

Montana Board of Housing Board Training Policy

The Montana Board of Housing was established by the Housing Act of 1975 to address a shortage of decent, safe and sanitary housing for lower income persons and families by assisting private and governmental entities in financing critical housing needs in the state. The Board is comprised of members who are informed and experienced in fields of housing, economics and/or finance from diverse areas across the state. The Board is charged with setting policy for the agency.

Purpose

This policy is intended to ensure the Board functions as effectively as possible by ensuring each Board member receives sufficient training on MBOH programs, policies, performance, financials, applicable state law and administrative rules, applicable federal law and regulations, and other topics as identified by Board staff, Board members, and MBOH partners, including but not limited to its bond counsel, general counsel, financial advisor, and senior underwriter.

Providing robust training is a critical component of effective Board governance. The intent of this policy is to ensure all Board members have robust grounding in the agency's purpose, historic and current and policies, operations and performance so they can be fully informed on matters presented to the Board for its role in setting policy for the agency.

Policy

MBOH's Executive Director and Executive Leadership team are responsible for preparing and providing timely, accurate, and comprehensive training to all Board



members. Training is generally developed in collaboration with MBOH partners, as noted above.

Board members are expected to attend and actively participate in scheduled Board training sessions, as indicated in the Board's Meeting Attendance Policy. Active participation includes asking follow-up questions and providing suggestions or policy preferences. If a Board member is lacking clarity about any particular program, policy or activity of MBOH, it is the responsibility of the Board member to ask follow-up questions and/or to notify the Executive Director that additional training may be warranted.

Process

At least twice annually, Board staff, in conjunction with MBOH partners, prepare and present trainings for Board members at dedicated all-day (typically 8:30 am – 4:00 or 4:30 pm) Board training meetings. Generally, these twice annual training dates are scheduled in April and October and are held in-person.

In addition to these dedicated training days, Board staff regularly solicit feedback from Board members on any areas where additional training may be needed, for example, on an emerging regulatory issue, when new programs are established, when a significant change to MBOH's business model is proposed, or when potential policy adjustments are identified for an existing program. When additional training needs are identified, Board staff determine whether the training can be included in an April or October dedicated training day or, if the matter is pressing, the training can be included at the end of any regularly scheduled Board meeting.

Training will be strategically timed based on known or anticipated meeting agenda items that will come before the Board. For example, Board staff generally provide a Low-



Income Housing Tax Credit training in April in advance of the May LIHTC pre-application presentations and selections for full application.

In the event a new Board member is appointed shortly after the dedicated training days in April or October, the Executive Director will meet with the new Board member and advise him/her to watch the training videos (available at <https://commerce.mt.gov/Housing/Montana-Board-of-Housing/>), and will schedule a follow-up meeting with the new Board member to answer any questions or provide clarifications on the training materials reviewed. The Executive Director will ask from the new Board member his/her priorities for additional training.

To the extent feasible and practicable, Board staff will time trainings such that multiple new Board members can participate, preferably in-person, at the same time.

Training Content

The following list reflects standard training content to be provided to all Board members at a frequency to be determined by Board staff, considering Board member composition, Board member longevity, and other factors. Generally, the standard training content will be provided on a biennial basis.

- Boardmanship Basics / Governance Essentials
- Board Meeting Attendance Policy
- Board Training Policy
- Conflict of Interest Policy
- Ex Parte Communications Policy
- Accounting & Finance 101 (i.e., The Color of Money)
- Housing Credits & Multifamily Loans 101
- Mortgage Revenue Bonds 101



Additional training provided to Board members in recent years includes but are not limited to:

- History of Board Policies / Set-aside Evolution
- Program-specific training, i.e., Reverse Annuity Mortgage program
- Interpreting HFA / MBOH Financials
- NCSHA Recommended Practices in Housing Credit Administration
- Qualified Allocation Plan
- Multifamily Loan Portfolio and Assessment Management Assessment
- Homebuyer Education
- Habitat for Humanity Set-Aside
- Servicing Policy Manual
- Investment Policy
- Strategic Planning / Objectives, Goals, Strategies, and Measures

Board Member Resources

Board staff will maintain a library of training materials for Board members to access on its Board Member Resources website at <https://commerce.mt.gov/Housing/Montana-Board-of-Housing/>. Board staff will update the resource library by January 1, 2026 and each January thereafter to provide a single repository of training materials so they can be easily accessed by Board members and interested members of the public.

Conference Training Opportunities

In addition to training prepared and presented by Board staff and MBOH partners, Board staff notify Board members of state and national level conference training and networking opportunities in its Operations / Executive Dashboard at each public Board



meeting. Conference training opportunities include offerings by the National Council of State Housing Agencies and the association National Council of State Housing Boards, including the NCSHA Legislative Conference and NCSHA Annual Conference. The Montana Housing Partnership Conference also provides valuable training and networking opportunities. Board staff strongly encourage Board members to participate in these conference training opportunities and provide support with all travel logistics and expense reimbursements to ease any administrative burden on Board members.

Adoption

This policy was adopted by the Board on December 8, 2025.

Acknowledgement

New Board members will be provided with a copy of this policy and will sign to confirm they have read, understand and will comply with the policy. All Board members will be provided with a copy of this policy on an annual basis and will sign to confirm they have read, understand and will comply with the policy.

The undersigned Board member hereby acknowledges receipt of a copy of this policy and that the member has read, understands and will comply with the policy.

DATED: _____

Print Board Member Name: _____

