



## INFORMATIONAL REPORT

**DATE ISSUED:** October 8, 2020 **REPORT NO:** HCR20-101

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of October 16, 2020

**SUBJECT:** Fiscal Year 2020 Travel and Training Report

**COUNCIL DISTRICT:** Citywide

### NO ACTION IS REQUIRED ON THE PART OF THE HOUSING COMMISSION

#### SUMMARY

The San Diego Housing Commission's (Housing Commission) travel and training expenditures during Fiscal Year (FY) 2020 (July 1, 2019 – June 30, 2020) totaled \$185,662, which is approximately 53.9 percent under the budget of \$402,739. Travel and training was significantly under budget due to travel restrictions the Housing Commission implemented on March 10, 2020, as a precaution to maintain employee safety and to help prevent the spread of COVID-19.

Attachment 1 shows the detail of out-of-town travel and training expenses for FY 2020. Attachment 2 displays a five-year comparison of actual expenditures compared to budget.

#### DISCUSSION

The comparison of the Housing Commission's travel and training expenditures to budget for FY 2016 through FY 2020 is provided in Attachment 2.

The actual-to-budget comparison report is followed by a detailed out-of-town travel and training expense report for FY 2020. Aggregated in-town travel and training expenses and total travel and training expenses for FY 2020 are presented on page 3 of Attachment 1.

During FY 2020, expenditures for out-of-town travel and training were \$100,310, and in-town training expenditures were \$85,352, totaling \$185,662. This total is a decrease of \$83,502 (31 percent) compared to the prior Fiscal Year's travel and training expenditures of \$269,165.

Respectfully submitted,

Approved by

Marie Lalas  
Controller  
Financial Services Department

Jeff Davis  
Senior Executive Vice President & Chief Of Staff  
San Diego Housing Commission

Attachments: 1) Housing Commission Year-to-Date Travel and Training Report for FY 2020.  
2) Housing Commission Five-year comparison of actual versus budgeted expenditures

Docket materials are available in the "Governance & Legislative Affairs section of the San Diego Housing Commission website at [www.sdhc.org](http://www.sdhc.org)

**OUT OF TOWN TRAVEL AND TRAINING**  
**Fiscal Year 2020**

| TRAVELER                                  | ACTIVITY GROUP   | DESTINATION      | PURPOSE  | TOTAL TRAVEL AND TRAINING |
|---|------------------|------------------|--|---------------------------|
| Commissioner                              | Operations       | San Antonio, TX  | 2019 NAHRO National Conference                           | \$ 2,391.14               |
| Commissioner                              | Operations       | Boston, MA       | NAHRO Summer Conference                                  | \$ 2,495.37               |
| Commissioner                              | Operations       | San Antonio, TX  | 2019 NAHRO National Conference                           | \$ 1,989.21               |
| Commissioner                              | Operations       | Boston, MA       | NAHRO Summer Conference                                  | \$ 2,908.74               |
| Commissioner                              | Operations       | Boston, MA       | NAHRO Summer Conference                                  | \$ 2,960.07               |
| Compliance Analyst                        | Operations       | Los Angeles, CA  | Los Angeles Labor Compliance Officers Mtg                | \$ 197.64                 |
| Compliance Analyst                        | Operations       | Los Angeles, CA  | Los Angeles Labor Compliance Officers Mtg                | \$ 196.82                 |
| Compliance Analyst                        | Operations       | Los Angeles, CA  | Los Angeles Labor Compliance Officers Mtg                | \$ 197.85                 |
| Director of HHIT                          | Housing Services | Oakland, CA      | 2020 Solutions for Individual Homeless Adults Conference | \$ 1,601.77               |
| Director of PMO                           | Operations       | Denver CO        | PMO Symposium 2019                                       | \$ 3,763.63               |
| Executive Assistant to the President/ CEO | Operations       | Boston, MA       | NAHRO Summer Conference                                  | \$ 3,246.23               |
| Executive Assistant to the President/ CEO | Operations       | San Antonio, TX  | 2019 NAHRO National Conference                           | \$ 2,657.81               |
| Executive Vice President & Chief Of Staff | Operations       | Boston, MA       | NAHRO Summer Conference                                  | \$ 3,043.60               |
| Executive Vice President & Chief Of Staff | Operations       | Washington, DC   | National Conf on ending Homelessness                     | \$ 3,241.66               |
| Executive Vice President & Chief Of Staff | Operations       | Dallas, TX       | MAM Effective Executive Speaking Training                | \$ 3,518.18               |
| Executive Vice President & Chief Of Staff | Operations       | Washington, DC   | CLPHA Fall Meeting                                       | \$ 3,188.26               |
| Executive Vice President & Chief Of Staff | Operations       | Indian Wells, CA | NLHA Mid Year Conference                                 | \$ 1,844.64               |
| Executive Vice President & Chief Of Staff | Operations       | Washington, DC   | 2019 MTW Conference Correction                           | \$ (375.00)               |
| HDP Board Member                          | Operations       | Boston, MA       | NAHRO Summer Conference                                  | \$ 1,565.41               |
| Housing Construction Supervisor           | Real Estate      | Las Vegas, NV    | LIHTC Management 2020                                    | \$ 1,471.54               |
| Housing Programs Analyst                  | Housing Finance  | Los Angeles, CA  | Home IDIS Training                                       | \$ 476.89                 |
| Housing Programs Manager                  | Housing Services | Oakland, CA      | 2020 Solutions for Individual Homeless Adults Conference | \$ 1,649.73               |
| Housing Supervisor                        | Housing Services | St Louis, MO     | Developing and Managing Project Based Vouchers           | \$ 2,189.68               |
| Housing Supervisor                        | Real Estate      | Denver CO        | NAA Conference   | \$ 2,332.10               |
| Housing Supervisor                        | Real Estate      | Denver CO        | NAA Conference   | \$ (2,325.45)             |
| Human Resources Analyst                   | Operations       | Las Vegas NV     | Ultimate Connections Conference                          | \$ 3,159.52               |
| IT Business Intelligence Analyst          | Operations       | Las Vegas, NV    | Tableau Conference 2019                                  | \$ 2,547.59               |
| President & CEO                           | Operations       | Boston, MA       | NAHRO Summer Conference                                  | \$ 3,545.42               |
| President & CEO                           | Operations       | Washington, DC   | San Diego Regional Chamber of Commerce                   | \$ 5,991.34               |
| President & CEO                           | Operations       | Washington, DC   | CLPHA Fall Meeting                                       | \$ 5,217.34               |

|   |                  |                   |  |               |
|---|------------------|-------------------|--|---------------|
| Commissioner                              | Operations       | San Antonio, TX   | 2019 NAHRO National Conference                           | \$ 2,391.14   |
| President & CEO                           | Operations       | Sacramento, CA    | Up for Growth Steering Committee                         | \$ 977.01     |
| President & CEO                           | Operations       | Sacramento, CA    | San Diego Chamber Delegation to Sacramento               | \$ 2,680.17   |
| President & CEO                           | Operations       | Sacramento, CA    | CAHA Meeting with CA State Treasurer correction          | \$ 98.75      |
| President & CEO                           | Operations       | Santa Fe, NM      | NAHRO 2020 Board of Governors Retreat Cancellation       | \$ 138.85     |
| President & CEO                           | Operations       | Sacramento, CA    | San Diego Chamber Delegation to Sacramento               | \$ 130.00     |
| President & CEO                           | Operations       | Sacramento, CA    | CAHA Governor's Meeting                                  | \$ 644.96     |
| Senior Vp Of Strategy & Special Proj Mgmt | Operations       | Sacramento, CA    | 2019 CAL-ALHFA Symposium                                 | \$ 675.54     |
| Senior Vp Of Strategy & Special Proj Mgmt | Operations       | Santa Fe, NM      | NAHRO 2020 Board of Governors Retreat                    | \$ 1,134.07   |
| Senior Vp Of Strategy & Special Proj Mgmt | Operations       | Sacramento, CA    | CAHA Meeting with Governor Housing Team                  | \$ 646.67     |
| Senior Vp Of Strategy & Special Proj Mgmt | Operations       | Sacramento, CA    | 2020 Leadership Delegation to Sacramento                 | \$ 1,387.34   |
| Senior Vp Of Strategy & Special Proj Mgmt | Operations       | Long Beach, CA    | 2020 CAHA Annual Conference                              | \$ 426.27     |
| Special Programs Manager                  | Housing Services | Oakland, CA       | 2020 Solutions for Individual Homeless Adults Conference | \$ 1,764.21   |
| Sr Procurement and Contract Analyst       | Operations       | Las Vegas, NV     | National Procurement Institute National Seminar          | \$ 2,442.75   |
| Sr Program Analyst                        | Real Estate      | Sacramento, CA    | 2019 CAL-ALHFA Symposium                                 | \$ 679.44     |
| Sr VP of HHIT                             | Housing Services | Washington, DC    | National Conf on ending Homelessness                     | \$ 1,818.93   |
| Vice President                            | Housing Finance  | Orlando, FL       | MBA  | \$ 2,264.63   |
| Vice President of Human Resources         | Operations       | Las Vegas, NV     | Gartner's Reimagine HR Summit                            | \$ 1,229.21   |
| Vice President of Rental Assistance       | Housing Services | Alhambra, CA      | CAHA Quarterly Meeting                                   | \$ 99.00      |
| Vice President of Rental Assistance       | Housing Services | San Antonio, TX   | NAHRO Connect to Partners Conference                     | \$ 1,787.18   |
| Vice President of Rental Assistance       | Housing Services | Hollywood, CA     | 2019 Federal Permanent Housing Conference                | \$ 433.67     |
| Vice President of Rental Assistance       | Housing Services | Long Beach, CA    | 2020 CAHA Annual Conference                              | \$ 704.72     |
| Vice President of Rental Assistance       | Housing Services | Washington, DC    | 2020 MTW Confrence                                       | \$ 207.98     |
| VP of Asset Management                    | Real Estate      | Miami, FL         | Housing Opportunity 2020                                 | \$ 2,845.74   |
| VP of Housing Innovations                 | Housing Services | Washington, DC    | National Conf on ending Homelessness                     | \$ 2,241.71   |
| VP of IT and CIO                          | Operations       | Los Angeles, CA   | LA Digital Government Summit                             | \$ 774.82     |
| VP of IT and CIO                          | Operations       | Dallas, TX        | National Multifamily Housing Council                     | \$ 2,398.10   |
| VP of Multiple Housing Finance            | Housing Finance  | Washington, DC    | Fannie Mae Duty to Serve PHA Advisory Council Meeting    | \$ 1,100.89   |
| VP of RE Prog and Special Initiatives     | Real Estate      | Sacramento, CA    | 2019 CAL-ALHFA Symposium                                 | \$ 649.54     |
| VP of Rental Assistance                   | Housing Services | Amelia Island, FL | AACC Workforce Development Institute 2020                | \$ 2,135.78   |
| Workforce Readiness Specialist            | Housing Services | Washington, DC    | ROSS FY2018 Grantee Training                             | \$ 1,552.89   |
| Workforce Readiness Specialist            | Housing Services | Denver CO         | 2019 NAWDP Business Services Academy                     | \$ 1,803.41   |
|   |                  |                   | Ultipro donation for 2019 Attendees (Neal, O'Connor)     | \$ (2,900.00) |
|   |                  |                   |  |               |
|   |                  |                   |  | \$ 101,862.96 |

|                                |                  |                 |  |                   |
|--------------------------------|------------------|-----------------|--|-------------------|
| Commissioner                   | Operations       | San Antonio, TX | 2019 NAHRO National Conference               | \$ 2,391.14       |
|                                |                  |                 |  | \$ -              |
|                                |                  |                 |  | \$ -              |
|                                |                  |                 |  | \$ -              |
|                                |                  |                 |  | \$ -              |
|                                |                  |                 | <b>TOTAL OUT OF TOWN TRAVEL AND TRAINING</b> | \$ 100,310.07     |
|                                |                  |                 | <b>TOTAL IN TOWN TRAINING</b>                | \$ 85,352.37      |
|                                |                  |                 |  |                   |
|                                |                  |                 | <b>TOTAL TRAVEL AND TRAINING</b>             | <b>185,662.44</b> |
| reclass to Grants              |                  |                 |  |                   |
|                                |                  |                 |  |                   |
| Workforce Readiness Specialist | Housing Services | Washington, DC  | ROSS FY2018 Grantee Training                 | \$ 1,552.89       |
|                                |                  |                 |  |                   |

**ATTACHMENT 2**

| <b>FIVE YEAR COMPARISON OF<br/>ACTUAL VS BUDGET TRAVEL AND TRAINING REPORT</b> |              |               |
|--|--------------|---------------|
| <b>TRAVEL EXPENSES (includes transportation/lodging/meals)</b>                 |              |               |
|  |              |               |
| <b>FISCAL YEAR</b>   | <b>TOTAL</b> | <b>BUDGET</b> |
| 2016   | 142,398      | 195,624       |
| 2017   | 154,043      | 162,370       |
| 2018   | 125,347      | 194,535       |
| 2019   | 124,396      | 179,900       |
| 2020   | 75,126       | 196,875       |
|  |              |               |
| <b>TRAINING EXPENSES (includes seminars/conferences/training materials)</b>    |              |               |
|  |              |               |
| <b>FISCAL YEAR</b>   | <b>TOTAL</b> | <b>BUDGET</b> |
| 2016   | 140,002      | 186,256       |
| 2017   | 145,209      | 210,603       |
| 2018   | 168,289      | 252,075       |
| 2019   | 144,769      | 218,557       |
| 2020   | 110,536      | 205,864       |
|  |              |               |
| <b>TOTAL TRAVEL AND TRAINING EXPENSES</b>                                      |              |               |
|  |              |               |
| <b>FISCAL YEAR</b>   | <b>TOTAL</b> | <b>BUDGET</b> |
| 2016   | 282,400      | 381,880       |
| 2017   | 299,252      | 372,973       |
| 2018   | 293,636      | 446,610       |
| 2019   | 269,165      | 398,457       |
| 2020   | 185,662      | 402,739       |
|  |              |               |
|  |              |               |