

DRAFTED MINUTES
CONNECTICUT ASSOCIATION OF HOUSING CODE ENFORCEMENT
OFFICIALS
EXECUTIVE BOARD MEETING
WEDNESDAY, AUGUST 3, 2016

MEMBERS PRESENT: Caleb Cowles, President; Deborah Miller, 1st Vice President; Ebrima Jobe 2nd Vice President; Sean Tipps, Treasurer; Marjorie Beauchette, Secretary; Amy Lehaney, Director; Clarence B. Atkinson, Director; Cedric Goo, Director; Judith Dicine, Esq. – Advisor.

MEMBERS ABSENT: Jennifer Eielson, Immediate Past President;

GUESTS PRESENT:

I. CALL TO ORDER

Caleb Cowles called the meeting to order at 11:58PM.

II. OPENING REMARKS:

III. REPORTS OF OFFICERS

- A. **Treasurer:** ending balance as of June 30, 2016 is \$10, 537.07. Please refer to attached treasure's report dated June, 30, 2016 for more details. Caleb made the motion to accept the treasurer report as is, Jennifer second. Cedric noted that Jennifer had reminded him of left over balance from June, which Sean has confirmed, he had already received from Bridgeport Housing Code and New Haven came in a few weeks prior. Sean also confirmed that registration fee usually come in 2-3 weeks after the Seminar and that there are currently nothing outstanding. Jennifer seconded the motion and all were in favor.
- B. **Secretary:** Motion was made to accept the minutes, Amy accepts, Cedric seconded the report and all were in favors.

IV. REPORTS OF COMMITTEES

- A. **Education:** It was suggested that the scholarship application should be moved to the summer, so that the students can have the money ready to use as they're going to school. Caleb stated that the summer meeting is just too long, with the award piece of it. Other than that he has no other

objections. Amy stated that the reason why the scholarship was moved to the winter was so that people are aware the money that is donating toward the raffle is going to the scholarship. It was further suggested that people still needs to pay for their second semester and that the money will still go to the same pot. A motion to vote on moving the scholarship was made, no one was in favor.

- B. Membership:** Caleb stated that there is no grand-list of everyone in our organization. Amy stated that there is a spreadsheet and that Jen should have that information on the flash drive. Judy also needs the current list for ICC. Ebrima suggested that we need to find a way to have students come on board and offer them internship incentive and possibly discounted rate as part of being member. Amy stated that in order to do that we will have to change the by-law, as it is very specific. The by-law was e-mailed to everyone with the 2 types of membership. We will consider a way to reach out to at least 4 or 5 schools within the State of CT, including trades school, contractors and other major. We have to consider also that people come to public health from different background. We also need to reach out to people from other communities we need to do a drill to push for membership.
- C. Legislative:** Judy reported that on November 21 there will be a repeat of the Hoarding Seminar. Nov 30 there's also a worldwide training on tenant/landlord mostly for police officer. there will be a worldwide the task force bill pass thru. Bedbug bill pass thru and so is the governor's bill – which concerned more with Juvenile. Property maintenance code did not get file, but we have support from 3 mayors, Waterbury, New-Haven and Bridgeport, and the State, DPH. Judy further stated that Blight is more than an exterior code violation. 2017 will definitely be the year for Property Maintenance Code and we have a lot of support. Enhance code enforcement will be the model for this year. We need our code official to be properly trained to work well with the people, home-owners ect..... We could adopt a property maintenance code. We need to have representative from our organization at the State, we not often involved, we don't have a lobbyist there and they don't think of this group and that CAHCEO needs to send representation and who's going to be able to come and be there routinely.
- D. By Law:** We need to have someone who's not on the board to present the Slate at our next seminar and it was reported most of the time it is the Director who's not up to for election and/or re-election.

V. UNFINISHED BUSINESS

- A. Debbie stated that at some point there are changes that need to be made into the bank account. It was confirmed that the people who needs to be on the account is the President, the 1st Vice President, and the Treasurer. It was further stated that all 3 members must be present in order to add them into the account. The bank won't be able to process anything unless all 3 members have properly added into the account.
- B. CAHCEO credit card: Was once again discussed and approved for an amount \$2,500 Caleb suggested that the use of the credit should be restricted and as we change member over the year that needs to be adjusted accordingly.

VI. NEW BUSINESS

- A. June Awards – Code Enforcement Official of the Year: Raphael Podolsky nominated by Judy. Amy suggested that we should do a retirement award this year as well since we have 2 retirees coming from Bridgeport and possibly a few from the State and that the retirement award doesn't necessarily have to be done every year. Judy suggested that it can also be a recognition award. Judy further stated that, we used to recognize them (our retiree) every June and we should do that. For Housing Code Inspector of the Year: Nomination was incomplete and there were no other nominees. Caleb nominated Ariel Lago from New-Britain -- Housing Code Inspector of the Year. A bio was submitted for board approval. Debbie seconded the nomination for Ariel Lago and all were in favor.

VIII. ANNOUNCEMENTS, PROGRAMS

- A. Jen stated that for the Hoarding Seminar, we have sent a check \$350 and our logo to be added on. Hoarding Seminar is scheduled for May 25, 2016 and it's already full. It is being recorded by CT train.org and can be watched at a later date. Judy Stated there's another one coming for June 21, 2016. Hopefully that will be taped as well.

IX. ADJOURNMENT

- A. The meeting was adjourned at 1:58 pm.

Respectfully Submitted,

Marjorie F. Beauchette
Secretary

Connecticut Association of Housing Code Enforcement

Amy Lehaney, Director; Jennifer Eielson, Immediate Past President; Deborah Miller, 1st Vice President;

MEMBERS ABSENT: Marjorie Beauchette, Secretary; Cedric Goo, Director; Clarence B. Atkinson, Director; Judith Dicine, Advisor; Sean Tipps, Treasurer

GUESTS PRESENT: Brett Zuraitis (Torrington BO) & Greg Grew (East Hartford BO)