**Minutes**

**Specialist in Housing Credit Management**

**Special Advisory and Technical Advisory Committee**

**Meeting Held via Conference Call January 30, 2017**

**Members participating:** Gwen Volk, chair; Nancy Evans, Gianna Solari, Alicia Stoermer Clark, Corinne Curtis, Jonathan Gershen, Dodi Gershen, Michael Johnson, Laurie Long, Susan Hutchinson

**Staff participating:** Natasha Patterson, Brenda Moser NAHMA, Shana Treger NAAEI, Colleen Bloom Leading Age

The meeting was called to order at 3:05 pm. Gwen Volk, Chair, welcomed all in attendance and

Introductions were made on the call. Brenda Moser, did official Roll call off the current roster

**Program Statistics:**

NAHMA reported on the SHCM statistics as of 01/30/2017

 627 grandfathered since inception of the program (6 since June meeting).

 1854 total non-grandfathered applications have been submitted (121 since June meeting).

 2481 total SHCM certifications have been awarded (127 new since June meeting).

 1044 total active SHCM certifications (active or adjusted for renewals)

 105 total candidacy applications (1 since June meeting).

 8 total SHCM Companies

 3901 total exams have been offered (311 since June meeting).

 2786 have passed the exam (229 since June meeting)

 1115 have failed the exam (82 since June meeting).

 74% total pass rate.

 224 total exam events have taken place since the program’s inception (10 since June meeting).

 States with the most SHCMs are Massachusetts, California, Ohio, Montana

 And New Jersey.

**Review – 2016 Year‐end SHCM Program Financial Report (Unaudited):**

As of Dec 30, 2016 NAHMA reported a variance to the YTD budget of $16,724 for the good of the SHCM program. We went over a bit over our budgeted expenses for the program overall- $16,286.00 over the budgeted amount. Which still left us with a positive variance of $16,724.

This report did not include NAHMA’s related salary or other overhead expense for administrating the program. In addition, this data represents NAHMA revenue and direct expense only and not that of NAAEI or LeadingAge.

**Discussion –Current Activities**

**National Apartment Association Education Institute**

 NAAEI reported that it hosted the CEU in the fall of 2016 and had 110 attendees that participated.

 NAAEI provided copy for the SHCM Newsbriefs.

 NAAEI provided a comp booth to the SHCM program for the June, tradeshow in Atlanta in 2017.

 NAAEI has scheduled a blended learning in April of 2017.

 NAAEI provides a copy of Units Magazine to all SHCM certificate holders



**LeadingAge**

 LeadingAge reported that they are willing to co-promote AHMA tax credit trainings, where students will have an opportunity to sit for the SHCM exam afterwards.

 LeadingAge provided copy for the SHCM Newsbrief quarterly.

**NAHMA**

 NAHMA continues to promote SHCM designation in all its course materials.

 NAHMA continues to manage all daily operations related to the program, including working with

TesTrac on the new online exam process, sending materials to new certificants, managing

Publication of SHCM Newsbriefs, managing the renewal process, etc.

 NAHMA conducts outreach to SHCMs with bad emails to reconnect to SHCM Newsbriefs.

 NAHMA conducts outreach to individuals that have not applied for their SHCM designation after

Passing the exam.

 NAHMA manages the exam maintenance process with HumRRO .

 NAHMA provided copy for the SHCM Newsbriefs.

 NAHMA manages the entire renewal process which began in Sept 2016.

**Exam Maintenance Activities**

Brenda shared with the committee that a SHCM workshop was held in October in conjunction with the NAHMA fall meeting, where SME’s spent an entire 8 hours reviewing the items/questions and dropping some questions, rewriting some answers. A cutscore workshop was held with 6 SME’s in early Jan. 2017- and 18 of 66 items were reviewed. The remaining 48 items were divided among the SME’s to review independently and get back to HUMRRO by a deadline of Feb 17, 2017.

**Old business:**

Brenda shared the exam maintenance Activities listed above under old Business.

**New business:** None

**Next Meeting:**

Will be held in April by conference call

The meeting adjourned 3:35pm

Respectfully submitted, NAHMA staff