

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

DATE: January 30, 2019

LOCATION: Brazi's, 201 Food Terminal Plaza, New Haven, CT 06511

MEMBERS PRESENT: Sean Tipps, Ebrima Jobe, Judith Rothschild Dicine, Kim Ploszaj, Heather Oatis, Caleb Cowles (telephone)

MEMBERS ABSENT: Amy Lehaney, Raquel Santiago, Debbie Miller, Ryan Stewart

GUESTS PRESENT: None

1. Call to Order

- a. Ebrima Jobe called meeting to order at 1:05pm
- b. Kim Ploszaj made a motion to approve the August and October minutes; Sean Tipps second

2. Opening Remarks

3. Reports of Officers

a. Treasurer

- i. All payments from December received, \$3200
- ii. No outstanding money owed from seminar
- iii. Deposit sent for March 15, 2019 seminar, not reflected in Treasurer's printed report, has not posted
- iv. Kim Ploszaj made motion to approve; Caleb Cowles second

b. Secretary

- i. No new information

4. Reports of Committees

a. Education

- i. No members present
- ii. Kim looking for more current email list available for membership?
- iii. Many from New Haven LCI are incorrect
- iv. Sean to look into new/updated list
- v. At next seminar, confirm contact info; print list for member review

b. Membership

- i. Blast email to remind people with application for renewal
- ii. Sean Tipps to send Xcel file to Heather Oatis to be sent

c. Legislative

- i. No report

d. By-Law

- i. Clarify by-laws for meeting quorum to be MAJORITY as opposed to 2/3 of board
- ii. Give to board at March meeting; vote on the update in June
- iii. "A quorum shall consist of majority of the nine-person executive board"

5. Unfinished Business

- a. CONCORD registration – need record of annual filing fee; Ebrima to investigate; Caleb Cowles did not file with them during his presidency; May owe back-fees; CPA that Caleb Cowles has been working with will be asked to investigate
- b. Laptop – HO to get quote for laptop
 - i. HO motion to spend up to \$750 for laptop and accessories; Caleb Cowles seconded
- c. Kathy Traigh to start sending surveys for CAHCEO events to get feedback
 - i. Potentially start using CT TRAIN for future registrations through Kathy
- d. Distribution List for Healthy Homes to be updated to only presidents or organizations, rather than maintaining many distribution lists
- e. Secretary back up- No one has come forward
- f. Newsletter editor – Staff from Hartford interested
- g. Business Cards for Organization – President on one side; executive board on back
 - i. Ebrima to look into

6. New business

- a. PMC Proposal as part of Housing Project (Lamont) with Green Bank Housing Project; no updates
- b. Non-Profit Status – Caleb Cowles spoke with CPA; waiting for information; has been sent
- c. March Seminar – Speakers for Hoarding/Municipal Response; Judy speaking on enforcement codes, Meghan Manke speak on protocol for response; Sg. Blanchette from CT PD re: FMO shut downs for lack of egress; Henry Paschuck (DEMHS) and Ray Conners (retired) speaking about animal hoarding; looking for more speakers, but day is full enough; 6 hours ODEM for BD, FMO, and PD – Housing, Building, Fire, Health, Housing, Blight, Police, ACO, and municipal officials to be advertised; Anthony's to be called to reserve large room; flyer to be sent 2/1; 300+ expected; Judy to make flyer, send to Kim if assistance needed; Ebrima to check on max room size; Another organization could co-sponsor to pay the technology fee if Ebrima cannot get it waived
- d. June Seminar – Human Trafficking; 6/21/19, 9am – Judy to double check on speaker
- e. Executive Board Members – Unable to attend meetings; Ebrima to ask if they want to continue or if new members should be looked for
- f. Legislation – Bill 516 – On bill tracker; Caleb is opposed to such basic language; would like CAHCEOs input; willing to write testimony on behalf of board; civil penalty, not criminal; Judy cannot vote; Caleb to draft and send
- g. PMC Bill submitted same language; Caleb to track and send out draft support

7. Announcements - None

8. Adjournment

- a. Ebrima Jobe adjourned meeting at 1:50pm
- b. Kim Ploszaj motion, Sean Tipps second