



CONNECTICUT ADVISORY COUNCIL ON HOUSING MATTERS



Reply to: 16 Main St., 2nd floor
New Britain, CT 06051
(860) 616-4472

NOTICE OF THE NEXT MEETING

2:00 pm

Wednesday, September 12, 2018

LOCATION TO BE DETERMINED

Please mark the date on your calendar.

Minutes of the meeting of June 13, 2018

Council Members present: Jane Kinney-Knotek, Lynn Taborsak, Margaret Suib, Richard Tenenbaum, David Pels, Raphael Podolsky, and Jay Pottenger.

Absent: Kathleen Flaherty, Houston Putnam Lowry, Juan Verdu, Mary Conklin, Venoal Fountain, Stephanie Ma, John Rowland, Richard DeParle, Friedrich Helisch, Carl Lupinacci, and Loo Pacacha Dahlke.

Also present: Judith Dicine (OCSA), Maura Coyne (OCSA), William Pitt (Judicial), Roberta Palmer (Judicial) and V. Edward Quinto (member of the public).

The meeting was called to order by the Chairperson, Raphael Podolsky, at 2:10 pm at the Quinnipiac University Law School, Library Commons, 370 Bassett Road, North Haven.

1. Preliminary matters:

- a. Approval of agenda – The agenda was approved by consensus.
- b. Approval of the minutes – The minutes of the March 14, 2018 were approved on a motion by Richard Tenenbaum, seconded by Margaret Suib.

2. Public comment – None (no members of the general public were present at the start of the meeting).

3. Updates

a. Housing Court Operations – Roberta Palmer

- i. Mid-term Reassignments: The confirmation of 30 new judges will have a positive impact on Judicial operations. Judge Walter Spader has been assigned to hear housing cases in New Haven/Waterbury

where he had been covering for Judge Avallone who has become a judge trial referee (JTR). Judge Spader is enthusiastic about his new mid-term assignment.

- ii. Appropriations: Judge Carroll's testimony before the Appropriations Committee on the impact of lay-offs and retirements on Judicial operations resulted in an appropriation for continuous recruitment of office clerks, assistant clerks, case flow positions and clerk's office staffing for 10 to 20 positions, possibly more.
- b. Housing prosecution – Judith Dicine
- i. Staffing: The Housing Prosecution Unit is now fully staffed. There are currently 4 fulltime Housing Prosecutors and 1 part-time position. Judith introduced a new Housing Prosecutor, Maura Coyne, who comes to the position with 20 years of experience as a prosecutor. She will be covering three judicial districts: Stamford, Norwalk, and Bridgeport.
 - ii. State Health Improvement Plan: The department is working with the Green Bank to upgrade substandard housing as part of the Health Improvement Plan. The Public Health Department is leading that rehabilitation effort as Restoration Justice.
 - iii. Police Training Manual: The Police Training Manual will be completed by this winter before the planned retirement of Patrice Palumbo. Judith will present it to the Advisory Council for review before it is finalized. She welcomes suggestions from the public on what should be included. The Chairman asked the member of the public to forward his recommendations to the prosecutor's office.
- c. Electronics, Computerization and Website: Houston Putnam Lowry
- i. Computer-related research: A two-hour meeting was held with Roberta Palmer, P.J. Deak, Joseph Greelish, Mary Conklin and Raphael Podolsky to review what kind of data is available now that housing is part of the civil/family computer system and is subject to e-filing. The purpose is to assure the continuing availability of data that has been regularly included in the Council's biennial report and to maximize other types of data available for research, e.g., outcomes for defendants represented by attorneys compared with those who represent themselves (pro se). The committee will review what data is currently being inputted and to what extent it can be expanded. Judicial believes that, with the right queries, it can continue to provide all data previously provided and much of the additional data that we are seeking.
 - ii. E-file System: The e-filing system is working well. No one is aware of any concerns that have been expressed.
- d. Public access to data: Lynn Taborsak
- i. We have asked Judicial to reconsider its rejection of the Council's proposal that the Judicial website include a disclaimer that online case data is not in a form suitable for tenant screening purposes. We have also submitted a revised proposal. One option is to attempt to change

the disclaimer statement by statute. There is also a need for the Council to review when housing court data is erased from electronic files.

4. Legislative report: tabled
5. Summer and fall projects
 - a. Biennial report: The biennial report is due in January. The chairperson will prepare a draft report for discussion and review at the September CACHM meeting. The final report will be adopted at the December CACHM meeting.
 - b. Small claims manual: The Stage 1 update of the manual is now posted on the magistrates' webpage. Although it was written for the magistrates, we would like judges, clerks and members of the public to have hard copies available to them. The last previous revision of the manual was written in 2007. The updated 2018 version is the fifth edition. In Stage 2 of the update, we will update the cases that were incorporated in the 2007 version.
 - c. Non-housing court judicial assignments: In non-housing court sessions, a block judge will handle civil and housing matters when needed.
6. CACHM membership: Advisory Council members serve until they are replaced. The terms of all current members expire on June 30.
7. Meeting locations: To be announced
8. Other business:
 - a. Attorney for the Day: Jay Pottenger of the Yale legal clinic is exploring an "Attorney for the Day" project in New Haven to provide advice or representation to pro se summary process litigants. New Haven Legal Assistance is open to the possibility there. Jay welcomes any suggestions or concerns for such a pilot project. Pro se litigants who enter into stipulated agreements with plaintiff's attorney have no representation at all. It may be an "Advice Table" rather than limited scope representation. Judicial is looking into the possibility of a similar pilot in the Hartford Housing Court.
 - b. Non-housing court judicial assignments: Although non-housing court districts do not have a judge formally assigned as a housing court judge, a single judge in fact is often used to handle all the housing cases there.
9. Adjournment: A motion to adjourn was made by Margaret Suib and seconded by Jane Kinney-Knotek. It was approved unanimously. The meeting adjourned at 3:52 pm.

Respectfully submitted,

Lynn Taborsak
Deputy Secretary