

**CERTIFIED CONNECTICUT MUNICIPAL ASSESSORS COMMITTEE**

**REGULAR MEETING**

Thursday, January 16, 2020

Office of Policy & Management

Intergovernmental Policy Division Conference Room 4A

450 Capitol Ave, Hartford, CT

The meeting was called to order by Ann Marie Heering, Chair at 12:04 p.m.

Members present: Ann Marie Heering, Shawna Baron, Tom DeNoto, Dave Dietsch, Mary Huda, Lucy Hussman and Jennifer Gauthier, OPM Rep.

SECRETARY'S REPORT

The following correction was made to the December 19, 2019 minutes: The 2020 CCMA Meeting Schedule was finalized and Jennifer will post it before **January 31, 2020**.

Shawna Baron made a motion to approve the minutes, as corrected, of the December 19, 2019 Special Meeting. The motion was seconded by Jennifer Gauthier. The motion passed unanimously.

TREASURY REPORT

The balance as of December 19, 2019 was \$5,862.41. With no deposits and disbursements of \$1,600, the balance as of January 16, 2020 is \$4,262.41. Shawna Baron made a motion to accept the Treasury Report. The motion was seconded by Mary Huda. The motion passed unanimously.

As shown in the treasury report, the CCMA Clerk received a 2019 stipend of \$1,200 plus \$200 for coordinating the CCMA Road Show classes.

It was noted that the \$15 Returned Check Fee from October 18, 2019 has still not been collected. Ann Marie Heering will follow up with Rochelle on that issue.

2019 CCMA RECERTIFICATIONS

CCMA I – 1 Recertification Applicant  
Michelle M. DaSilva, approved

Tom DeNoto made a motion to approve the applicant as listed above for CCMA I Recertification. The motion was seconded by Jennifer Gauthier. The motion passed unanimously.

OPM REPRESENTATIVE

Jennifer Gauthier reported that there are still a few CCMA Instructors as well as a CCMA Committee Member that must submit a completion certificate for the Sexual Harassment Training. She also reported that CCMA Members will be required to provide proof of completing an Ethics Training course. She will send out a link to the state-sponsored Ethics Training Course.

The CCMA Exam Review has been scheduled for the following dates: March 5<sup>th</sup> – Courses IA, IB, IIA, IIB and IV; March 6<sup>th</sup> – Course III. Jennifer will send out notification about the review and will collect questions for the instructors.

CCMA EXAM - Two Time Failures

As per the State Regulations, when a person fails a CCMA Exam for the second time, the CCMA Committee will determine which courses must be retaken before being approved for entrance to a subsequent exam. Following the second failure of the exam, the test results will be analyzed with each exam question being assigned to a CCMA course. If an individual scores 60% or below on the portion of the exam assigned to a course then they will be required to retake that course or an equivalent course that has been approved by the committee. After meeting those requirements, the individual may apply to retake the CCMA Exam. If an individual fails the CCMA Exam a third time or more, the CCMA Committee will not provide any requirements to retake the exam. An individual may contact the committee for an exam score breakdown.

The exam results for the following individuals were reviewed to determine the course requirements that must be satisfied before they are eligible to re-apply to take the exam.

CCMA I Exam: Julie Miller is required to retake CCMA Courses IA, IB, IIA & IV

CCMA II Exam: Tom DiStasio is required to retake CCMA Courses III & IV

Faith Richmond is required to retake CCMA Course III and it is recommended that she retake Course IA.

OLD BUSINESS

1. Call for Instructors – it was discussed and decided that we should ask the CAAO Education Committee to put together another call for instructors.
2. Teaching Adult Student and the Art of a Powerful Presentation– This workshop is scheduled for 8 hours on April 8<sup>th</sup> & 4 hours on April 9<sup>th</sup> in Dudley, Mass. The workshop is free to all instructors and all class materials will be provided including lunch on Wednesday April 8<sup>th</sup>. This workshop is being sponsored by CAAO, CCMA, CCMC & MAAO. A block of rooms have been set aside at a hotel in Sturbridge, Mass.  
Jennifer Gauthier made a motion to approve 12 hours of recertification credits for this workshop. The motion was seconded Mary Huda. The motion passed unanimously.
3. 2020 Clerk for CCMA Committee – Rochelle Lambert has agreed to continue as the clerk for this committee.

NEW BUSINESS - none

OTHER BUSINESS

Tom Denoto made a motion to add to the agenda a discussion about the meeting schedule. The motion was seconded by Mary Huda. The motion passed unanimously.

Due to several conflicts, the next regular meeting of the CCMA Committee has been rescheduled for Tuesday, February 18, 2020 at 1 p.m. in Plainville.

Tom Denoto made a motion to add to the agenda a discussion about the collection of CCMA Course Exams. The motion was seconded by Shawna Baron. The motion passed unanimously. It was brought to our attention that all CCMA Course Exams should be stored in the CCMA files. Ann Marie Heering will inform the CAAO Education Committee that the course instructors must turn over to the CCMA Committee all the exams along with the sign-in sheets after the completion of every course.

The CCMA Committee keeps a file for each student and the exams will be stored in those files, as has been done in the past.

The meeting adjourned at 2:47 p.m.

**The next meeting is scheduled for Tuesday, February 18, 2020 at 1 p.m. at the Plainville Municipal Center.**

Respectfully submitted,

Lucy Hussman