

CCMC Committee Meeting

Wednesday, February 22, 2023, 10 AM

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The meeting was called to order at 10:02 AM by Chairman John Rainaldi. In attendance were Committee members David Kluczowski, Lisa Madden, Beth Hamel, Launa Goslee, and Jennifer Gauthier. Lisa Biagiarelli was not in attendance.

There was a motion to appoint Launa Goslee as the secretary of CCMC as Lisa Biagiarelli has stepped down from that position. Motioned by Lisa Madden, seconded by Beth Hamel. The motion was approved unanimously.

The minutes were discussed from three prior meetings. **1.** December 8, 2022 Regular Committee Meeting: John made a motion to dispense with the reading of the minutes and approve them as written. Lisa M. seconded the motion. The motion was approved with Launa abstaining as she was not a member at that point in time. **2.** December 20, 2022 Regular Committee Meeting: These minutes are pending as they are not quite completed yet. **3.** January 5, 2023 Committee Meeting with Instructors: Lisa M. made a motion to dispense with the reading of the minutes and approve them as amended in paragraph five. The amendment was that Launa did not instruct the Pre-Course but instead, Ana and David did. Beth seconded the motion. The motion was passed unanimously. **4.** January 5, 2023 Regular Committee Meeting: Lisa M. made a motion to dispense with the reading of the minutes and approve them. Beth seconded the motion. The motion was passed unanimously.

David had sent a Treasurers' report in an email prior to this meeting. Through the end of January 2023, we had a balance of \$18,594.74. David spoke briefly about the details of the report and then John made a motion to waive the remainder of the reading of the report, and to approve it; this motion was seconded by Lisa M. It was also noted that CCMC lost \$4,662 in 2022. The motion was approved unanimously.

John moved on to discuss workshop requests. Kathy Larkins, CTx Education Committee Chair, has worked hard to provide the Committee the information for sessions at the 2023 seminar. The following were submitted by her:

1. Succession Planning/Knowledge Transfer presentation for two (2) CEU hours on Friday, March 24, 2023, presented by Alicia Jipson, Town Administrator in Belmont, NH. Lisa

Madden made a motion to approve; Launa seconded. The motion was approved unanimously.

2. Cybersecurity presentation for two (2) CEU hours on Thursday, March 23, 2023, presented by Andrew Neblett, IT Director of Town of Ridgefield, CT. John made the motion to approve, Beth seconded. The motion was approved unanimously except it was noted that the removal of all vendors mentioned in the original presentation needed to occur.
3. Bank Executions & Wage/Rent Garnishments presentation for one and a half (1.5) CEU hours on Wednesday, March 22, 2023, presented by Launa Goslee, Joanne Matarese and Catherine Vikstrom, various CT municipal tax collectors. John made the motion to approve, Lisa M. seconded. The motion was approved unanimously with Launa abstaining since she is one of the presenters.

The final application was for a Litchfield County meeting on March 2, 2023 and was submitted by Sarah Brusco, President of Litchfield County. The presentation is for one (1) CEU hour and is on State Marshal Processing given by Jaime Lambo, CT State Marshal. Dave made the motion to approve; seconded by Beth. The motion was approved unanimously.

John moved on to consider 15 applications for recertification. They were as follows: Melissa A Alden, Putnam; Linda R Bernardi, Woodstock; Jean Bouteiller, Cornwall; Ann Devine, Danbury; Rosanna DiPanni, New Canaan; Scott Ferguson, Danbury; Cynthia L Gotta, Portland; Veronica Jones, Bridgeport; Michele B Nuhn, Killingworth; M. Colleen O'Connor, Simsbury; Samantha T Pletscher, Farmington; Kimberly Pokrywka, Roxbury; Jill F Schechtman, Suffield; Leona C Sharkey, Griswold; and Roberta Q Sinatra, Brookfield. Beth made a motion to approve all 15 applicants; Lisa M. seconded. There was some further discussion about the cost of the submission, and it had to do with the timing of submitting the application to the CCMC Committee due to the fee being increased as of 01/01/2023 although the application online did not reflect the increase until later. A vote was taken, and all were in favor of approving the 15 recertification applications.

John asked for any new or old business.

1. There was a small discussion regarding workshops that were approved prior but are no longer offered. It was decided that we do not have any control over what is offered outside of what CTx or CCMC offers and that if anyone wants to submit something to the committee for consideration, then they can do that at any time.

2. A submission from GEMs Software was brought up and discussed briefly regarding hosting online exams using tablets. Jenn stated the fact that due to the CCMC Committee being a State Board/Commission, we will have to follow the proper DAS Procurement process to move forward with contracting and to be sure we are compliant with the state guidelines. It was suggested that we partner with the CCMA Committee to share the costs with this process. John and Lisa M. are going to attend a CCMA meeting on March 9, 2023 at OPM to discuss this opportunity.

3. The enrollment in Course IV is only five students as of this meeting and the committee had decided at a prior vote to have a minimum of seven students per class. It was also mentioned that the future roadshow attendance is down as of today as well. The committee decided to send an email to the email tree to try and remind potential opportunities

for CEU's or class registration. From this topic, John motioned to open up Course IV to the tax collector community, even if they have not taken Courses I-III yet. In his motion, he also stated that Lisa M. was going to send a special targeted email to a group of students on the waiting list for Course I and prior students from Course III that have not signed up for Course IV yet. Lisa M. seconded the motion. It was discussed at length if the committee members were comfortable with offering Course IV to students that had not taken any other courses. It was also mentioned that although CCMC highly recommends taking the classes in order, the regulations do not say this. A vote was taken, and all were in favor of approving this motion.

4. Beth brought up the fact that her and Launa are trying to create a standard audit form for all teachers being audited. It was mentioned by Launa that we follow the student evaluation's questions as a start. Beth and Launa will come up with a draft for the March meeting.

5. Lisa M. has been asked by others if the Pre-Course could be offered if Course I was full so a new hire in an office wants to take it, this course could get them started. She made a motion to allow students on the waiting list for Course I or if Course IV is not offered due to lack of minimum students, to take the Pre-Course. Jen seconded. The motion was approved by all but John who voted it down.

6. Lisa M. mentioned that we should set a date for the November crash course given after the elections sooner than later. She mentioned that elections are on November 7, 2023 so would November 14, 2023 be a good date. Beth said she was going to speak to Lisa B., the teacher of this crash course, as to her thoughts. From this discussion of both the crash course and pre-course, Launa brought up the idea to have more than one 'crash' course offered during the year for new hires in offices. She suggested possibly having it offered in the spring and fall to cover offices across the state that have hired new staff and to help them get up to speed like the original crash course does. A discussion was going to be had with the current teachers of the pre-course, Ana and David, at the March meeting to see if they are even interested in teaching this type of course. Any decisions were not made as further discussion is needed.

There was no further business. Lisa M. made a motion to adjourn at 11:29 AM; Launa seconded. The motion was approved unanimously.

Respectfully submitted by Launa M. Goslee, Secretary