

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

**DATE: August 7, 2018**

**LOCATION: Ralph 'n Rich's, 815 Main Street, Bridgeport, CT 06604**

**MEMBERS PRESENT:** Heather Oatis, Ebrima Jobe, Sean Tipps, Kimberly Ploszaj, Raquel Santiago, Judith Dicine

**MEMBERS ABSENT:** Deborah Miller, Caleb Cowles, Amy Lehaney, Ryan Stewart

**GUESTS PRESENT:** N/A

- 1. Call to Order**
  - a. Ebrima called meeting to order at 12:30pm
- 2. Opening Remarks**
  - a. Ebrima thanked members for attending as new members
- 3. Minutes Approval from Previous Meeting**
  - a. Heather Oatis' name misspelled on page 2 (4<sup>th</sup> line)
  - b. Motion to approve minutes upon correction
    - i. Sean 1<sup>st</sup>, Kimberly 2<sup>nd</sup>
- 4. Reports of Officers**
  - a. **Treasurer**
    - i. All payments received from summer seminar
    - ii. ICC Invoice – Ebrima to call for clarification
    - iii. Reducing Anthony's per person cost – Sean to follow up
    - iv. Treasurer's report
      1. Kimberly 1<sup>st</sup>, Raquel 2<sup>nd</sup>
  - b. **Secretary**
    - i. Photos needed of remaining board members for website update
- 5. Reports of Committees – Membership names needed**
  - a. **Education**
    - i. Kim open to helping
  - b. **Membership**
    - i. Current membership around 150; 100 active
    - ii. Membership needs to increase
    - iii. Canvas local health departments to recruit new members through DOHs
    - iv. Student memberships – reach out through colleagues that teach in local colleges/universities
  - c. **Legislative**
    - i. No update
  - d. **By-Law/Nominating**
    - i. No update
- 6. Unfinished Business**
  - a. Nonprofit status – Caleb to work on reinstating
  - b. Tax filing status – Caleb to work on completing with CPA

## 7. New Business

- a. **Bank** – Sean to follow up with visit to be made to update account information with new president (add Ebrima, remove Caleb)
- b. **Event locations**
  - i. Bring all events back to Anthony's in New Haven for now, new location was not successful; looking for discounted admission, possible menu limits to reduce costs
  - ii. Other locations to be explored
- c. **Newsletter**
  - i. Electronic newsletter to be generated, not printed – Ebrima has person in mind to coordinate/create
  - ii. For posting on website and to be distributed
  - iii. Use Survey Monkey to canvas membership of needs/topics of interest/locations for training
- d. **PMC Working Group Update – Judith Dicine**
  - i. June 2018 – Representative Greenburg brought officials together to discuss Green Bank Project for housing and GHHI
    - 1. included Commissioners from OEC, DEEP, DPH; Link to be posted on website/newsletter
    - 2. Green Bank and GHHI information to be shared at capitol through Steinburg (Public Health Chair/Energy Chair)
    - 3. Three pilots in CT before going state-wide
  - ii. Draft to be completed (Judith and Krista from DPH) to be brought to legislature prior to next session
- e. **September Seminar Topic - 9/21/18**
  - i. Drug Labs
  - ii. Ebrima to send flyer to Heather for posting on website
  - iii. CEUs to be applied for (Fire and Building)
  - iv. Judith to review Order requirements for this scenario – 10-15 minutes
    - 1. Enforcement steps without details
- f. **December Seminar Topic – 12/14/18**
  - i. Suggestions needed; Bed Bugs?
- g. **March Seminar Topic (2019)**
  - i. Suggestions needed
- h. **Website Update**
  - i. Minutes section added from board meetings

## 8. Announcements

- a. Ebrima has been invited to the ICC seminar in October 2018, Richmond, Virginia
- b. Bill can put article in newsletter for advertisement
- c. Patrice Palumbo retiring – to be recognized at September meeting if she attends
- d. Caleb as past president award at September Seminar; Award to be made

## 9. Adjournment

- a. Kim motioned to meeting at 1:18; second by Ebrima