

CCMC Committee Virtual Meeting Minutes

Monday, May 13, 2024, 2:00 PM

The meeting was called to order at 2:00 PM by Chairperson John Rainaldi. In attendance were committee members Lisa Madden, Lisa Biagiarelli, Beth Hamel, David Kluczowski, and Launa Goslee. Jennifer Gauthier was absent. Carla Hamel, CCMC Instructor, joined as well.

John introduced the item on the agenda to approve past meeting minutes from April 23, 2024. Lisa B. made a motion to dispense with the reading of the minutes and approve the minutes as presented; Lisa M. seconded the motion. A vote was taken, motion carried.

The next item was to review and approve the Treasurer's Report from April 2024. The balance at the end of the month was \$47,394.91. Lisa B. made a motion to dispense with the reading of the full treasurer's report and to accept it as presented; Launa. seconded. A vote was taken, motion carried. Lisa M. mentioned that at the next meeting, she will have the six-month forecast for the 2024 budget.

In New Business, John made a motion to move the agenda item entitled 'Review and discussion of possible DRAFT policy regarding cheating in CCMC courses or exams' to the top of the list as Carla Hamel, a CCMC teacher, was in attendance only to listen and participate in this topic on the agenda; Lisa M. seconded the motion. A vote was taken, motion carried. The reason for this topic being added to the agenda was that Carla had contacted John to discuss the ramifications of what would happen if a student was caught cheating on a CCMC exam. After the committee discussed this topic, John said he thinks we need to contact OPM to create a policy regarding this matter. Due to this suggestion, the committee chose to table the issue until further discussions happened with OPM. Carla left the meeting at 2:21 PM.

The next item in New Business was to discuss any recertification applications. The following submissions were received.

1. Amy Snell of Stonington with 54.5 hours submitted.
2. Bridget Boucher of Glastonbury with 50.5 hours submitted.
3. Donna Alex of Washington with 87 hours submitted

One motion was made by Launa to approve all of the recertification applications submitted; John seconded the motion. A vote was made, motion carried.

Next in New Business, the committee was to review applications requesting workshop approval for CEUs. The following items were submitted for consideration.

1. A one (1) hour workshop on Legislative Update F/Y 2024 to be given by Michael Dugan of Capital Consulting, CTx Lobbyist was submitted by Lisa Madden, CCMC, Windham Tax Collector on behalf of the Connecticut Tax Collectors' Association. A motion to approve was made by Beth and seconded by Lisa B. A vote was taken, motion carried. Lisa M. abstained.

In other New Business, Beth asked, as a CCMC teacher, if a student in a CCMC course cannot sit for the exam on the scheduled exam day, what should the teacher do. It was responded to her from John that the individual teacher would be able to reschedule the exam for that student.

Next in New Business was the CCMC Final Exam submissions. The exam is to be given on May 30, 2024 at the Berlin Community Center in Berlin, CT. The committee received sixteen (16) applications. The committee went through every application, holding one aside for further discussion. The following applications were discussed initially.

1. Ann Marie Fontana of Westport.

2. Ariel Gulovsen of Griswold.
3. Ashleigh Johnson of Bolton.
4. Charise Bronson-Haith of Norwalk.
5. Christine Dixon of East Lyme.
6. Christopher Hemstock of West Hartford.
7. Denise Compton of East Lyme.
8. Jim Goggin of Naugatuck; retake – failed in November 2023.
9. Joselyn Donzella of Kent; retake – failed in November 2023.
10. Kate Kane of West Haven.
11. Kathleen Damicis of Ledyard.
12. Laurie Smith-Carbino of Greenwich; retake – failed in June 2023.
13. Maureen Lamanna of Goshen.
14. Sarah Carey of Plainville.
15. Tenley Nelson of Norwich; this applicant did not have enough hours to recertify in 2023 and is retaking the final exam for her recertification.

John made one motion to approve all fifteen (15) applicants mentioned above; Lisa M. seconded the motion. A vote was taken, motion carried.

The final applicant was Krysteen Bula of Plainville. She is currently enrolled in Couse IV and failed the exam the first time. She is retaking the exam on May 16, 2024. If she passes this exam, she will then qualify to take the final exam. Once this occurs, she will then qualify to take the final exam. Launa made a motion to approve her application for the final exam pending her passing the Course IV retake exam; Beth seconded the motion. A vote was taken, motion carried.

Under the CCMC Final Exam topic, Lisa M. and John mentioned an email exchange between one applicant that stated she mailed her application to the incorrect entity, CTx, instead of CCMC. Lisa M. checked with CTx, and they stated that they did not receive any application and/or any payment of any kind from this person. The committee stated as a whole that there could be no appeal of an application as there is none that exists.

Another topic in New Business, a possible draft policy for several topics Beth Hamel had asked to discuss was tabled as Beth said she needs more time to create this draft.

The final topic for New Business was that Lisa M. mentioned that it was brought up at the CTx Executive and Education meetings on May 9, 2024 that they were looking to add in a few online workshops to offer more opportunities for earning CEUs. Lisa B. said she would do one and Launa stated that she would speak to Carla Hamel and give one of their workshops created a few years ago. Dates and times TBA at the next meeting.

In Old Business, there was a brief discussion regarding the Instructor Subcommittee. John stated that there are two applications received. The subcommittee reviewed the applications, and it was decided by the committee as a whole to have an interview with both applicants at our May 28, 2024 meeting. John will reach out to them and set that up.

John asked if there was any other business. Seeing none, Lisa M. made a motion to adjourn the meeting at 3:04 PM, Beth seconded. A vote was taken, the motion carried.

Respectfully submitted by Launa Goslee, Secretary