

APPROVED MINUTES
CONNECTICUT ASSOCIATION OF HOUSING CODE ENFORCEMENT OFFICIALS
EXECUTIVE BOARD MEETING

DATE: October 16, 2018 **LOCATION:** Ralph & Rich's, Bridgeport

MEMBERS PRESENT: Kim Ploszaj, Sean Tipps, Ebrima Jobe, Ryan Stewart, Heather Oatis, Judy Dicine, Raquel Santiago

MEMBERS ABSENT: Caleb Cowles, Amy Lehaney, Deb Miller

GUESTS PRESENT:

1. Call to Order

- a. Ebrima called meeting to order at: 12:20pm

2. Opening Remarks

- a. Minutes from August 2018 meeting; not printed
- b. Ryan Stewart motion to table until next meeting, Ebrima seconded
- c. Heather to send out to board

3. Reports of Officers

a. Treasurer

- i. All departments paid for last training except for Bridgeport
- ii. Sean visiting Webster Bank to inquire about check card 10/16/18 for requirements
- iii. Nothing currently pending
- iv. December seminar deposit paid, not reflected on report shared
- v. Annual insurance paid
- vi. Kim made motion to approve treasurer's report as presented; Ryan Stewart seconded

b. Secretary

- i. Heather to bring minutes to future meetings for dissemination
- ii. To be emailed to board beforehand and printed for meetings
- iii. "Contact Us" portion of website to be updated with Ebrima's location from New Britain

4. Reports of Committees

a. Education

- i. Kim to prepare December flyer

b. Membership

- i. Letters to be drafted to be sent to universities to increase membership
- ii. 11/2/18 training – Ebrima to bring information to share for membership

c. Legislative

- i. Judy to report out when she arrives
- ii. Working with Krista on whether Property Code adoption moves forward for adoption

d. By-Law

- i. To be reviewed for website responsibility
- ii. Secretary position to be updated with website role

- iii. Add second person to be back up for website maintenance

5. Unfinished Business

- a. CONCORD database still has past president/board members listed, Ebrima to look into updating
- b. Last seminar well attended; audience enjoyed content
- c. Laptop issue – Presenters did not bring their own cables/laptops
 - i. Purchase CAHCEO laptop/cable for presentations
 - ii. Heather to look into for next meeting to purchase; email prior to meeting so it can be voted/purchased before next seminar
- d. Kathy Traugh from Yale can provide seminar evaluations
- e. Newsletter – Kim to help; Ebrima’s first choice unavailable on Fridays
 - i. Had been done previously
 - ii. Ebrima to provide Kim content
- f. Nonprofit status and tax exemption – Caleb working on

6. New Business

- a. CEHA joint seminars?
 - i. CBOA and CFMOA may be a better fit; co- ICC member organizations
 - ii. To be discussed at upcoming ICC meeting
- b. CAHCEO Business Cards for President
 - i. To be looked into by Ebrima
- c. December Seminar - Mold
 - i. Bob Brown speaking (Hygenics out of Stamford)
 - ii. Judy to speak briefly
- d. March Seminar – Hoarding/Bed Bugs; 3/15/19 subject to availability
 - i. Bedbugs; Hotel Enforcement; Hoarding
 - ii. Ebrima to book March and June events at Anthony’s
 - iii. CEHA and Hoarding Working Task Force to co-host
- e. June Seminar - Human trafficking; 6/21/19 subject to availability
 - i. Brian Sibley – Only about one hour accounted for; will need more content
- f. Other venues
 - i. Benefits from Anthony’s reviewed
 - ii. \$35 per person; in order to reduce cost to \$31.95 new menu proposed to be reviewed; eliminating items from menu
 - 1. For eliminating fish option – have people order ahead?

7. Announcements

- a. Mr. Miller retiring 10/23/18; loss for CAHCEO and Stamford
 - i. Debbie will be interim director
 - ii. Sponsor event for his retirement? Honor him at next seminar? Retiree membership to be awarded
 - iii. Award in his honor? Watch?
 - iv. Other ideas to be emailed

8. Adjournment

- a. Motion made by Kim; seconded by Ebrima
- b. Meeting adjourned at 1:23pm