

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

DATE: April 22, 2019

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

MEMBERS PRESENT: Judith Rothschild Dicine, Ebrima Jobe, Sean Tipps, Kimberly Ploszaj, Amy Lehaney, Heather Oatis, Caleb Cowles (phone)

MEMBERS ABSENT: Raquel Santiago, Deborah Miller, Ryan Stewart

1. Call to Order

- a. Ebrima Jobe called meeting to order at 12:43pm

2. Opening Remarks:

- a. Amy Lehaney made motion to adopt the January 2019 meeting minutes; Kim Ploszaj seconded

3. Reports of Officers

a. Treasurer

- i. Report shared; costs/profits from March 2019 seminar
- ii. Cost per person raised at Anthony's, menu to be evaluated for next training/cost
- iii. Try new location
 - 1. Lyceum in Hartford? Woodwinds in Branford? Four Seasons in East Haven?
 - 2. Judy requested copy of current contract for comparable price point from Anthony's when inquiring at new venues

b. Secretary

- i. Looking for ideas for fresh content on website
- ii. Discussed technical issues from March meeting for new laptop
- iii. Will post ICC Building Month materials in May

4. Reports of Committees

a. Education

- i. No report received, board representative absent

b. Membership

- i. Amy Lehaney will help; will email Cedric re: directors' terms and expirations
- ii. Bylaws include language to remove board members/officers
- iii. Blast email for membership applications did not go out yet, Kim Ploszaj to send

c. Legislative

- i. IMPC did not go through, only if added to active bills
- ii. Legislation to lower BLL levels to 5; substitute language submitted by DPH Lead

- iii. Proposed bill, maximum violation fines update – did not make out of committee

d. By-Law

- i. Terms of directors on page 9 to be updated
- ii. Secretary responsibilities to be updated to include website maintenance
- iii. Quorum language to be updated
- iv. Procedure to be followed

5. Unfinished Business

- a. Statewide HH initiative work group – Kimberly Ploszaj
 - i. 5/17/19 Radon, 6/6/19 Asbestos, 7/25/19 Injury Prevention, 9/19 Overview of HH booklet; CDBG funded house assessments
- b. ICC sponsored food at the Fire Prevention seminar at Eversource
 - i. Judy to ask Bill Nash
- c. Ebrima thanked Judy and board for efforts at March meeting
 - i. Complaints about line at intake at registration of event
 - ii. Participant list for future events to be electronic and alphabetical for next training
 - iii. Unregistered attendees to get in separate line at future events?
 - iv. Sean needs help to get people in the door at events; Sean's contact info to be added to invitations/registration form
 - v. Ebrima needs contact information for presenters to email a thank you note for participating

6. New business

- a. PMC Workgroup
- b. Non-profit status
 - i. Caleb Cowles emailed CPA re: status; has not heard back yet
 - ii. Use new CPA if the current one does not follow through within 2 weeks
- c. June 21st Seminar topic
 - i. Chief State's Attorney rep (Brian) will speak on human trafficking (waiting confirmation)
 - ii. Marco Palmeri to speak on massage parlor ordinance
 - iii. Hotel/motel code enforcement topic to be addressed; include in Marco's piece? Kim to ask him, Meriden, other cities
 - iv. Free ICC training to be utilized for June if Brian is unable to attend
 - v. Cost for clam bake to be analyzed; retirees don't pay for attendance
- d. September 13th Seminar topic
 - i. Free ICC training, if unused in June
 - ii. Human Trafficking topic if not addressed in June meeting
- e. ICC Free Training
 - i. June or September
 - ii. Ebrima to talk to Bill Nash
- f. Executive Board Member Update
 - i. Addressed in Membership portion of meeting
 - ii. Tom Kilroy (Meriden – retired) to be asked about participation

- g.** Training Seminar Survey
 - i.** Ebrima Jobe working with Kathi Traugh for survey to send to membership re: training topic requests and cost concerns
 - h.** Award/scholarship email to be sent
 - i.** Scoring matrix needed from Debbie for scholarships
 - ii.** Amy to send email to membership
 - iii.** John Watson award – Amy Lehaney nominated Ron Miller, Caleb Cowles seconded
 - 1.** Judy to reach out to John to participate at reception
 - i.** Hartford inspector to start working on newsletter to be sent to membership
 - j.** Judy spoke at Building Official seminar in Finger Lakes, New York
 - i.** LED sign at training was eye catching; would like to look into having a CAHCEO one made
 - k.** Out of thank you gifts for speakers
 - i.** Caleb has water bottles available
 - ii.** Still have pens and pins
 - iii.** More padfolios to be ordered from Nexus – Ebrima to get quote
 - l.** CBOA – Annual awards installation; ICC present
 - i.** President to be invited
 - ii.** Ebrima to reach out to current CBOA president
 - iii.** Plan for 2020 co-training?
 - iv.** Monthly meetings in Southington, Ebrima to try and attend
- 7. Announcements**
- a.** None
- 8. Adjournment**
- a.** 2:18pm by Ebrima Jobe