

**CCMC Committee Meeting (virtual)
E Meeting via GoToMeeting.com
October 4, 2022 10:00 AM**

Login details: <https://meet.goto.com/391321421>

Dial in: +1 (571) 317-3122

Access Code: 391-321-421

The meeting was called to order at 10:06 am by Chairman John Rainaldi. Attending online were Denise Talbot, Lisa Madden, David Kluczowski, Jennifer Gauthier, and Lisa Biagiarelli; Beth Hamel was absent. There was one guest attending: Scott Antonson from Thompson.

Denise made a motion to approve the minutes of the August 4, 2022 CCMC Committee (only) meeting that had been sent prior to the meeting, and Lisa Madden seconded. There was discussion concerning a correction to note Denise had not attended that meeting. All were in favor of approving the minutes as corrected. Lisa Madden made a motion to approve the minutes of the August 4, 2022 CCMC Committee and Instructors meeting, as amended to similarly note that Denise was not in attendance; John seconded and all were in favor except for Denise who abstained. It was requested that the final version of the minutes of the June 7, 2022 meeting be sent out. This was the meeting where the CCMC Committee corrected the exams.

Lisa Biagiarelli made a motion to approve the Treasurer's report that had been sent previously, and Denise seconded. There was \$31,281.10 in the account as of August 31, 2022. All were in favor of approving the Treasurer's report.

John introduced public comments and invited Scott Antonson to address the Committee. Scott noted he was appealing the denial of credit for an FOI workshop he submitted for approval in February 2022. This was a one hour workshop conducted by Attorney Tom Hennick from the FOIC. Scott noted that the CCMC Committee did approve other courses for Freedom of Information and that one workshop was a 3 hour session on FOI for municipal boards and commissions. John noted that the Committee reviews each workshop separately and that on March 24 the Committee voted 5- 1 to deny credit for the one hour workshop and that there had been no backup documentation submitted with the request. However now two pages of outline were included. Lisa Biagiarelli made a motion to table and Lisa Madden seconded. Lisa Biagiarelli explained the CCMC Committee's reasoning to Scott. Scott said he would ask Attorney Hennick for his Powerpoint presentation as backup. The motion to table passed unanimously and Scott Antonson exited the meeting at 10:18 am.

John introduced discussion of the proposed 2023 CCMC calendar. Lisa Madden said it was difficult to have CCMC Committee meetings at CTx events such as the state meetings at Aquaturf because there was too much going on and once she assumes the position of President of CTx it will not be possible for her to do both at the same time. Others agreed and it was decided the meetings that would have been held at those events should be scheduled on different dates and could be held remotely. There was a question about the April 2023 roadshow because it was scheduled during a school vacation week; it was suggested maybe we should change the date. Extensive discussion followed about the timing of meetings leading up to the administration of the June 2023 comprehensive final exam and that candidates needed to apply 21 days prior to the exam and that there was a process to follow if a

candidate is denied and appeals the denial. The 2023 exam is scheduled for June 1, 2023. Applications would be due by May 11; we would meet on May 12 to review the applications and would need to meet again only if there were denials and appeals. It was agreed we would not need to meet at the road show scheduled for May 23. John will set up a meeting with the instructors on June 6, 2023. We would meet with the instructors first and then grade the final exams after. It was anticipated the fall 2023 classes would begin in early September and conclude in early November 2023. The final examination would be held November 30. Applications would be due by November 9 and we would meet on November 13 to review; any denials or challenges would be dealt with by November 27 and if needed we would meet on November 28 to notify challengers. Lisa Biagiarelli made a motion to approve the proposed 2023 calendar as amended; Denise seconded and all were in favor.

John moved on to workshop approval requests and appeals. Lisa Biagiarelli presented on behalf of Northeast Regional and noted that the workshop on Knowledge Transfer and Succession Planning that had been approved for 1 hour had actually gone on for 1.5 hours and they were requesting approval for the extra .5 hour. John questioned whether it was wise to have the Committee start reconsidering and changing hours approved after the fact. Jennifer said it is not inappropriate to do this and that the CCMA Committee does this from time to time so there is precedent for it. Denise made a motion to approve the additional .5 hour and Lisa Biagiarelli seconded. The motion was approved unanimously. Next it was noted that one of the workshops that the Committee had approved for credit was not presented due to the absence of the presenter and that in its place a 1.5 hour session on ethics and resolving ethical dilemmas was presented at NE by Lisa Biagiarelli. The subject matter was similar to what was presented at New Haven County and is part of the Course 3 material. David made a motion to approve this workshop for 1.5 hours and Lisa Madden seconded. All were in favor except for Lisa Biagiarelli who abstained from voting on her own workshop.

Next were requests for reconsideration of workshops presented at Northeast that had been denied credit previously. Lisa Biagiarelli said Northeast was asking for reconsideration of the denial of the FOI workshop and presented the content of the workshop as backup. She made a motion to table the request because Patricia Moio had planned to advocate on behalf of approval but was not able to attend this meeting. Jennifer advocated for approval and said that FOI is an important piece of what we do. John expressed concern that the Committee was reconsidering a proposal that had been submitted by a CCMC Committee member. Lisa Biagiarelli and Jennifer said it should not matter. John said the Committee was opening itself up for criticism. Jennifer said we should not be afraid to approve something that was proposed by a Committee member. Jennifer made a motion to approve the FOI workshop presented at Northeast Regional and Denise seconded. David noted that we had the Powerpoint that was presented as backup and that it was a session directed toward tax collectors rather than general government employees. All were in favor. Next to be reconsidered was a workshop on Cybersecurity that had been denied. Lisa Biagiarelli presented backup to advocate for approval and noted that a 2 hour workshop presented at Fairfield County on the same topic had been approved. Lisa Madden said the Powerpoint material for this presentation did not say the word, "tax" anywhere. Lisa Biagiarelli made a motion to table; Jennifer seconded.

Extensive discussion ensued about what courses have sufficient merit to qualify for recertification credit and what qualifies as "related to tax collection." Jennifer said if the Committee feels a subject is important to tax collection and that the content would make an attendee a better tax collector, there would be merit to it, as long as we were staying within the guideposts of the regulations. John questioned Lisa Biagiarelli for coming back to the Committee asking for reconsideration when as a Committee member she votes to deny other workshops for being unrelated. He expressed concern

about the number of questions he receives from applicants whose workshop requests are denied. The motion to table this request passed 5 – 1 with John, Denise, Jennifer, David and Lisa Biagiarelli in favor and Lisa Madden opposed. The last request for reconsideration was the 2 hour Northeast workshop on bond proceeds. Lisa Biagiarelli made a motion to table that received no second; she withdrew the motion. Lisa Madden made a motion to deny reconsideration; Denise seconded. The motion to deny reconsideration passed 5 – 1 with John, Denise, Jennifer, David and Lisa Madden voting in favor and Lisa Biagiarelli opposed.

John moved on to a review of Recertification applications. There were five applications: Pat Crisco, Woodbridge (52 hours); Nancy Olson (93.5 hours); Frank Caruso, Waterbury (91.5 hours); Dana Flach, Seymour (66 hours); and Joyce Sun, Stamford (55 hours). All five applications were in order and complete. Lisa Biagiarelli made a motion to approve all five applications and Lisa Madden seconded. All were in favor. Lisa Madden noted there were 13 individuals remaining to recertify this year and that we had already approved 35 year to date.

It was noted that we had done well with the Harwinton Road Show and that we had 31 attendees scheduled to attend the Hebron Road Show, with a maximum attendance of 40. 13 people had taken Lisa Biagiarelli's online class and 31 people were registered for David's class on November 3.

It was noted that the Harwinton Road Show had actually gone for 4.5 hours although it had been billed for 4 hours. It was discussed whether we would grant credit for the extra .5 hour. Lisa Biagiarelli made a motion to approve that Road Show for 4.5 hours and David seconded. It was clarified that this was only for the Harwinton 2023 Road Show. The motion passed with John, Denise, Jennifer, David and Lisa Biagiarelli voting in favor and Lisa Madden abstaining. It was clarified that the Hebron Road Show would be for 4.0 hours, beginning at 10 am and going until 2:30 pm with ½ hour for lunch.

Under new business Jennifer noted that only one individual submitted an application for the two vacancies on the CCMC Committee, so there will be a vacancy on the Committee.

Lisa Madden made a motion to purchase three projectors for use in the CCMC classes, so that each class would have its own; we have one already in use. Denise seconded. All were in favor.

At 11:59 am Jennifer left the meeting.

It was noted that in August the Committee had discussed making changes to the final examination. The use of short answers and essays was discussed and the elimination of the True / False and Matching sections was suggested. John will write to the instructors and ask for their input on suggestions.

John recognized Denise Talbot of Glastonbury for her 12 years of service on the CCMC Committee. Denise said she felt it was time well spent. John said the Committee would recognize her at Aquaturf. Denise said she plans to retire in December 2023.

At 12:11 pm, Denise made a motion to adjourn the Committee meeting; John seconded and all were in favor.

Respectfully submitted by Lisa Biagiarelli, Secretary