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JaxHA.org   

HR DEPARTMENT'S JULY 2024 MONTHLY REPORT

August 5, 2024

HR Department's July 2024 Monthly Report

A. OVERVIEW

The Human Resource Department is responsible for maximizing workforce performance in service of the Jacksonville Housing Authority's strategic objectives, with an enhanced focus on recruitment, retention, employee relations, compensation, benefits, and compliance. This monthly report provides an overview of all efforts made by the Human Resources Department (HR) of Jacksonville Housing Authority (JHA) in furtherance of this responsibility. The HR team is committed to its effort to streamline JHA's human resource operations. HR will focus on engagement with all staff and vendors to ensure efficient and effective practices are utilized in the performance of all HR-related functions.

B. ACCOMPLISHMENTS

This month HR realized several objectives and made numerous accomplishments, in the areas of recruitment, retention, employee relations, benefits, and compliance. Below is a recap of several HR initiatives:

- Goals & Gains Newsletter was issued for July 2024.
- New Hire Orientation on July 3, 2024.
- HR Committee Meeting on July 19, 2024.
- HR is continuing to host Food Truck Fridays in the Summer, which commenced on May 29, 2024
- HR dedicated considerable time to the planning and hosting of Agency All Event on July 30, 2024

C. HUMAN CAPITAL MONTHLY SNAPSHOT

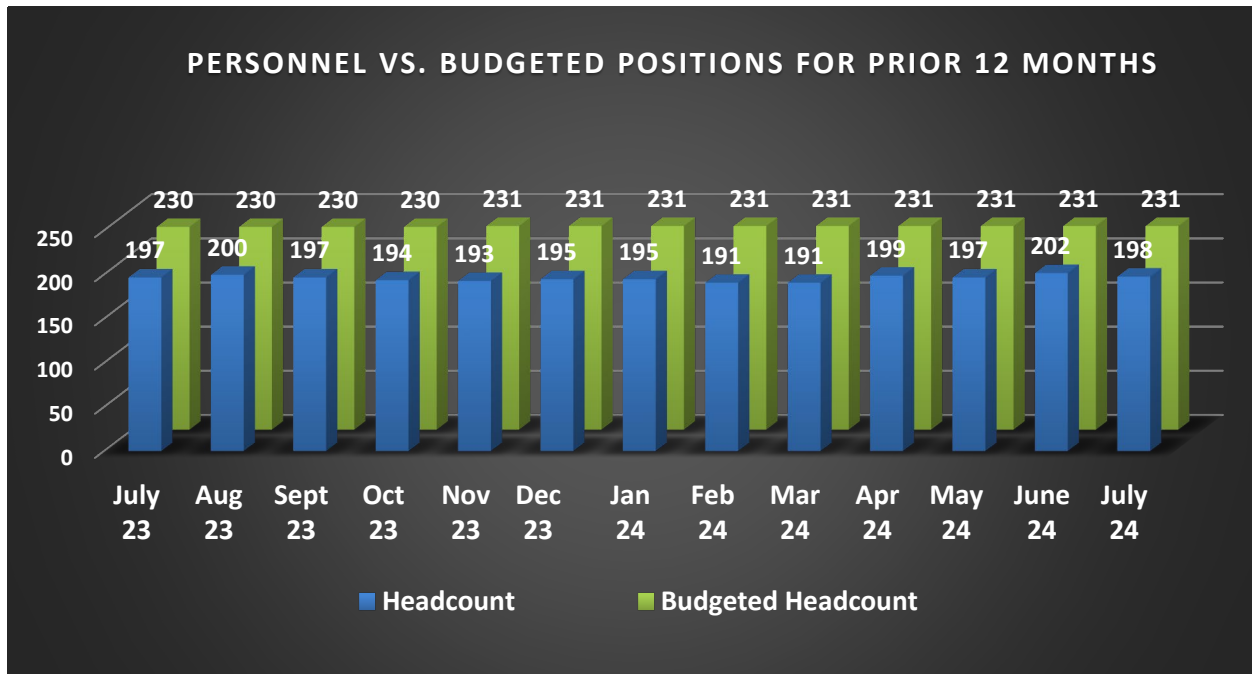
HR offers the below figures as a snapshot of the JHA in terms of personnel as of July 31, 2024. A complete list of JHA personnel is attached as the July 2024 Head Count Report (Exhibit A) detailing each employee by Department. Additionally, a list of online training provided to JHA personnel is attached as the July 2024 Leave of Absence Report (Exhibit B) detailing the specific area(s) of training each employee received, as well as the July 2024 HTVN Report (Exhibit C) detailing those employees currently with either approved intermittent or continuous leave. As always, with respect to recruitment, the number of vacancies and the number of positions posted for hire are not mutually exclusive. Several positions are posted on our JHA careers

webpage and online employment platforms. We are accepting applications for these position titles to allow for the inevitable movement, i.e., departures and promotions.

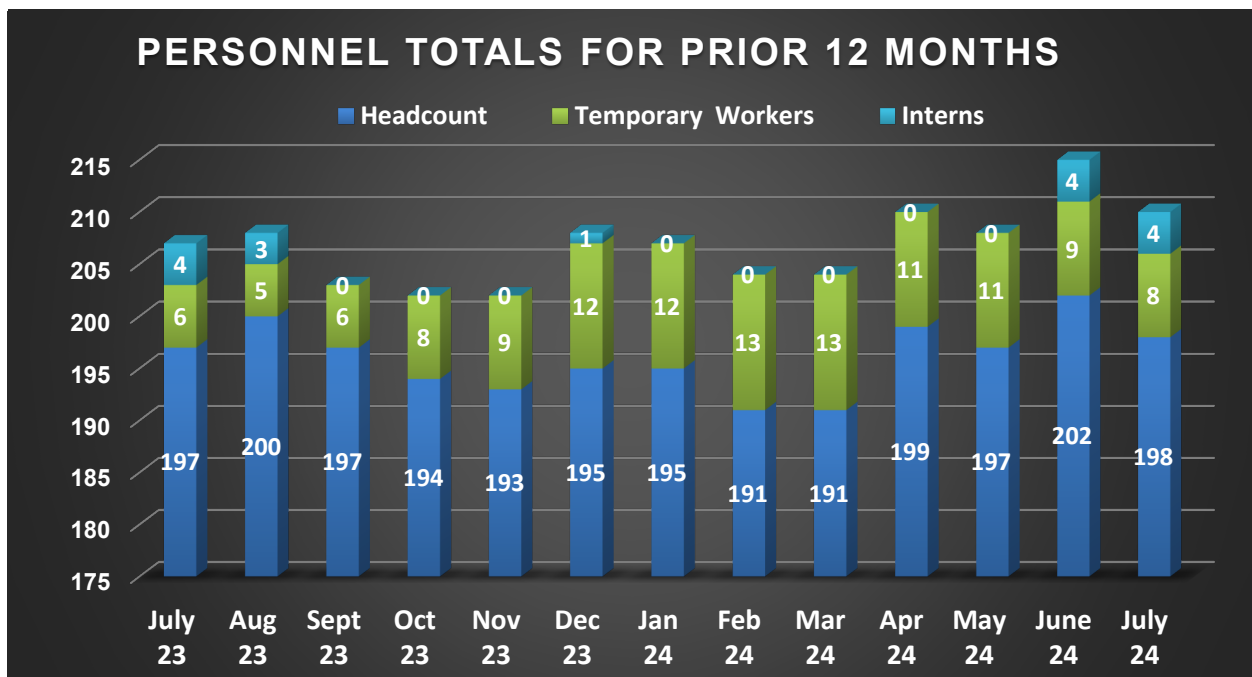
JHA Human Capital Snapshot for July 31, 2024

Current Regular Employees	198
Temporary Employees Average	8
Current Vacancies (from budgeted 231)	33
Current Job Classifications Posted	12
New Jobs Posted	4
Applications Received	418
Interviews Scheduled	7
Applicants Pre-Screened	4
Offers of Employment	3
New Hires	1
Promotions	1
New Hires Identified as Section 3	0
New Hire Orientation Sessions	1
Employee Departures	5
<i>Resignations</i>	<i>5</i>
<i>Retirements</i>	<i>0</i>
<i>Terminations</i>	<i>0</i>
Employees out on Leave of Absence	4
<i>New FMLA Requests Received</i>	<i>7</i>
<i>New Leave Without Pay Requests Received</i>	<i>0</i>
Exit Interviews Conducted	2
Tuition Reimbursement Requests Received	2

Graph 1.1. Personnel vs. Budgeted Positions for Prior 12 Months.



Graph 1.2. Personnel Totals for Prior 12 Months.



D. VACANT POSITIONS

1.	Accountant II	Position Posted/Accepting Applications
2.	Chief Financial Officer	Position Posted/Accepting Applications
3.	Clerical Support Aide-Senior	Accepting Applications/Interviewing
4.	Computer Technician	Position Posted/Accepting Applications
5.	Construction Project Manager	Accepting Applications/Interviewing
6.	Deputy Chief Financial Officer	Position Posted/Accepting Applications
7.	Housing Assistant	Accepting Applications/Interviewing
8.	Housing Counselor	Accepting Applications/Interviewing
9.	Housing Standards Inspector	Offer Accepted
10.	HVAC Technician	Accepting Applications
11.	Maintenance Mechanic	Accepting Applications/Interviewing
12.	Part-Time Service Coordinator	Position Posted/Accepting Applications
13.	Utility Worker	Utilizing Temp Workers

E. EMPLOYEE TRAINING

There were a total of twelve (12) employees who took a total of eighty (80) different training courses through HTVN during the month of July 2024. A list of those courses taken is below:

Name of Training Course	
1.	Accessibility of PHA Structures and Program
2.	Accessibility of PHA Structures and Program Quiz
3.	Additional Fair Housing Laws
4.	Additional Fair Housing Laws Quiz
5.	Additional Fair Housing References
6.	Advocacy 101 - Adding Your Voice to the Conversation Survey
7.	Advocacy 101 Course Test
8.	Advocacy 101 Introduction
9.	An Advocate's Guide to the HUD Section 3 Program
10.	Assess Your Success
11.	Assisted Housing as a Positive Social Force
12.	Assisted Housing as a Positive Social Force Quiz
13.	Barriers to Good Customer Service
14.	Checklist: Awarding Contracts to Section 3 Business Concerns
15.	Checklist: Offering Training Employment Opportunities
16.	Civil Rights Act of 1964
17.	Civil Rights Act of 1964 Quiz
18.	Course Introduction - Portability

Name of Training Course	
19.	Design Action Steps
20.	Design Action Steps - Advocacy Calendar
21.	Design Action Steps - Audience
22.	Disability Awareness and Etiquette
23.	Disability Awareness and Etiquette Quiz
24.	Discrimination in the Fair Housing Context
25.	Discrimination in the Fair Housing Context Quiz
26.	Engage Delivery Options
27.	Fair Housing Act
28.	Fair Housing Act Quiz
29.	Fair Housing and Reasonable Accommodation Certification - Presentation Slides
30.	Fair Housing and Reasonable Accommodation Certification Exam Instructions
31.	Fair Housing and Reasonable Accommodation Survey
32.	Fair Housing Issues In Public Housing
33.	Fair Housing Issues In Public Housing Quiz
34.	Fair Housing Issues In the HCV Program
35.	Fair Housing Issues In the HCV Program Quiz
36.	Familial Status Issues
37.	Familial Status Issues Quiz
38.	Fire Risks
39.	General Principles of Fair Housing
40.	General Principles of Fair Housing Quiz
41.	How to Promote Self Sufficiency with Section 3
42.	How to Promote Self Sufficiency with Section 3 - Part 1
43.	How to Promote Self Sufficiency with Section 3 - Part 2
44.	How to Promote Self Sufficiency with Section 3 - Part 3
45.	How to Promote Self Sufficiency with Section 3 - Part 4
46.	How to Promote Self Sufficiency with Section 3 - Part 5
47.	How to Promote Self Sufficiency with Section 3 - Presentation Slides
48.	How to Promote Self Sufficiency with Section 3 Survey
49.	Identify Objectives
50.	Implementing Section 3 Course Test
51.	Key Takeaways
52.	Let them Know You're Listening
53.	Let Them Know You're Listening Survey
54.	Limited English Proficient (LEP) Persons Quiz
55.	Methamphetamine Remediation – The Dangers of Meth Contamination
56.	NMA Fair Housing & Reasonable Accommodation Workbook
57.	Occupancy – Portability Part 1
58.	Occupancy – Portability Part 2

Name of Training Course	
59.	Points of Contact - Part One
60.	Providing LEP Services
61.	Providing LEP Services Quiz
62.	Quiz Rent Calculation Annual Exclusions Part One
63.	Quiz Rent Calculation Annual Income Exclusions Part Three
64.	Quiz Rent Calculation Annual Income Exclusions Part Two
65.	Race National Origin Religion and Hate Crimes
66.	Race National Origin Religion and Hate Crimes Quiz
67.	Rent Calculation - Annual Income Exclusions - Part One
68.	Rent Calculation - Annual Income Exclusions - Part Two
69.	Rent Calculation - Annual Income Exclusions- Part Three
70.	Solving Difficult Resident Situations
71.	Solving Difficult Resident Situations Informative Short
72.	Solving Difficult Resident Situations Survey
73.	Three-Way Communication
74.	Three-Way Communication Survey
75.	Trespassing Risks
76.	Vacant Unit Exposures
77.	Vacant Unit Exposures Survey
78.	Vision and Mission
79.	Weather Risks
80.	Welcome to the Fair Housing and Reasonable Accommodation Certification



**HR Department's
July 2024 Monthly Report**

EXHIBIT A

JULY 2024 HEAD COUNT REPORT

Home Department	Payroll Name	Job Title Description	Status	7/1/24	7/31/24
1. Administration	Dunn, Vanessa	Acting Chief Operating Officer	Active		
2. Administration	Fitzgerald, Linda	Administrative Affairs - Manager	Active		
3. Administration	Parde, Tracey Kort	Chief Administrative Officer	Active		
Administration Department Total				3	3
4. Anders/Forest	Bacon, Lonnie	Maintenance Mechanic	Active		
5. Anders/Forest	Duval, Malachi	Maintenance Mechanic	Active		
6. Anders/Forest	Fluker, Adam	Maintenance Mechanic	Active		
7. Anders/Forest	Glenn, Courtney	Housing Assistant	Active		
8. Anders/Forest	Guider, Ashley	Property Manager	Active		
9. Anders/Forest	Monroe, Kevin	Foreman	Active		
Anders/Forest Meadow Department Total				6	6
10. Applications	Kohn, Samia	Applications Interviewer	Active		
11. Applications	McClendon, Phyllis	Clerical Support Aide-Senior	Active		
12. Applications	Pierson, Mellissa	Clerical Support Aide-Senior	Active		
13. Applications	Reeves-Howell, Shawna	Applications Operations Manager	Active		
14. Applications	Richardson, Maria	Clerical Support Aide-Senior	Active		
15. Applications	Spencer, Shawn	Applications Interviewer	Active		
16. Applications	Thompson, Brenda	Clerical Support Aide-Senior	Active		
17. Applications	Thorpe, Erica	Applications Supervisor	Active		
Applications Department Total				8	8
18. Blodgett Villas	Filmore, Latoya	Maintenance Mechanic	Active		
19. Blodgett Villas	Flowers-Daniel, Shanniece	Housing Assistant	Active		
20. Blodgett Villas	Green, Kimberly	Property Manager	Active		
21. Blodgett Villas	Snow, Anthony	Foreman	Active		
22. Blodgett Villas	Whitehead, Maurice	Maintenance Mechanic	Active		
23. Blodgett Villas	Woods, Ishmael	Maintenance Mechanic	Active		
Blodgett Villas Department Total				6	6
24. Brentwood Park	Augusta, James	Maintenance Mechanic	Active		
25. Brentwood Park	Fuller, Dewayne	Maintenance Mechanic	Active		
26. Brentwood Park	Frazier, Benjamin	Foreman	Active		
27. Brentwood Park	Gregory, Frederick	Maintenance Mechanic	Active		
28. Brentwood Park	McNair, Tammie	Utility	Active		
29. Brentwood Park	Vosburgh, Lindsay	Housing Assistant	Active		
30. Brentwood Park	Wilkes, Dorian	Property Manager	Active		
31. Brentwood Park	Williams, Sheintara	Assistant Property Manager	Active		
Brentwood Park Department Total				8	8
32. Carrington	Kish, Fred	Utility	Active		
33. Carrington	Murray, Twana	Maintenance Mechanic	Active		
34. Carrington	Smith, Jasmine	Property Manager	Active		
35. Carrington	White, Shantel	Housing Assistant	Active		
Carrington Department Total				4	4
36. Centennial Towers	Deckler, Alyce	Property Manager	Active		
37. Centennial Towers	Frazier, Stephanie	Maintenance Mechanic	Active		
38. Centennial Towers	Martin, Bridget	Utility	Active		
39. Centennial Towers	Morrissey, Janice	Housing Assistant	Active		
40. Centennial Towers	Thompson Jr, Cyril	Foreman	Active		
41. Centennial Towers	Turner, Betty	Maintenance Mechanic	Active		
Centennial Towers Department Total				6	6
42. Centennial Townhomes	Clark, Darryl	Maintenance Mechanic	Active		
43. Centennial Townhomes	Hoover, Roshell	Assistant Property Manager	Active		
44. Centennial Townhomes	Smith, Daniesha	Housing Assistant	Active		
Centennial Townhomes Department Total				3	3
45. Colonial Villas	Donaldson, Supreme	Utility	Active		

JULY 2024 HEAD COUNT REPORT

Home Department	Payroll Name	Job Title Description	Status	7/1/24	7/31/24
46.	Colonial Villas	Ferguson, Alvorda	Maintenance Mechanic	Active	
47.	Colonial Villas	Israel-Gordon, Deshe	Property Manager	Active	
48.	Colonial Villas	Leon, Diana	Housing Assistant	Active	
Colonial Villas Department Total				4	4
49.	Fairway Oaks	Curry, Kimberlie	Assistant Property Manager	Active	
50.	Fairway Oaks	Goodwine, Jermaine	Foreman	Active	
51.	Fairway Oaks	Ramos, Felix	Maintenance Mechanic	Active	
Fairway Oaks Department Total				3	3
52.	Finance & Accounting	Mishler, Karen	Accountant I	Active	
53.	Finance & Accounting	Pereau, Christine	Accountant II	Active	
54.	Finance & Accounting	Pressley, Denisha	Accountant II	Active	
55.	Finance & Accounting	Williams, Rebecca	Accountant II	Active	
56.	Finance & Accounting	Woldeselasse, Haiymanot	Administrative Assistant	Active	
Finance & Accounting Department Total				5	5
	HCV	Albertie, Gerrica	Housing Counselor	Resigned	
57.	HCV	Ardis, Edwardo	Operations Manager	Active	
58.	HCV	Blake, Aisha	Housing Counselor	Active	
	HCV	Blake, Shambria	Housing Counselor	Resigned	
59.	HCV	Boston, Meisha	Deputy Director of HCV	New Hire	
60.	HCV	Brinson, Sheila	Operations Manager	Active	
61.	HCV	Brown, Phyllis	Housing Counselor	Active	
62.	HCV	Bryant, Clenda	Housing Counselor	Active	
63.	HCV	Bryant, Cynthia	Housing Counselor	Active	
64.	HCV	Cuyler, Nicole	Housing Counselor	Active	
65.	HCV	Darby, Laila	Director of HCV	Active	
66.	HCV	Davis, Chimere	Housing Counselor	Active	
67.	HCV	Davis, India	Housing Counselor	Active	
68.	HCV	Gray, Carlond	Administrative Assistant	Active	
69.	HCV	Griffin, Pamela	Housing Counselor	Active	
70.	HCV	Harper, Teresa	Clerical Support Aide-Senior	Active	
71.	HCV	Irving, Roshika	Housing Counselor Aide	Active	
72.	HCV	Jackson, Chikeena	Housing Counselor	Active	
73.	HCV	Jacobs, Rosalined	Housing Counselor	Active	
74.	HCV	Johnson, Ruthann	Housing Counselor	Active	
75.	HCV	Lawrence, Gelila	Lead HCV Specialist	Active	
76.	HCV	Laws, Thomecia	Housing Counselor	Active	
77.	HCV	Lewis-Washington, Rainell	Lead HCV Specialist	Active	
78.	HCV	McAbee, Brandy	Housing Counselor	Active	
79.	HCV	McCartney, Tiffany	Housing Counselor	Active	
80.	HCV	Monroe, Tina	Housing Counselor Aide	Active	
81.	HCV	Paxton, Melissa	Lead HCV Specialist	Active	
82.	HCV	Payne, James	Security Officer	Active	
83.	HCV	Rodgers, Xiomara	Clerical Support Aide-Senior	Active	
84.	HCV	Smith, Carolyn	Housing Counselor	Active	
85.	HCV	Snider, Sonya	Housing Counselor	Active	
86.	HCV	Strawder, Lawrence	HCV Quality and Training Manager	Active	
87.	HCV	Streeter, Patsey	Housing Counselor	Active	
88.	HCV	Taylor, Patricia	Support Manager	Active	
89.	HCV	Thomas, Cardae	Housing Counselor	Active	
	HCV	Thomas, Mikia	Clerical Support Aide-Senior	Resigned	
90.	HCV	Tobler, LaTorayette	Housing Counselor	Active	
91.	HCV	Turnbo, Vickie	Housing Counselor	Active	
92.	HCV	Watson, Wadrita	Clerical Support Aide-Senior	Active	
93.	HCV	Williams, R A	Housing Counselor	Active	
94.	HCV	Williams, Tursicia	Housing Counselor	Active	
HCV Department Total				40	38
95.	Hogan Creek	Elexander, Harvey	Maintenance Mechanic	Active	
96.	Hogan Creek	Glover, Earley	Maintenance Mechanic	Active	
97.	Hogan Creek	Meija-Solis, Marco	Foreman	Active	
98.	Hogan Creek	Mann, Takila	Housing Assistant	Active	
99.	Hogan Creek	Missick, Cathy	Property Manager	Active	

JULY 2024 HEAD COUNT REPORT

Home Department	Payroll Name	Job Title Description	Status	7/1/24	7/31/24
Hogan Creek Department Total				5	5
100. Housing Management	Jacobs, Ineeda	Administrative Assistant	Active		
101. Housing Management	Mitchell, Daniel	Director of Property Manager	Active		
Housing Management Department Total				2	2
102. Human Resources	Blackmer, Crystal	Benefits & Compensation Administrator	Active		
103. Human Resources	Hart, Satonia	Human Resources Generalist	Active		
104. Human Resources	St. Clair, Julie	Human Resources Manager	Active		
Human Resources Department Total				3	3
105. Inspections	Green, Aza Lee	Clerical Support Aide-Senior	Active		
106. Inspections	Rogers, Terry	Housing Standards Inspector	Active		
107. Inspections	Sigler, Trudy Ann	Housing Standards Inspector	Active		
108. Inspections	Tutwiler, Rhonda	Clerical Support Aide-Senior	Active		
109. Inspections	Whitehurst, Kimberly	Housing Standards Inspector	Active		
Inspections Department Total				5	5
110. IT	Frederickson, Madison	Jr. Business Analyst	Active		
IT	Miller, Khalil	Computer Technician	Resigned		
111. IT	Morris, Evann	Director of Information Technology	Active		
112. IT	Perez, Antonio	Systems Engineer	Active		
IT Department Total				4	3
113. Jax Beach	Finklea, Eveada	Property Manager	Active		
114. Jax Beach	Flourmoy, La'Kenya	Housing Assistant	Active		
115. Jax Beach	Joseph, Franckny	Foreman	Active		
116. Jax Beach	Mahoney, Jennifer	Assistant Property Manager	Active		
117. Jax Beach	Pham, Phuoc	Maintenance Mechanic	Active		
Jax Beach Department Total				5	5
118. Mod Dev	Bryant, Ashley	Clerical Support Aide-Senior	Active		
119. Mod Dev	Godwin, Kevin	Construction Project Manager	Active		
120. Mod Dev	Peterson, Reynold	Director of Modernization & Development	Active		
121. Mod Dev	Taylor, Gary Lane	Construction Project Manager	Active		
Mod Dev Department Total				4	4
122. Oaks at Durkeeville	Hall, Rashaad	Maintenance Mechanic	Active		
123. Oaks at Durkeeville	Jones, Schara	Housing Assistant	Active		
124. Oaks at Durkeeville	Moore, Chad	Property Manager	Active		
125. Oaks at Durkeeville	Walker, Donnie	Maintenance Mechanic	Active		
126. Oaks at Durkeeville	Walker, Samuel	Foreman	Active		
Oaks at Durkeeville Department Total				5	5
127. OCD	Aubuchon, Todd	Operations Compliance Manager	Active		
128. OCD	Coates, Idreana	Compliance Specialist	Active		
129. OCD	Colbert, Brandi	Compliance Specialist	Active		
130. OCD	Maxwell, Brittany	Compliance Specialist	Active		
131. OCD	Stargill, Reginald	Compliance Analyst	Active		
132. OCD	Stice, Baily	Compliance Support Processor Assistant	Active		
133. OCD	Wallace, Keshalontaki	Compliance Specialist	Active		
ODC Department Total				7	7
134. Procurement	Brady, Tracy	Procurement Specialist	Active		
135. Procurement	Gomes, Ni'el	Procurement Specialist	Active		
136. Procurement	Mitchell, Leona	Contract Administrator	Active		
137. Procurement	Weathers, Diarra	Procurement Supervisor	Active		
Procurement Department Total				4	4

JULY 2024 HEAD COUNT REPORT

Home Department	Payroll Name	Job Title Description	Status	7/1/24	7/31/24
138. Resident Services	Brock, Aisha	Part-time Service Coordinator (Twin)	Active		
139. Resident Services	Evans, Anquinette	Grant Service Coordinator	Active		
140. Resident Services	Fulton, Emily	ROSS Service Coordinator	Active		
141. Resident Services	Fulton, Terri Lashawn	FSS Service Coordinator	Active		
142. Resident Services	Hicks, Avonna	Jobs Plus Community Ambassador	Active		
143. Resident Services	Jackson, La'Tesha	Job Plus Data Specialist	Active		
144. Resident Services	Jackson, Tonya	FSS Service Coordinator	Active		
145. Resident Services	Johnson, Henrena	Job Plus Customer Service Specialist	Active		
146. Resident Services	Kay, WayShawn	Public Housing Service Coordinator	Active		
147. Resident Services	Lee, Shawntara	FSS Service Coordination Supervisor	Active		
148. Resident Services	McCargo, Glendora	FSS Service Coordinator	Active		
149. Resident Services	Mosley, Leroy Walter	ROSS Service Coordinator Supervisor	Active		
Resident Services	Murray III, Arthur	Jobs Plus Employ Recruiter/Section 3 Coord	Resigned		
150. Resident Services	Parker, Arnese	Administrative Aide	Active		
151. Resident Services	Parker, Cordelia	Director - Resident Services	Active		
152. Resident Services	Price, Kendria	FSS Service Coordinator	Active		
153. Resident Services	Thompson, Jacquelyn	Jobs Plus Program Manager	Active		
154. Resident Services	Walker, Dazzanae	NNC Administrative Assistant/Case Manager	Active		
155. Resident Services	Weaver, Kimberly	Public Housing Service Coordinator	Active		
156. Resident Services	Wyman, Delois	NNC Neighborhood Network Prog	Active		
157. Resident Services	Yeawolo, Jacqueline	FSS Service Coordinator	Active		
Resident Services	Young, Tamia	FSS Service Coordinator	Promotion		
Resident Services Department Total				22	21
159. Riviera Apts	Fields, Brendale	Property Manager	Active		
160. Riviera Apts	Holman, Deborah	Maintenance Mechanic	Active		
161. Riviera Apts	Jackson, Sharneese	Housing Assistant	Active		
162. Riviera Apts	Roberts, Willie	Maintenance Mechanic	Active		
Riviera Apartments Department Total				4	4
163. Scattered Sites	Andrews, Terry	Assistant Property Manager	Active		
164. Scattered Sites	Capers, Courtney	Maintenance Mechanic	Active		
165. Scattered Sites	Coleman, Michelle	Property Manager	Active		
166. Scattered Sites	Green, Dan	Maintenance Mechanic	Active		
167. Scattered Sites	Jackson, Frederick	HVAC - Technician	Active		
168. Scattered Sites	Reese III, Willie	Maintenance Mechanic	Active		
169. Scattered Sites	Weaver, Robert Christopher	Senior Foreman	Active		
170. Scattered Sites	Wiley, Marquita L	Housing Assistant	Active		
Scattered Sites Department Total				8	8
171. Southwind Villas	Abbott, Erin	Assistant Property Manager	Active		
172. Southwind Villas	Belizaire, Sabrina	Property Manager	Active		
173. Southwind Villas	Fuster, Merchedied	Maintenance Mechanic	Active		
174. Southwind Villas	Hall, Ashton	Maintenance Mechanic	Active		
175. Southwind Villas	Lytell, Kenneth	Maintenance Mechanic	Active		
176. Southwind Villas	McCormick, Willie	Maintenance Mechanic	Active		
177. Southwind Villas	Wise, Anthony	Foreman	Active		
Southwind Villas Department Total				7	7
178. Twin Towers	Adams, Cardinal	Maintenance Mechanic	Active		
179. Twin Towers	Arline, Iris	Housing Assistant	Active		
180. Twin Towers	Exposito, Jorge	Utility	Active		
181. Twin Towers	Gregorio, Nicole	Property Manager	Active		
182. Twin Towers	Sumter, Eric	Maintenance Mechanic	Active		
Twin Towers Department Total				5	5
183. Victory Pointe	Joseph, Cherilus	Utility	Active		
184. Victory Pointe	Matlock, Mark	Maintenance Mechanic	Active		
185. Victory Pointe	McKenzy, Wendy	Housing Assistant	Active		
186. Victory Pointe	Opioyero, Daryll	Foreman	Active		
187. Victory Pointe	Staten, Derrick	Maintenance Mechanic	Active		
188. Victory Pointe	Taylor, Annazette	Property Manager	Active		
Victory Pointe Department Total				6	6

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Home Department	Payroll Name	Job Title Description	Status	7/1/24	7/31/24
189. Westwood	Alicea, Mellissa	Leasing Agent	Active		
190. Westwood	Bozeman, Ashley	Property Manager	Active		
191. Westwood	Moldona, Emmanuel Andino	Lead Technician	Active		
192. Westwood	Pagan, Carmen	Assistant Property Manager	Active		
193. Westwood	Pagan, Edwin	Foreman	Active		
194. Westwood	Soto, Obed	Maintenance Mechanic	Active		
Westwood Department Total				6	6
195. Intern	Brown, Ryan	Intern	Active		
196. Intern	Dubose, Colin	Intern	Active		
197. Intern	Farmer, Ky'Nilah	Intern	Active		
198. Intern	Mitchell, Lanitka	Intern	Active		
Summer Internships Total				4	4
AGENCY PERSONNEL TOTAL				202	198



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EXHIBIT B

JULY 2024 LEAVE OF ABSENCE REPORT

Employee	Position	Department	FMLA Requested	LOA Requested	Intermittent \Continous	Dates
1. Brinson-Williams	Shelia	HCV Ops Manager	HCV	1/19/2024	N/A	Intermittent 2/1/2024 - 8/1/2024
2. Bryant	Ashley	CSA-Sr.	HR	1/23/2024	N/A	Intermittent 1/24/2024 - 8/24/2024
3. Fields	Brendale	Property Manager	Riveria	1/8/2024	N/A	Intermittent 5/4/2024 - 1/3/2025
4. Fitzgerald	Linda	Mgr of Admin Affairs	Administration	7/30/2024	N/A	Unknown FMLA forms due 8/15/24
5. Guider	Ashley	Property Manager	Anders/Forest	5/10/2024	N/A	Continuous 5/16/2024 - 8/20/2024
6. Hoover	Roshell	Asst. Property Manager	Centennial TH	4/19/2024	N/A	Intermittent 4/12/2024 - 4/12/2025
7. Irving	Roshika	HC Aide	HCV	12/1/2023	N/A	Intermittent 10/30/23 - 10/30/24
8. Johnson	Ruthann	Housing Counselor	HCV	7/8/2024	N/A	Continuous 7/8/2024 - 9/2/2024
9. Maxwell	Brittany	Compliance Specialist	OCD	7/10/2024	N/A	Intermittent 7/10/2024 - 7/10/2025
10. McAbee	Brandy	Housing Counselor	HCV	7/2/2024	N/A	Intermittent 7/19/2024 - 7/19/2025
11. Mishler	Karen	Accountant I	Finance	7/22/2024	N/A	Unknown FMLA forms due 8/8/24
12. Parker	Arnese	Administrative Asst	Resident Services	6/10/2024	N/A	Unknown 6/10/2024 - 10/10/2024
13. Prince	Kendria	FSS Service Coor.	Resident Services	2/2/2024	N/A	Intermittent 2/2/2024 - 2/2/2025
14. Reeves	Shawna	Applications Ops Mgr	Applications	6/24/2024	N/A	Continuous 6/18/2024 - 7/15/2024
Reeves	Shawna	Applications Ops Mgr	Applications	7/9/2024	N/A	Intermittent 7/16/2024 - 1/16/2025
15. Smith	Jasmine	Property Manager	Carrington	7/22/2024	N/A	Unknown FMLA forms due 8/8/24
16. Tobler	Tori	HC	HCV	10/7/2023	N/A	Continuous 5/29/2024 - 7/29/2024
17. Yeawolo	Jackie	FSS Service Coor.	Resident Services	2/9/2024	N/A	Continuous 2/6/2024 - 2/6/2025

TOTAL EMPLOYEES WITH PENDING MEDICAL/PERSONAL LEAVE = 17



HR Department's July 2024 Monthly Report

EXHIBIT C

JULY 2024 HTVN REPORT

	Last Name	First Name	Content Title	Start Date	Completed Date
1	Hicks	Avonna	An Advocate's Guide to the HUD Section 3 Program	7/1/2024	7/1/2024
2	Hicks	Avonna	Checklist: Awarding Contracts to Section 3 Business Concerns	7/1/2024	7/1/2024
3	Hicks	Avonna	Checklist: Offering Training Employment Opportunities	7/1/2024	7/1/2024
4	Hicks	Avonna	How to Promote Self Sufficiency with Section 3	7/1/2024	7/1/2024
5	Hicks	Avonna	How to Promote Self Sufficiency with Section 3 - Part 1	7/1/2024	7/1/2024
6	Hicks	Avonna	How to Promote Self Sufficiency with Section 3 - Part 2	7/1/2024	7/1/2024
7	Hicks	Avonna	How to Promote Self Sufficiency with Section 3 - Part 3	7/1/2024	7/1/2024
8	Hicks	Avonna	How to Promote Self Sufficiency with Section 3 - Part 4	7/1/2024	7/1/2024
9	Hicks	Avonna	How to Promote Self Sufficiency with Section 3 - Part 5	7/1/2024	7/1/2024
10	Hicks	Avonna	How to Promote Self Sufficiency with Section 3 - Presentation Slides	7/1/2024	7/1/2024
11	Hicks	Avonna	How to Promote Self Sufficiency with Section 3 Survey	7/1/2024	7/1/2024
12	Hicks	Avonna	Implementing Section 3 Course Test	7/1/2024	7/1/2024
13	Jackson	Latesha	Three-Way Communication	7/25/2024	7/25/2024
14	Jackson	Latesha	Three-Way Communication Survey	7/25/2024	7/25/2024
15	Johnson	Henrena	Fire Risks	7/15/2024	7/15/2024
16	Johnson	Henrena	Trespassing Risks	7/15/2024	7/15/2024
17	Johnson	Henrena	Vacant Unit Exposures	7/15/2024	7/15/2024
18	Johnson	Henrena	Vacant Unit Exposures Survey	7/15/2024	7/15/2024
19	Johnson	Henrena	Weather Risks	7/15/2024	7/15/2024
20	Kay	WayShawn	Solving Difficult Resident Situations	7/17/2024	7/17/2024
21	Kay	WayShawn	Solving Difficult Resident Situations Informative Short	7/17/2024	7/17/2024
22	Kay	WayShawn	Solving Difficult Resident Situations Survey	7/17/2024	7/17/2024
23	Kohn	Samia	Accessibility of PHA Structures and Program	7/1/2024	7/1/2024
24	Kohn	Samia	Accessibility of PHA Structures and Program Quiz	7/1/2024	7/1/2024
25	Kohn	Samia	Fair Housing and Reasonable Accommodation Certification Exam Instructions	7/1/2024	7/1/2024
26	Kohn	Samia	Fair Housing and Reasonable Accommodation Survey	7/1/2024	7/1/2024
27	Kohn	Samia	Fair Housing Issues In Public Housing	7/1/2024	7/1/2024
28	Kohn	Samia	Fair Housing Issues In Public Housing Quiz	7/1/2024	7/1/2024
29	Kohn	Samia	Fair Housing Issues In the HCV Program	7/1/2024	7/1/2024
30	Kohn	Samia	Fair Housing Issues In the HCV Program Quiz	7/1/2024	7/1/2024
31	Kohn	Samia	Familial Status Issues	7/1/2024	7/1/2024
32	Kohn	Samia	Familial Status Issues Quiz	7/1/2024	7/1/2024

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Last Name	First Name	Content Title	Start Date	Completed Date	
33	Kohn	Samia	Limited English Proficient (LEP) Persons Quiz	7/1/2024	7/1/2024
34	Kohn	Samia	Providing LEP Services	7/1/2024	7/1/2024
35	Kohn	Samia	Providing LEP Services Quiz	7/1/2024	7/1/2024
36	Kohn	Samia	Race National Origin Religion and Hate Crimes	7/1/2024	7/1/2024
37	Kohn	Samia	Race National Origin Religion and Hate Crimes Quiz	7/1/2024	7/1/2024
38	Parker	Arnese	Fire Risks	7/23/2024	7/23/2024
39	Parker	Arnese	Weather Risks	7/23/2024	7/23/2024
40	Prince	Kendria	Advocacy 101 - Adding Your Voice to the Conversation Survey	7/9/2024	7/9/2024
41	Prince	Kendria	Advocacy 101 Course Test	7/9/2024	7/9/2024
42	Prince	Kendria	Advocacy 101 Introduction	7/9/2024	7/9/2024
43	Prince	Kendria	Assess Your Success	7/9/2024	7/9/2024
44	Prince	Kendria	Design Action Steps	7/9/2024	7/9/2024
45	Prince	Kendria	Design Action Steps - Advocacy Calendar	7/9/2024	7/9/2024
46	Prince	Kendria	Design Action Steps - Audience	7/9/2024	7/9/2024
47	Prince	Kendria	Engage Delivery Options	7/9/2024	7/9/2024
48	Prince	Kendria	Identify Objectives	7/9/2024	7/9/2024
49	Prince	Kendria	Key Takeaways	7/9/2024	7/9/2024
50	Streeter	Patsey	Quiz Rent Calculation Annual Exclusions Part One	7/12/2024	7/12/2024
51	Streeter	Patsey	Quiz Rent Calculation Annual Income Exclusions Part Two	7/12/2024	7/12/2024
52	Streeter	Patsey	Quiz Rent Calculation Annual Income Exclusions Part Three	7/12/2024	7/12/2024
53	Streeter	Patsey	Rent Calculation - Annual Income Exclusions - Part One	7/12/2024	7/12/2024
54	Streeter	Patsey	Rent Calculation - Annual Income Exclusions - Part Two	7/12/2024	7/12/2024
55	Streeter	Patsey	Rent Calculation - Annual Income Exclusions- Part Three	7/12/2024	7/12/2024
56	Taylor	Annazette	Methamphetamine Remediation – The Dangers of Meth Contamination	7/17/2024	7/17/2024
57	Taylor	Annazette	Solving Difficult Resident Situations	7/25/2023	7/25/2023
58	Taylor	Annazette	Solving Difficult Resident Situations Informative Short	7/25/2023	7/25/2023
59	Thompson	Jacquelyn	Let them Know You're Listening	7/25/2024	7/25/2024
60	Thompson	Jacquelyn	Let Them Know You're Listening Survey	7/25/2024	7/25/2024
61	Watson	Wadrita	Additional Fair Housing Laws	7/29/2024	7/31/2024
62	Watson	Wadrita	Additional Fair Housing Laws Quiz	7/31/2024	7/31/2024
63	Watson	Wadrita	Additional Fair Housing References	7/25/2024	7/25/2024
64	Watson	Wadrita	Assisted Housing as a Positive Social Force	7/25/2024	7/25/2024

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	Last Name	First Name	Content Title	Start Date	Completed Date
65	Watson	Wadrita	Assisted Housing as a Positive Social Force Quiz	7/25/2024	7/25/2024
66	Watson	Wadrita	Barriers to Good Customer Service	7/31/2024	7/31/2024
67	Watson	Wadrita	Civil Rights Act of 1964	7/29/2024	7/29/2024
68	Watson	Wadrita	Civil Rights Act of 1964 Quiz	7/29/2024	7/29/2024
69	Watson	Wadrita	Disability Awareness and Etiquette	7/29/2024	7/29/2024
70	Watson	Wadrita	Disability Awareness and Etiquette Quiz	7/29/2024	7/29/2024
71	Watson	Wadrita	Discrimination in the Fair Housing Context	7/25/2024	7/25/2024
72	Watson	Wadrita	Discrimination in the Fair Housing Context Quiz	7/29/2024	7/29/2024
73	Watson	Wadrita	Fair Housing Act	7/29/2024	7/29/2024
74	Watson	Wadrita	Fair Housing Act Quiz	7/29/2024	7/29/2024
75	Watson	Wadrita	Fair Housing and Reasonable Accommodation Certification - Presentation Slides	7/25/2024	7/25/2024
76	Watson	Wadrita	General Principles of Fair Housing	7/29/2024	7/29/2024
77	Watson	Wadrita	General Principles of Fair Housing Quiz	7/29/2024	7/29/2024
78	Watson	Wadrita	NMA Fair Housing & Reasonable Accommodation Workbook	7/25/2024	7/25/2024
79	Watson	Wadrita	Points of Contact - Part One	7/31/2024	7/31/2024
80	Watson	Wadrita	Vision and Mission	7/31/2024	7/31/2024
81	Watson	Wadrita	Welcome to the Fair Housing and Reasonable Accommodation Certification	7/25/2024	7/25/2024
82	Young	Tamia	Course Introduction - Portability	7/31/2024	7/31/2024
83	Young	Tamia	Occupancy – Portability Part 1	7/31/2024	7/31/2024
84	Young	Tamia	Occupancy – Portability Part 2	7/31/2024	7/31/2024

JULY 2024 HTVN COURSES TAKEN REPORT

Courses Taken

1. Accessibility of PHA Structures and Program
2. Accessibility of PHA Structures and Program Quiz
3. Additional Fair Housing Laws
4. Additional Fair Housing Laws Quiz
5. Additional Fair Housing References
6. Advocacy 101 - Adding Your Voice to the Conversation Survey
7. Advocacy 101 Course Test
8. Advocacy 101 Introduction
9. An Advocate's Guide to the HUD Section 3 Program
10. Assess Your Success
11. Assisted Housing as a Positive Social Force
12. Assisted Housing as a Positive Social Force Quiz
13. Barriers to Good Customer Service
14. Checklist: Awarding Contracts to Section 3 Business Concerns
15. Checklist: Offering Training Employment Opportunities
16. Civil Rights Act of 1964
17. Civil Rights Act of 1964 Quiz
18. Course Introduction - Portability
19. Design Action Steps
20. Design Action Steps - Advocacy Calendar
21. Design Action Steps - Audience
22. Disability Awareness and Etiquette
23. Disability Awareness and Etiquette Quiz
24. Discrimination in the Fair Housing Context
25. Discrimination in the Fair Housing Context Quiz
26. Engage Delivery Options
27. Fair Housing Act
28. Fair Housing Act Quiz
29. Fair Housing and Reasonable Accommodation Certification - Presentation Slides
30. Fair Housing and Reasonable Accommodation Certification Exam Instructions
31. Fair Housing and Reasonable Accommodation Survey
32. Fair Housing Issues In Public Housing
33. Fair Housing Issues In Public Housing Quiz
34. Fair Housing Issues In the HCV Program
35. Fair Housing Issues In the HCV Program Quiz
36. Familial Status Issues
37. Familial Status Issues Quiz
38. Fire Risks
39. General Principles of Fair Housing
40. General Principles of Fair Housing Quiz
41. How to Promote Self Sufficiency with Section 3
42. How to Promote Self Sufficiency with Section 3 - Part 1
43. How to Promote Self Sufficiency with Section 3 - Part 2
44. How to Promote Self Sufficiency with Section 3 - Part 3

JULY 2024 HTVN COURSES TAKEN REPORT

Courses Taken

45. How to Promote Self Sufficiency with Section 3 - Part 4
46. How to Promote Self Sufficiency with Section 3 - Part 5
47. How to Promote Self Sufficiency with Section 3 - Presentation Slides
48. How to Promote Self Sufficiency with Section 3 Survey
49. Identify Objectives
50. Implementing Section 3 Course Test
51. Key Takeaways
52. Let them Know You're Listening
53. Let Them Know You're Listening Survey
54. Limited English Proficient (LEP) Persons Quiz
55. Methamphetamine Remediation – The Dangers of Meth Contamination
56. NMA Fair Housing & Reasonable Accommodation Workbook
57. Occupancy – Portability Part 1
58. Occupancy – Portability Part 2
59. Points of Contact - Part One
60. Providing LEP Services
61. Providing LEP Services Quiz
62. Quiz Rent Calculation Annual Exclusions Part One
63. Quiz Rent Calculation Annual Income Exclusions Part Three
64. Quiz Rent Calculation Annual Income Exclusions Part Two
65. Race National Origin Religion and Hate Crimes
66. Race National Origin Religion and Hate Crimes Quiz
67. Rent Calculation - Annual Income Exclusions - Part One
68. Rent Calculation - Annual Income Exclusions - Part Two
69. Rent Calculation - Annual Income Exclusions- Part Three
70. Solving Difficult Resident Situations
71. Solving Difficult Resident Situations Informative Short
72. Solving Difficult Resident Situations Survey
73. Three-Way Communication
74. Three-Way Communication Survey
75. Trespassing Risks
76. Vacant Unit Exposures
77. Vacant Unit Exposures Survey
78. Vision and Mission
79. Weather Risks
80. Welcome to the Fair Housing and Reasonable Accommodation Certification