

NCDA Professional Planning and Development Committee Meeting
Committee Chair: Amintha Cinotti, City of Providence, RI
Committee Chair: Vicki Covey, City of Amarillo, TX

NCDA Winter Meeting
The Washington Marriott Hotel
January 18, 2001

A G E N D A
3:15 - 4:30 p.m

- I. ROLL CALL AND APPROVAL OF THE MINUTES FROM JUNE 1, 2000**
- II. PROGRAMMATIC ISSUES**
 - A. Vendor/Exhibitor Fees.** The committee will be asked to discuss a fee structure for vendors and exhibitors. The discussion will also determine how and in what way sessions put on by vendors and exhibitors should be handled. Should they happen at all???
 - B. Community Development Practitioner Certification.** The committee will review a course description and related expenses for an NCDA sponsored CDBG certification. The committee will make a recommendation of the Board of Directors for the necessary funding to proceed with implementing the course. Implementation shall include working with NAHRO as a full partner, producing the course materials, including a companion handbook and expenses of marketing the course.
- III. NEW BUSINESS**
- IV. ADJOURN**

Professional Planning and Development Committee Meeting Minutes

NCDA Winter Meeting Washington Marriott Hotel January 18, 2001

1. Roll Call. The following persons attended the meeting.

Vicki Covey	Amarillo, TX
Emily Nottingham	Tucson, AZ
Bob Buffington	Plano, TX
Al Faella	Union County, TX
Bob Gehret	Boston, MA
Mike Hilliard	Aurora, CO
Anna Yee	San Francisco, CA
Mark Tigan	Newport, RI
Tony Crapp	Miami/Dade County, FL
Any Petrone	Leominster, MA
Barbara Vanderloop	Irving, TX
Marti Luick	Albuquerque, NM
George Horvorka	Fall River, MA
Angelito Santos	Quincey, MA
Motoky Hayakawa	InterAction
Linda Price	Norman, OK
Nancy Haney	Lubbock, TX
Aaron Wolfe-Bertling	Ogden, UT
Venneta Butler	Fulton County, GA
John Sasso	CDTI
Renee Ramey	Garland, TX
Tom Speakman	Denison, TX
Bill Lindsay	Denison, TX
Elizabeth Neil	Weymouth, MA
Amintha Cinotti	Providence, RI
Johnny Beatty	Beaumont, TX

2. The minutes of the Professional Planning and Development Committee held on June 1, 2000 were approved by the committee.

3. **Vendor/Exhibitor Fees.** The committee discussed a fee structure for vendors and exhibitors. The discussion focused on how the Association should handle vendor fees at conferences. Chandra explained that currently vendors are charged \$1,500.00 for a three day conference (\$500 per day.) She also said that several vendors had expressed a desire to conduct sessions at our meetings and that there was not a policy for setting up a fee schedule for vendors conducting sessions. The question arose, “Did the Association really want to start this type of endeavor?” It was decided that the current fee schedule was okay and that we would look at vendors on a case by case basis to determine if they should be allowed to conduct sessions and at what fees.
4. **Community Development Practitioner Certification.** This agenda item is a follow-up on approximately three years of work by the Committee to determine the need for a CDBG course targeted to community development practitioners with less than 3 years of experience. Over the past few years, through attrition and promotion, many community development departments are facing a severe shortage of qualified program administrators– people who are familiar enough with the CDBG program to be able to understand Congressional intent and the program’s regulations.

It was decided by the committee that the Association should go forward and design a 2-1/2 day course targeted to those folks who have less than 3 years of experience administering the CDBG program, with an open book examination at the end of the course. Committee staff person Chandra Western looked at some already existing courses and provided a sample course outline. She explained that based on the survey NCDA’s members wanted an introductory course taught by practitioners (peers) that was not too expensive and approximately 2 days in length. She explained that there were some states that administered the small cities program that required anyone that administered a CDBG grant from the state to be “certified” by the state. This was the direction that NCDA should also investigate.

These comments lead to much discussion about the length of the course, why the need for certification, what does certification really mean, could a person really be a certified community development professional in 2 -1/2 days?, etc.

Committee Co-Chair Amintha Cinotti reiterated that this course was intended to be a basics course designed for new community development practitioners to get up to some level of proficiency in administering the CDBG program. It was not envisioned to be a certification instrument for a Professional Community Development Practitioner. Committee Co-Chair Vicki Covey reiterated that one could not become a certified community development practitioner in 2-1/2 days. Many of the people at the meeting had been in the field for more than 10 years.

Barbara Vanderloop from Irving, Texas commented that the sample course structure, taught by community development practitioners was exactly the type of course she would send her new staff to. Mike Hilliard from Aurora, Colorado echoed Ms. Vanderloop’s comments.

John Sasso was concerned about the funding for the course development and would the Committee be recommending that the Board put up the money to do this. His suggestion was to develop a series of one-day courses very much like the Section 108 training that CDTI and Tigan Associates had done at several NCDA meetings. He explained that they would be low cost and not require any up-front capital. He was concerned that the Association would lose money on the 2-1/2 day course. John also commented that if a certification program was what was wanted that the course could be structured so that there would be a series of one-day courses to get “certified.” and that if other practitioners wanted to become “certified” there should be some kind of grandfather feature to allow them to do so.

Emily Nottingham requested a discussion on working with other national public interest groups such as NAHRO. Chandra passed out a letter from NAHRO suggesting that the two groups try to work together to design a course that would be applicable to both group’s members. Vicki Covey was liked this idea of collaboration very much, and she thought that NCDA could save money if we worked with NAHRO and COSCDA to design the course.

After much discussion about the availability of other courses, HUD courses and their contractors, Amintha Cinotti called for a motion to move forward with some kind of CDBG basics course target to people with less than 3 years of experience.

Vicki Covey made the following motion; Request the Board of Directors to allocate funding to develop a pilot CDBG Beginners course, pursue partners to assist in defraying costs— NAHRO and COSCDA and HUD and as the course develops, look into developing additional components for a complete certification package.

The motion was approved and being that there was no further business, the meeting was adjourned.