
8:00 am–5:00 pm	EDEP: Planning for Change

Sunday, January 8

7:30 am–6:00 pm	Conference Registration
8:00 am–9:30 am	Legislative/Regulatory Briefing
9:40 am–10:40 am	Small PHA Committee Meeting
10:50 am–12:20 pm	Housing Committee Meeting
11:00 am–12:00 pm	Bollinger Committee Meeting
1:00 pm–2:30 pm	Professional Development Committee Meeting
2:30 pm–4:00 pm	Legislative Committee Meeting
4:10 pm–5:30 pm	Membership Committee Meeting
5:30 pm–7:30 pm	Welcome Reception

Monday, January 9

7:30 am–4:30 pm	Conference Registration
7:30 am–8:15 am	Continental Breakfast
7:30 am–8:15 am	First-Timers and New Members Breakfast
8:30 am–10:30 am	Opening Session
10:45 am–12:00 pm	Education Sessions
12:05 pm–1:05 pm	Personnel Committee Meeting
1:15 pm–2:15 pm	Finance Committee Meeting
1:30 pm–2:45 pm	Education Sessions
3:00 pm–4:30 pm	Education Sessions
4:00 pm–5:00 pm	Nominating Committee Meeting

Tuesday, January 10

7:30 am–3:00 pm	Conference Registration
7:30 am–8:15 am	Continental Breakfast
8:00 am–9:30 am	Executive Board Meeting
8:30 am–10:00 am	Education Sessions
10:15 am–11:45 am	Education Sessions
12:00 pm–1:30 pm	EDEP Luncheon
1:45 pm–3:15 pm	Education Sessions
3:15 pm–conclusion	Board of Trustees Meeting
3:30 pm–5:00 pm	Education Sessions

Wednesday, January 11

7:30 am–12:00 pm	Conference Registration
7:30 am–8:15 am	Continental Breakfast
8:15 am–9:45 am	Education Session
9:45 am–11:15 am	Education Session
11:15 am–12:30 pm	Education Session
6:00 pm–8:00 pm	Closing Dinner

Hotel

Hilton Orlando Lake Buena Vista Orlando, Florida

Mark your calendars today for PHADA's 2017 Commissioners' Conference, January 8–11, in Orlando, Florida.

Hilton Orlando Lake Buena Vista, located in the Walt Disney World Resort, is within walking distance to downtown Disney Springs. The hotel is conveniently located across from Disney Springs which has an eclectic mix of unique boutiques, one-of-a-kind eateries, and jaw-dropping entertainment. After a day of learning networking with your colleagues, you'll be able to enjoy all that Orlando has to offer. For more information on the hotel and Orlando, visit the PHADA website.

Reservations and Room Rates

Register for the conference first and receive a conference code to make your hotel reservations. Reservations will not be accepted without a code.

Important Change in Registration/ Hotel Accommodations Process

Hotel Reservation Policy for PHADA's 2017 Commissioners' Conference – **Register first then reserve your room!** Any reservations in the PHADA room block without a corresponding conference registration may be canceled without notice. This policy is designed to give priority to registered conference attendees and provide you with greater access to the discounted hotel room rates. Once your registration is confirmed, you will receive a code to reserve your hotel accommodations in the room block. Requests for reservations at the PHADA group rate will be accepted for registered conference attendees on a space available basis through December 7, 2016, or until the PHADA room block is sold out.

Reservations at the PHADA rate may only be secured with the conference code included in your conference registration confirmation.

Hilton Orlando Lake Buena Vista at
Walt Disney World Resort
1751 Hotel Plaza Boulevard
Lake Buena Vista, FL 32830

Room Rate: \$197 single/double

Room rates are per night plus applicable tax. A portion of the room rate is being used to offset conference costs.

Cut-off date: December 7, 2016

(Based on availability)



PHADA's 2017 Commissioners' Conference: Don't miss this opportunity to learn, share ideas, and network with your colleagues from across the country!

Register for the Conference:

Register online at: www.phada.org, or fill out the form below and mail or fax it, along with the registration fee, to:

PHADA 2017 Commissioners' Conference
511 Capitol Court, NE
Washington, DC 20002-4937
Fax: 202-546-4166

Reservations at the Hotel:

Register for the conference first and receive a conference code to make your hotel reservations. **Hotel reservations will not be accepted without a code.**

Hilton Orlando Lake Buena Vista at Walt Disney World Resort
1751 Hotel Plaza Boulevard
Lake Buena Vista, FL 32830

(Please fill out a separate form for each registrant, including spouses)

Name	First Name for Name Badge
Housing Authority	Title
Street Address	
City/State/Zip	Phone
Email address (to receive a confirmation)	

Is this your first PHADA meeting? YES NO

Do you plan to attend the EDEP Graduation luncheon (included in registration fee) on Tuesday, January 10? YES NO

Do you plan to attend the closing dinner (included in registration fee) on Wednesday, January 11? YES NO

Please check this box if you require special services or assistance because of a disability.

2017 Commissioners' Conference Registration

Before Dec. 7, 2016

- Member: \$440
- Nonmember: \$550
- Spouse: \$170

After Dec. 7, 2016

- Member: \$465
- Nonmember: \$575
- Spouse: \$180

On-site

- Member: \$490
- Nonmember: \$600
- Spouse: \$190

Payment Method:

Check or money order enclosed in the following amount: \$ _____

Please bill my: MasterCard VISA AMEX

Account # _____

Print Name _____

Signature _____

Exp. Date _____

*Cancellations received in writing before December 7, 2016, will be refunded less a \$100 administrative fee. Substitutions are welcome if notified in writing. There will be no refunds after December 7, 2016. No refunds are given for no-shows. **BY SUBMITTING THIS REGISTRATION FORM YOU ARE AGREEING TO PHADA'S CANCELLATION POLICY.**

EDEP registrants please note: On-site registrations are **not** accepted for the EDEP Program, and class size is limited to 40. Classes have been filling up, so early registration is recommended. You will receive confirmation of your EDEP registration from PHADA. If you do not receive a confirmation, please contact the PHADA office at: 202-546-5445. Refunds will be issued only to registrants who withdraw on or before December 7, 2016.

Consent to use photographic images: Registration and attendance constitutes an agreement by the registrant to use their image or voice in photographs, video recording, or other electronic reproductions by PHADA of such event or activities.