

**CITY OF NORWALK
FAIR HOUSING COMMISSION
REGULAR MEETING
MARCH 24, 2025
VIA ZOOM**

ATTENDANCE: Jalin Sead, Chair; Rev. Richard Clark, Carol Frank, Joe Mann, Alexandra Sollazzo

I. CALL TO ORDER

Mr. Sead called the meeting to order at 3:05 p.m.

II. ROLL CALL

Mr. Sead called the roll and announced there was a quorum present.

III. PUBLIC PARTICIPATION

There was no one from the public who wished to address the Commission at this time.

IV. NEW BUSINESS

A. Discussion on the Fair Housing Office, and office hours.

Mr. Sead said that the candidate for the Fair Housing Officer had accepted the job offer and was scheduled to start on April 7th. He said that she had some questions about the job expectations and office hours. Mr. Sead said that Atty. Suib had been the Fair Housing Officer for so long, there had never been any discussions about this.

Ms. Frank suggested the office hours be from 9:30 a.m. to 4:30 p.m. and gave her reasons. This would allow residents to contact her more easily.

Mr. Sead said that once candidate accepted the job, she reached out to CHRO and there will be some meetings that she will need to attend in Hartford. A discussion followed about having Atty. Roman work 8 hours a day. Ms. Frank said that there was an answering machine on the line that will take messages if she is out of the office.

B. Discussion on Fair Housing Event

Ms. Frank asked if they should hold a reception for her once she is on board. Mr. Sead agreed and said that he had already started working on this. He gave the tentative details. A discussion followed about the possible locations.

Ms. Frank noted that April was Fair Housing Month and said that there was a banner that announces that April is Fair Housing Month.

Ms. Frank asked if they would be keeping the same meeting schedule going forward. Mr. Sead said that he had spoken to the administration and they were able to provide a Zoom link. Mr. Mann said that he felt they should meet in person at the office in the beginning to get to know her.

The discussion moved to the hours and Ms. Sollazzo suggested that it be 9 to 5. Ms. Frank said that was fine as long as she was present after 4 p.m. so working residents could get in touch with her.

The question of who the Fair Housing Officer would be reporting to in terms of supervision. Mr. Mann said it would likely be the Chair of the Commission. He said that he would be stopping in to speak with her and get to know her.

Ms. Frank said that on June 4th, the ADA Transition Commission will be having a speaker come down to talk about ADA issues. She said that she would like to invite the Fair Housing Officer to attend that meeting because it will be beneficial to learn about the challenges.

The discussion move back to where the Fair Housing Officer salary line would be drawn from. Mr. Sead said that the salary comes from Redevelopment but the Fair Housing Officer reports to the Fair Housing Commission. Ms. Frank said that in the past, they discovered that the fewer departments involve, the best it was. Mr. Mann said that Redevelopment deserves some credit because they have worked well with the Commission on this. Discussion followed.

Ms. Frank asked if Mr. Sead could update the contact list and send it out. Mr. Sead said that he would.

Ms. Sollazzo asked if everything was in the office. Mr. Sead said that there were some files that Atty. Suib had because she did not wish to just leave them in the office. He will be meeting with her to collect those soon. Rev. Clark said that he will not be available on April 7th due to a previous commitment.

The next scheduled meeting will be April 21st.

V. ADJOURNMENT

**** MR. MANN MOVED TO ADJOURN.**

**** MS. SOLLAZZO SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 3:25 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services