

**PHN 2021-16 Attachment A.  
Information for New Board Members**

**1. Mandatory Board Member Training**

[Section 5B of Chapter 235](#) of Massachusetts General Laws “An Act Relative to Local Housing Authorities” required that DHCD establish and implement a comprehensive training program for board members of state-aided LHAs. DHCD launched this online training in February 2017.

Please see [Public Housing Notice \(PHN\) 2017-05](#) and [PHN 2017-05 Attachment](#) which provide more details about the online Board Member Training program and how to access the training. Completion of this training is part of an LHA’s ratings in the **Performance Management Review (PMR)**. For more details see [PHN 2019-01](#).

**How to Access the Mandatory Board Member Training**

Executive Directors provide Board Member contact information to DHCD each month through the LHA Board Attendance application. DHCD pulls the ED-provided Board Member information at the beginning of each month and uses that information to give all new Board Members access to the Board Member Training within a few weeks.

Board Members should ask their ED if they are unsure whether their contact information has been provided to DHCD or to find out when it was provided to DHCD.

When a Board Member is added to the training, the Board Member will receive an email with instructions on how to access the training and where to direct technical questions.

**Username:** Board members should use the **email address** their Executive Director submitted to DHCD as their username. If you do not know or remember what e-mail address was submitted on your behalf, please reach out to your Executive Director.

**Password:** All board members should use the password **LHAtesting**.

For any questions that are **not tech support related**, please contact Joyce Taylor at [joyce.m.taylor@mass.gov](mailto:joyce.m.taylor@mass.gov).

**2. Resident Board Member Training**

See the next page for information about the Mel King Resident Board Member Training program.



# Mel King Institute

for community building

Public Housing Training Program

## RESIDENT BOARD MEMBER TRAINING

Resident Board Members, join us online for a free two-hour training!

- Learn about the role of the Board Member and get tips for handling the specific challenges of the Resident on the Board
- Meet and learn from other Resident Board Members
- Receive a free handbook with resources and references in the mail
- Build confidence to contribute to a thriving Housing Authority

REGISTER AT [www.bit.ly/RBMTraining](http://www.bit.ly/RBMTraining)

(Link will be updated with future trainings as they become available.)

## WEBINARS

Coming soon, our webinars will be open to **all LHA Board Members!** Contact us to join our mailing list for specific info. We address topics such as the role of the board, the role of DHCD, Annual Plans, resident participation, and more.

## PARTNERS

DHCD

MassNAHRO

Mass Housing  
Partnership

Mass Law Reform

Mass Union of  
Public Housing

Tenants

## CONTACT

Contact Sarah  
Byrnes or Tiana  
Lawrence

(617) 379-5984

[sarahb@macdc.org](mailto:sarahb@macdc.org)

[tianal@macdc.org](mailto:tianal@macdc.org)

Contact us to  
join our mailing  
list and receive  
info about  
upcoming  
trainings and  
other learning  
opportunities