

**CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE
REGULAR MEETING**

Thursday, July 9, 2020
Cass Gilbert Conference Room
Waterbury City Hall
235 Grand Street
Waterbury, CT 06702

Link to virtual meeting: <https://www.gotomeet.me/LisaMadden1/ccma-meeting---july-9-2020>

you can also dial in using your phone.

United States: +1 (786) 535-3211

Access Code: 791-345-725

This meeting was recorded.

The meeting was called to order by Ann Marie Heering, Chair at 1:04 p.m.

Members present in person: Ann Marie Heering, Shawna Baron, Dave Dietsch, and Mary Huda

Members present via Zoom: Tom DeNoto & Jennifer Gauthier, OPM Rep. Martin Heft, OPM joined the meeting at 1:15 pm.

Guest present in person: Rich Seman

Guest present via Zoom: Tim Hutvagner & Chris Kelsey

As Lucy Hussman was absent from the meeting, and Dave Dietsch filled in last time to take minutes, Mary Huda volunteered to take the minutes with the understanding from the Committee that the minutes would not be available the following week as she was leaving for vacation on Friday.

PUBLIC COMMENTS – None

SECRETARY'S REPORT

Shawna Baron made a motion to approve the minutes of the June 11 2020 CCMA Regular Meeting. The motion was seconded by Mary Huda. The motion passed unanimously.

TREASURY REPORT – June to July 9, 2020

The balance as of July 9 was \$3,914.14 due to recertification deposit in the amount of 280.00 since the June 2020 report. Dave Dietsch made a motion to accept the Treasury Report. The motion was seconded by Tom DeNoto. The motion passed unanimously.

2020 CCMA RECERTIFICATIONS

For this meeting on July 9th there were no new recertification applications received by the Committee.

OLD BUSINESS

a. **CCMA Course 2B update**

Rich Seman distributed a rough draft of the curriculum he intends to present at the August 2020 Assessor School. He is still actively modifying this document and welcomes any input the Committee

may have at this early stage of revisions. This draft is based on the current curriculum and does not incorporate any revisions that the Course 2B subcommittee had been working on to implement for the June 2020 Assessor School, which had now been moved to August 2020. This draft is based on the materials provided by Diane Vitagliano.

b. August 2020 Assessor's School

The CCMA Committee Chair and the CAAO officers met with CAAO Education Committee Co-chairs Bill Gaffney and Chandler Rose this morning to discuss the locations and instructors currently available for the August 10-14, 2020 timeframe. As of this morning there were only three locations available, South Windsor Library, Middlebury and the Rocky Hill Fire Dept. It was reported by CAAO that at this time a majority of the instructors are reluctant or resistant to teaching in person due to having to wear masks and other issues with teaching in person during the pandemic. Lengthy discussion was held regarding Road show options as well as the courses being available on-line between now and the end of the year in case the Fall time frame is also compromised due to the pandemic. The CCMA Committee as well as CAAO are extremely disappointed that there will be no Assessor School classes being held in August but as the pandemic and the Governor's Executive Orders are in place through September 9th at this point there are no viable alternatives. The CAAO Education Chairs polled the instructors to see who was willing to teach online and there were only three out of twelve confirmed positive responses. One option discussed was doing one course on-line as a trial, however, there are multiple challenges including technology, resource of time and expenses and selection of course and instructors. There is a process in place from this morning's meeting to personally notify all who are currently registered for courses, then put an announcement out to all of CAAO, lastly if you were registered for August 2020 course you will be given priority for Assessor School 2021. Also all checks will be returned to registrants or municipalities. Please see the end of these minutes for the announcement posted on CAAO website.

Rich Seman left the meeting after this discussion.

c. OPM Legal opinion on "once annually" exam regulation.

At the June 2020 meeting the Committee had motioned and approved a request to be given the process of having a legal opinion or interpretation of a potential list of several regulations, including the one brought to light in recent months regarding offering certification exams twice a year. *Sec. 12-40a-9. Comprehensive Examinations (a) The Committee shall annually conduct a comprehensive examination for the CCMA I and CCMA II designations.....*

The OPM legal staff would not handle CCMA request for review; instead that would go to the Attorney General's office per Martin Heft. Ann Marie and Martin will work on the formal process and compiling a list of regulations to review or interpret for the Committee.

d. NRAAO 2022 Scholarship

Jennifer Gauthier made a motion to award the NRAAO 2022 Scholarship, that was purchased previously by the Committee, at the June 2021 Assessor School Banquet drawing from names of those in attendance that are a CAAO member, also a current member of the NRAAO and have a CCMA certification, person drawn must be present at time of drawing to receive the scholarship. Motion seconded by Dave Dietsch. If due to continued COVID 19 pandemic issues June 2021 banquet not held, Committee agreed to pull names at the CAAO Fall meeting. Mary Huda recused herself from voting. Motion passed with all other members present in favor.

e. Teaching Adult Students – Rick Stuart Team Consulting

Mary Huda updated the Committee that there is currently a contract distributed to all signers, for the November 9th and 10th dates to reschedule this Instructor training for the Fall 2020 from original April 2020 dates. Committee asked that Mary reach out to Fred Chmura of Team Consulting to see if there is an option to also reserve back up dates in April of 2021 for Rick Stuart to teach in case the pandemic requires the Committee to move these sessions yet again. Mary will also reach out to the MAAO and update all involved organizations including Lane Partridge from Massachusetts as he reached out yesterday for details.

NEW BUSINESS

a. **IAAO 2020 Conference** – tracking credit hours, request by Melinda Fonda for clarification of awarding continuing education credits for IAAO Virtual conference, item tabled to August 2020 meeting to allow Committee members time to research IAAO process. Jennifer Gauthier suggested the Committee draft a policy for all virtual classes and webinars being held at this time. SPA Seminar agenda item also tabled until the policy has been drafted and approved.

b. Schedule meeting dates for September Exam

Discussion regarding new September 23, 2020 CCMA exam date, previously scheduled to be held on October 21, 2020. There are on-going concerns and predictions that there could be a second wave of COVID-19 cases as we progress into the fall months of 2020 and likely that events will again need to be cancelled. The Committee would like to do everything possible to be able to administer the exams this year to allow for newly certified assessment staff, also in order to not be in violation of the regulations. Discussion regarding availability of State (OPM) facilities as well as splitting of exams between applicants, utilizing separate locations for CCMA I and CCMA II exams if necessary to accommodate social distancing of test takers and be in compliance with group size restrictions in place during the date the exam is being offered. Committee reviewed regulations and scheduled application due date, approval of applications and appeals dates as follows:

Wednesday, August 26, 2020	Deadline to file application to sit for exam
Thursday, August 27, 2020	CCMA to meet to review applications for approvals
Friday, August 28, 2020	Notifications of approvals/denials to applicants
Friday, September 4, 2020	Applicant must file written request for appeal if denied
Thursday, September 10, 2020	CCMA regular meeting, review appeals on agenda
Wednesday, September 23, 2020	CCMA I & II exams offered
Thursday, September 24, 2020	CCMA Committee special meeting to begin correcting exams

c. **Marsha Standish suggested we put together a fact sheet about the CCMA Committee –**

Due to time constraints and instead of tabling this topic entirely, suggestion made by Mary Huda that all committee members come to the August 2020 meeting with 5 bullet points that we can compile into a list as a starting point.

d. **August meeting location and agenda**

Due to parking challenges and need of Committee members to leave the meeting in order to feed parking meters in Waterbury alternate locations were discussed for August and September meetings. Dave will reserve the Cass Gilbert Room in Waterbury just in case, Tom will check availability of space in Bristol and Mary will check with South Windsor to see if they would allow small group to enter building and utilize meeting space. Jennifer Gauthier stated that August 1 2020 is the start of transition back to work for OPM in Hartford and that OPM facilities and space will only be available once the OPM staff is 100% back to work.

Other New Business

Jennifer Gauthier updated the Committee regarding the Governor's current Executive Order powers that will expire on September 9, 2020 as that is currently the end date of the public health emergency at this time. Given that information, there is currently no ability to extend the deadlines for the Renters Rebate program and Additional Veterans applications as those deadlines are beyond the September 9th date. Jennifer Gauthier made a motion to add "OPM Report" as a standard agenda item to the monthly CCMA agenda. The motion was seconded by Dave Dietsch. Discussion regarding the there had always been an OPM Report on the agenda in the past. Members in favor: Dave Dietsch, Jennifer Gauthier, Tom DeNoto, Members opposed: Ann Marie Heering, Shawna Baron, Mary Huda. Motion failed.

The next Regular Meeting is scheduled for Thursday, August 13, 2020 at 1:00 p.m. location TBD based on availability.

The meeting adjourned at 2:50 p.m.

Respectfully submitted

Mary Huda

Mary Huda
Temporary Secretary for this meeting

Addendum:

Posting on CAAO website regarding 2020 Assessor School course:

It is with deep regret that we inform you that the CCMA Courses will not be offered this year. The CCMA Committee, CAAO Education Committee, CAAO Officers and CCMA Instructors have all worked toward the goal of providing the courses but have not been able to do so under the current circumstances. This decision was not made lightly and was made in the interest of everyone's health and safety.

Everyone who registered for a class will be considered first for registration for the CCMA Courses at UCONN in June of 2021. Additionally, if you are unable to attend UCONN in June of 2021 you will be considered first for registration in any CCMA Course Roadshows that are offered in 2021.