

DRAFTED MINUTES
CONNECTICUT ASSOCIATION OF HOUSING CODE ENFORCEMENT
OFFICIALS
EXECUTIVE BOARD MEETING
TUESDAY FEBRUARY 7, 2017

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

MEMBERS ABSENT:

GUESTS PRESENT: Heather Oatis from Windsor

I. CALL TO ORDER

Caleb Cowles called the meeting to order at 12:20PM.

II. OPENING REMARKS: It was confirmed that our website is no longer active. Heather Oatis our guest indicated that our website cannot be saved and needs to be rebuilt. She stated that Go Daddy will host it for \$180/year, but we will have to build it ourselves and it is easier to deal with them. As an organization we just need to decide on how much we are willing to spend. Go Daddy can also built the website for us, but that might be more expensive. We can also do WordPress, but we will still have total access. Register.com is currently our servicer and we have been with them since the beginning, and they don't really support our website anymore. With \$1300 Go Daddy will built the website from start to finish. It is more user friendly, and with Go Daddy we can always keep ownership. It is \$9.00 to keep our domain, which is a one-time fee and \$180/year to maintain/publish the website. We want to be able to give our member the option to register and pay online for the seminar. All were in favors to rebuild the website with Go Daddy.

III. REPORTS OF OFFICERS

A. **Treasurer:** Ending balance as of January 31, 2017 is \$10,080.92 in our checking account and 1,856.68 in our small business saving. Refer to the attached report for more details. It was also mentioned that the City of New Haven currently owed about \$945.00 which also includes membership fee and that's from September through December. E-mail to be sent to New-Haven for payment. Judy indicated that we should

create a blanket policy and that that if the bill is more than 60-90 days we will then have to add interest. It was also suggested that they need to pre-pay due to their inability to pay on time. A letter will be sent to not allow anyone with a past due payment into the seminar in the future, and that should be the CAHCEO policy. Treasury report accepted and all were in favors.

- B. **Secretary:** Motion was made to accept the secretary report as written and all were in favors.

IV. REPORTS OF COMMITTEES

- A. **Education:** We have the next 2 seminars set. The Spring Seminar will be at Grand Oak Villa on Inspectors' Skills in April 6, 2017 and it is on a Thursday. June 16, 2017 we will be at Anthony's and the Summer Seminar will be on Safeguard Properties.
- B. **Membership:** The grand list is not current; all new applicants have e-mailed Sean. An excel spreadsheet to be created. We need a grand total and keep a head count of our members. Grand list to be updated.
- C. **Legislative:** See new business
- D. **By Law:** Will the executive board members be eligible to receive scholarship? Also repeating recipients. Debbie will write something more formal and we can then vote on that. Scholarship is not in the by-law, but it could be a board policy.

V. UNFINISHED BUSINESS

- A. Nothing to report

VI. NEW BUSINESS

- A. PMC working group update, next meeting is scheduled for February 24 and we are all welcomed to attend. Since we are one of the sponsors organization for the group, so having a few members at the table, will be good for the group. There are probably 15 tightly formed members and on volunteers basis. The group consists of subcommittee of the State Health Improvement plan, environmental, risk factors that affect health, SHIP has 7 action teams and that's one of them. The housing initiative includes the adoption of the PMC to have increase code enforcement through a cooperative compliance model, which includes incentive for

home owners and code departments to do the job a little better through education. The PMC subgroup reconvene an old group that met in 2008 that old group was CAHCEO, CBOA, CEHA, Director of Health, Department of economic and Development, State Building, State Fire, landlords, tenants organization, local health, local housing, home builder, they all went through the 2006 property maintenance code of the ICC and came up with a document that all parties agreed on. Unfortunately, it was not approved statewide because of budget problem. Caleb concluded that all the meetings are held at Rocky Hill on Cooperate Drive.

VIII. ANNOUNCEMENTS, PROGRAMS

- A. It was confirmed that our Spring Seminar will be on Inspector Skills, which will be a full day. There's a set fee for the books of \$16 and 6 credit hours. It will be from 9-4. We hope for a full house. Judy reported that there will be a Bedbug Webinar on the 16 of February with Krista Provenzano, Dr. Gail Ridge. There's also a hoarding conference on May 25 at Central Connecticut and the limit 300 people. It will also be recorded on CTTrain.

IX. ADJOURNMENT

- A. The meeting was adjourned at 1:50 pm.

Respectfully Submitted,

Marjorie F. Beauchette
Secretary
Connecticut Association of Housing Code Enforcement