

CCMC Committee Regular Meeting

Monday, May 16, 2022 at 2:00 pm

Login information for this meeting was as follows:

CCMC Committee meeting (5/16/2022, 2:00 PM)
Mon, May 16, 2022 2:00 PM - 4:00 PM (EDT)

Please join my meeting from your computer, tablet or smartphone.

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The meeting came to order at 2:02 PM. Present were CCMC Committee Chairman John Rainaldi, Lisa Madden, Denise Talbot, Beth Hamel, Jennifer Gauthier; and David Kluczowski. Lisa Biagiarelli was absent.

John noted that there were no minutes available for review. The Treasurer's report had been mailed prior to this meeting by David Kluczowski. As of April 30, 2022 the balance in the checking account was \$42,866.51. Lisa Madden made a motion to accept the report; Denise Talbot seconded the motion. The motion passed unanimously.

Under communications, John Rainaldi indicated that one person withdrew from the May 17, 2022 CCMC Roadshow and requested a refund or credit. A credit will be issued for a future Roadshow, as someone else was available to attend the Roadshow, there was no revenue loss to the CCMC Committee.

A discussion was held about the eleven applications from candidates to sit for the June 2, 2022 CCMC Comprehensive Final Exam. Two of the candidates are currently enrolled in CCMC Course II, and the final exam for CCMC Course II is on May 18, 2022. The other nine candidates have passed all four courses.

John Rainaldi made a motion to approve the nine candidates who passed all four courses and provisionally approve the two candidates who need to take the final exam for CCMC Course II, based on those candidates passing that exam. Denise Talbot seconded the motion. The motion failed with three in support and three opposed.

Lisa Madden made a motion to approve the nine candidates who passed all four courses and table the decision on the two who are sitting for the CCMC Course II final exam on May 18, 2022. A decision regarding those two can be determined on May 19, 2022 at the CCMC Committee meeting at CTx Spring meeting at the Aqua Turf. Denise Talbot seconded the motion. The motion passed unanimously.

David Kluczowski indicated that he received a request from William Donlin for \$150.00 per class for his assistance at CCMC Course III. He attended some of the class sessions and provided input during the class. However, he was not listed as an instructor, co-instructor or apprentice instructor, and the CCMC Committee did not know he was planning to participate in instructing the Course. This matter was tabled pending further discussion as the Committee feels it needs to hear from CCMC Course instructor Lisa Biagiarelli, and from William Donlin

At 2:31 PM, Lisa Madden exited the meeting due to technical issues, she re-joined within approximately one minute.

The Committee next reviewed applications for CCMC continuing education credit for the following workshops:

- 1) Best Practices and Policies for Cashiers and Supervisors from the Public Treasury Institute of North America on April 26, 2022 for 3.00 hours on Zoom. Lisa Madden made a motion to approve this workshop, Beth Hamel seconded the motion. The motion passed unanimously.
- 2) Culture of Civility from ESI- Employee Assistance Group, an online course for 2.00 hours. Denise Talbot made a motion to deny approval for this workshop, Lisa Madden seconded the motion. The motion passed unanimously.
- 3) Records Retention and Management sponsored by CCM on May 11, 2022 for 1.5 hours. David Kluczowski made a motion to approve this workshop, Beth Hamel seconded the motion. The motion passed unanimously.
- 4) Identifying and Resolving Ethical Dilemmas, sponsored by the New Haven County Tax Collectors' Association on June 8, 2022 for 2.00 hours. The entire workshop is 5.00 hours, but 2.00 hours of that workshop is specifically related to work in a Revenue Collection office. Denise Talbot made a motion to approve this workshop, Lisa Madden seconded the motion. The motion passed unanimously.
- 5) Understanding Workplace Violence by, sponsored by the Hartford County Tax Collectors' Association (the course is through CIRMA) for 1.5 hours. Denise Talbot made a motion to deny approval this workshop, David Kluczowski seconded the motion. The motion passed unanimously by a vote of 5 in favor and one opposed.

The Committee then discussed three applications for CCMC Recertification. The applications were all in order and all three candidates met the minimum of 50 hours of approved workshop credit or more. All three candidates were due to recertify in 2022. The three candidates were Ann Bednaz, Maeci Evans, and Karen Snyder. Denise Talbot made a motion to approve all three applications, Beth Hamel seconded the motion. The motion passed unanimously.

There are 13 CCMC Certificates scheduled to be handed out at the Aqua Turf at the CTx Spring Meeting on May 19, 2022. However, the Certificates will not be received by then. Jennifer Gauthier indicated that she would send the unsigned Certificates to John Rainaldi for the presentation.

A discussion was held about the Roadshow on May 17, 2022, the Roadshow packet was printed this morning, there are 45 people scheduled to attend the Roadshow.

At 2:42 PM, John Rainaldi exited the meeting due to technical issues. He called Lisa Madden and she put him on speakerphone, and his network came back approximately two minutes later.

There was a question about who was going to provide coffee at the May 17, 2022 Roadshow. In the future, that responsibility will be delegated when the Roadshow is scheduled so there will be no issue.

The Committee agreed that registration for the two fall Roadshows should begin in early August 2022 for the two fall 2022 Roadshows. The first of which is scheduled for September 13, 2022 in Harwinton and the second is scheduled for October 18, 2022 in Hebron.

Lisa Madden made a motion to adjourn the meeting, Beth Hamel seconded the motion. The motion passed unanimously, and the meeting adjourned at 2:51 PM.

Respectfully submitted by John Rainaldi