

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

DATE: January 23, 2020

LOCATION: Lido's Restaurant, 75 Pomeroy Ave., Meriden, CT 06450

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

MEMBERS ABSENT: Ryan Stewart

GUESTS PRESENT: N/A

1. Call to Order

- a. Ebrima called meeting to order at 12:57

2. Opening Remarks

3. Reports of Officers

a. Treasurer

- i. Sean shared printed report with board
- ii. Payments from December waiting on New Haven (\$765.00)
- iii. Invoice submitted to New Haven for membership (\$400.00)
- iv. Scheduled Grand Oak Villa for March 27th for next seminar
 - 1. Signed contract
- v. Current balances discussed
- vi. Membership renewals need to be sent and posted to website– 20 received so far by Sean
 - 1. Needs to be paid by March
- vii. Caleb Cowles made motion to approve Treasurer's Report; Heather Oatis second

b. Secretary

- i. Web content – include communities that are members of the organization
- ii. Sell advertising spots on website to towns, industry, or organizations

4. Reports of Committees

a. Education –

- i. Upcoming seminar
 - 1. Conn OSHA, Yale
 - 2. Four upcoming events – on chapter each for the day (Plumbing, electrical, mechanicals, etc.); Find someone to facilitate each
 - 3. No heat being most common/emergency situation that sanitarians and inspectors encounter that could be handled quickly
 - 4. Difficulty with skill levels of membership
- ii. Survey Monkey to membership

- iii. Right of Entry training for March 2020 and Administrative Search Warrants
 - 1. Survey to be completed after March training
 - 2. Registration to be sent by end of month
 - 3. Ron to receive his award
 - iv. Earlier board meeting prior to June/September trainings to iron out topics
 - v. Amy to send Survey Monkey for training desires of membership
 - b. **Membership**
 - i. To be sent/posted to website
 - c. **Legislative**
 - i. To be posted to website – December 19th – Criminal Policy Advisory Commission presentation “Housing Initiatives to Decrease Crime and Prevent Injury and Illness” by Judy
 - 1. Housing Remediation and crime rates; asthma prevention, lead poisoning prevention, and PMC
 - 2. Governor’s office – Criminal Justice policy advisor discussion; cannot act this year due to calendar; permission granted to be given to health advocates to public health chairs for DPH action this year (Advisory council to review and propose adopted code) in cooperation with Commissioner Mitchell-Coleman
 - 3. Child Advocacy Center at Yale and Maternal Child Health Coalition moving forward together
 - 4. Housing Coalition to be reconvened
 - d. **By-Law**
 - i. At December meeting, language proposed to members, vote to be at March training
- 5. **Unfinished Business**
 - a. Non-profit status update – None
 - b. Other - None
- 6. **New business**
 - a. PMC Workgroup Update – Discussed previously
 - b. March Seminar – Discussed previously
 - c. June Seminar – To be discussed in March
 - d. Slate of officers to be presented in March for voting in June
 - i. Ryan Stewart expiring
 - ii. Debbie Miller open
 - iii. Raquel Santiago resigned
 - iv. Positions to remain open until June elections
 - v. Caleb Cowles to take Director position (Ryan Stewart’s two year position if he is not staying on or Debbie’s one year position if Ryan stays)
 - vi. Heather Oatis and Sean Tipps staying on in each position
 - vii. Brittany from Norwich Housing to be asked about interest – Caleb to call
 - viii. Ebrima to possibly stay on as president if needed

ix. Judy to reach out to prosecutor staff and Amy to reach out to Trumbull staff

7. Announcements - None

8. Adjournment

a. Ebrima adjourned meeting at 1:54pm