

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

NCDA Winter Meeting
Marriott at Metro Center
January 24, 2002

A G E N D A
3:15 – 4:30 p.m

- I. ROLL CALL**
- II. APPROVAL OF THE MINUTES FROM May 24, 2001**
- III. PROGRAMMATIC ISSUES**
 - A. Community Development Practitioner Basics Course.** Committee Chairs Amintha Cinotti and Vicki Covey will provide the committee with an update on the first CDBG Basics Course held in October in Kenner, LA at the Region VI Annual Meeting.
 - B. Briefing on the first training.** Chandra Western will brief the Committee on the first course, the manual, testing and recommendations from the course evaluations.
 - C. How to Proceed.** The committee will discuss additional courses, when they should be held and preparing for intermediate and advanced modules. Also, a discussion on the viability of adding a state/urban county “track” to the existing course.
- IV. NEW BUSINESS**
- V. ADJOURN**

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I. ROLL CALL

Everyone signed the attendance sheet and introduced themselves. Many members were pleased to see that NCDA staff adhered to the Board of Director's schedule for getting the CDBG Basics course operational.

II. APPROVAL OF THE MINUTES: May 24, 2001

The minutes of the May 24, 2001 meeting were approved.

III. PROGRAMMATIC ISSUES

A. Community Development Practitioner Basics Course. *CDBG Basics: Training for Practitioners*

Committee Chairs Amintha Cinotti and Vicki Covey explained the process for getting the course up and running. Amintha stated that staff had done an RFP and that interviews were conducted during the Annual Meeting in May/June. Nancy Freeman was selected to design and implement the the first year's course.

B. BRIEFING ON THE FIRST TRAINING.

Chandra told the group that the first course was undertaken in Kenner, LA at the Region VI Annual Meeting. She explained that there were approximately 30 persons in attendance including two HUD staff from the Louisiana State Field office. Chandra also provided the evaluations and a synopsis of the scoring for the first test.

Chandra went on to explain that she was pleased with the course outline, the manual and the test. She indicated that the first test included several ambiguous questions that were, or should have been targeted to more advanced CDBG staff. She indicated that she had already requested that Nancy revise the test, which was passed out during the meeting. She told the group that she was very pleased with the first outing and that the Association had already received requests from members to purchase the manual because it was so well done.

Chandra said that the manual would be available on CD Rom and that the Association would continuously update it as necessary. The plan is to complete four trainings during the year– on a regional basis. A training has already been scheduled for the

NCDA Annual Conference in Providence, RI, in June and one for the Region IV Annual Meeting in August. Chandra said that she hold a training in Region V to re-energize that region and conduct it in April or July. No others were scheduled. *[Since the meeting NCDA staff has tentatively planned the 2002 Executive Symposium in Durango, CO, where we hope to have the fourth training to capture the west coast members who might like to take the CDBG course]*

C. HOW TO PROCEED.

Chandra asked the group how should NCDA proceed in expanding the course. She suggested that the Association complete the first year (four) of the basics trainings, and then come back to the Committee with suggestions on how to proceed. She explained that COSCDA and NACCED had expressed interest in collaborating on the training. She also had suggested that additional “moduals” be added for intermediate and advanced levels. Another suggestion would be to include an ‘economic development day” or a “spec writing day.” The committee recommended that the Association would conduct the first year’s worth of training and come back to the group for further instructions.

The next step would be to offer a one-day “train the trainer” course for any NCDA members who wish to become trainers. Chandra explained that it was the original plan was for NCDA members to be the trainers for the course. Who better to train that those actually doing the work? After the first year, we would have the course refined enough to be able to have have copies of the power point available for those members already doing or have done training to take the course and become part of the NCDA “faculty.”

The group gave some suggestions on ways to improve the course based on the evaluations.

1. Send out a list of pre-test questions to give the prospective participants an idea of what the questions would entail.
2. Expand the course from 2-1/2 days to 3 days. The first two days would be course work, and homework problems. The last day would be reserved for review and the test. It is hoped that the test will take a maximum of 3 hours, which could then be graded and those passing would receive their certificates of completions on the spot.
3. We would also send out the course manual to those who desire it, with the requirement that they bring their manual with them when they take the course.

IV. NEW BUSINESS

Being that there was no new business, the meeting was adjourned.