



C.A.H.C.E.O.

Connecticut Association of Housing Code Enforcement Officials, Inc.

June 11, 2025; 12:00 pm; Minutes

Board Members Present: Albi Sako, Judith Rothschild, Ebrima Jobe, Richard Lee, James Strickland

Board Members Absent: Caleb Cowles, Amy Lehaney, and Kimberly Norman-Rosedam,

Call to Order: 12:10 pm Albi Sako called the meeting to order.

Old Business:

- May 14 meeting minutes was approved by the board.

New Business:

- Discussion on ex-treasurer's arrest on June 5th. The Court Arraignment is scheduled on June 20th at 9:00 am in Bridgeport. The following actions will take place.
 - ✓ CAHCEO will draft a letter to the Court stating the position of CAHCEO regarding the restitution of the missing fund. The letter will be sent to the Court prior to the arraignment on June 20th.
 - ✓ Judith will obtain a copy of the Warrant and draft a letter stating CAHCEO's position regarding the restitution of the missing fund. Once the letter is drafted, it will be circulated to board members for review and comments.
- Treasurer's report provided by Ebrima:
 - ✓ As of June 10th, 2025, the account balance is \$5,419.55.
 - ✓ The invoice for the June 4th event is \$1,948.46. The check for the June 4th event was sent on June 9th to Manor Inn Restaurant. Therefore, the account balance after deducting the June 4th event is \$3,471.09.
 - ✓ CAHCEO will reimburse Albi for the December 2024's event and ex-Secretary Heather for some expenses she paid for the organization.
 - ✓ CAHCEO is still waiting for membership fee from the City of Hartford, Bridgeport and New Haven.
 - ✓ Ebrima will issue receipts via e-mail to participants who paid cash at the June 4th event for membership fee and/or event registration fee.
 - ✓ Discussion on transfer the balance from the People's bank (old account) to the current bank, Citizens Bank. The People's Bank account was frozen, requested by CAHCEO, since CAHCEO discovered fund missing. Board members agree to move the fund from People's Bank to Citizens Bank. The exact amount of money remaining in the People's Bank is unknown. Ebrima will provide updates in the next meeting.
- Development of CAHCEO Membership Certificate
 - ✓ Board members agree that a membership certificate should be issue to CAHCEO members upon receiving the registration. Richard will develop a draft template of the certificate and it will be passed around to Board members for review and comments.
- Discussion on possible presentation topics for December's joined seminar with CBOA and CFMA:

- ✓ Two potential subjects proposed by Judith at the June 4th meeting: Relocation and Illegal dwelling units conversion. Board members agree that these are two good subjects for the December's joined seminar with CBOA, CFMA and Health Officials.
- ✓ James will send Board members regarding City of New Britain Attorney's opinions on illegal unit relocation.
- ✓ Judith has shared the meeting invitations to Board members of two joined meetings (CBOA/CFMA/CAHCEO): June 23rd - round table discussion on 2 to 3 Family Conversion and July 8th joined planning meeting for December seminar.

Adjournment: 12:51 pm

Next Meeting: July 9th, 2025 at 12:00 pm

2025 Officers - Albi Sako, President; Richard Lee, MPH, 1st Vice President; Kimberly Norman-Rosedam, 2nd Vice President; Ebrima Jobe, Acting Treasurer; Vacant Secretary; Ebrima Jobe, Past President; Caleb Cowles, Director; Amy Lehaney, Director; James Strickland, Director; Judith Rothschild, JD, Board Advisor