

CCMC Committee Regular Meeting (in person, with virtual option)

Tuesday, June 7, 2022 10:00 am

Berlin Community Center, 230 Kensington Drive, Berlin CT

Login information was as follows : <https://meet.goto.com/586456549>

Or by phone: United States: + 1 (646) 749-3122 **Access Code:** 586-456-549

A quorum was present, and the meeting was called to order at 10:05 am by CCMC Committee Chairman John Rainaldi. Attending in person were, from the CCMC Committee: Denise Talbot; David Kluczowski; and Lisa Madden. Attending via teleconference was Jennifer Gauthier. Lisa Biagiarelli arrived in person at 10:10 am.

The minutes of the meetings of April 26, 2022, May 16, 2022 and May 19, 2022 were made available prior to this meeting. There were several minor corrections to grammar and punctuation. _____ made a motion to approve the minutes of all three meetings as corrected; _____ seconded. All were in favor.

The treasurer's report had been made available prior to the meeting by David Kluczowski. >>> _____ (approved?)

John noted that communication was received from Thomas Lion concerning an appeal of the Committee's denial of one or more classes for recertification credit but there was no further information received.

Workshop approvals were the next item on the agenda. There were nine workshops proposed for consideration, to be held at the Northeast Regional Tax Collectors and Treasurers Association Conference in August 2022 in North Conway, New Hampshire. These were all submitted for consideration by Lisa Biagiarelli on behalf of Northeast. The first workshop to be considered was Risk Management: Risks of Not Promoting a Fair and Equitable Workplace, presented by Attorney Ann Freeman of Bernstein Shur, Portland Maine. This was a two hour workshop. Lisa Madden made a motion to approve; David seconded. The motion passed 5 – 0 with Lisa Biagiarelli abstaining. The next workshop to be considered was FOI for Municipal Officials, presented by Jonathan Cowal, Esq., Municipal Services Counsel to the New Hampshire Municipal Association; 1 hour workshop. Lisa Madden made a motion to deny; Denise seconded. The motion to deny passed 5 – 0 with Lisa Biagiarelli abstaining. Next was Tax Rules and Compliance with Federal Laws presented by attorneys Shana Miller and Zack Brandwein of Bernstein Shur, Portland Maine; 2 hour workshop. Denise made a motion to deny; Lisa Madden seconded. The motion to deny passed 5 – 0 with Lisa Biagiarelli abstaining. The next workshop was Knowledge Transfer and Succession Planning, 1 hour workshop presented by Alicia Jipson, former training specialist with the New Hampshire Department of Transportation, Concord New Hampshire. Lisa Madden made a motion to accept; Denise seconded and the motion to accept passed 5 – 0 with Lisa Biagiarelli abstaining. Next was a 2.5 hour workshop on Interim Reporting and Reconciliation Procedures, Proof of Cash & Predictable Testing Techniques as part of Internal Accounting Controls, presented by Jeffrey Graham, CPA, CFF, CSEP of Vermont and New Hampshire; Lisa Madden made a motion to approve and David seconded. The motion to approve passed 5 – 0 with Lisa Biagiarelli abstaining.

Next was a 1 hour workshop on What Municipal Finance Officials Should Know About Cybersecurity, presented by Ryan Pinheiro, Director of I.T. for the City of Saco, Maine. Lisa Madden made a motion to deny; John seconded the motion and the motion to deny passed 5 – 0 with Lisa Biagiarelli abstaining. The next workshop was a 1 hour workshop on ARPA Funding Administration and Reporting presented by Susan Jacobucci, CFO and town administrator of Paulsboro New Jersey. Denise made a motion to deny and David seconded. The motion to deny passed 5 – 0 with Lisa Biagiarelli abstaining. The next workshop was a 1.5 hour workshop on Infection Prevention offered by Troy Cutler, RN, CIC, Infection Prevention Nurse / Consultant, Molnlycke Healthcare of Maine. Only 1 hour of approval was sought. Denise made a motion to deny and Lisa Madden seconded. The motion to deny passed 5 – 0 with Lisa Biagiarelli abstaining. The final workshop of the Northeast set was a 1.5 hour workshop on Ransomware – Preventing Attacks on Data and Systems, presented by Joe Piesecki of Municipal Software Systems, Inc. of New Jersey and Pennsylvania. Lisa Madden made a motion to accept; John seconded. The motion to accept passed with four voting in favor; Denise voting against and Lisa Biagiarelli abstaining. There was considerable discussion about the workshops presented and Lisa Biagiarelli submitted material she had hoped would lead to approval of the workshops. Lisa Biagiarelli stated she felt the Committee was wrong not to approve more because these items were related to tax collection. The Committee disagreed and expressed concern about being accused of favoritism toward Committee members who submit courses for approval (Lisa Biagiarelli). Lisa Biagiarelli stated it was becoming increasingly difficult for those involved in continuing education to craft programs and agendas that would be approved by this Committee.

The next workshop to be considered was presented by Thomas Lion. It was a 3 hour class offered by the Public Treasury Institute. Lisa Madden made a motion to approve; David seconded. All were in favor and the motion to approve passed 6 – 0. Next was a workshop on New Supervisor Fundamentals offered by the Employee Assistance Group. Lisa Madden made a motion to deny; David seconded. The motion to deny passed 6 – 0. There were several other workshops that were presented, but it was noted that some of these specific workshops had already been approved, and some had already been denied. There was a request for a Records Retention and Management workshop, offered by CCM, and a CCM Cares Discussion on Racial Equity; both of these had already been denied. Denise made a motion to deny and David seconded; the motion to deny (again) passed 6 – 0.

Next on the agenda was the review of recertification applications. There were eight completed applications, received from the following individuals: Cathleen Eliot of Windsor with 63.5 hours; Carol Price of Columbia with 70.5 hours; Launa Goslee of Torrington with 55 hours; Lauren Stuck of Granby with 57 hours; Robin Lutwinas of Suffield with 51 hours; Karen Vincent of Plainfield with 52 hours; Rosalind Choquette of Sterling Wauregan Fire District with 50 hours; and Cynthia Haith of Norwalk with 55 hours. Denise made a motion to approve all eight applications; Lisa Madden seconded and the motion passed 6 - 0. There was discussion concerning the application form and how to improve it. It was agreed the total number of hours should be listed on the first page of the form. John said he is working on producing a form that is fillable online. The Committee discussed whether we wanted to require applicants to continue to submit individual certificates to substantiate attendance for workshops and courses that are already listed in the Kintone database. If we change what we want, we will need to update the instructions.

Next, new business was addressed. Lisa Madden suggested the Committee look at the CCMC program

and the four courses as a whole in order to eliminate redundancies and address any omissions. She suggested we include in Course 3 how the mill rate is calculated because this is an omission from the coursework that she has observed. She also noted Dillon's Rule appears in two courses. Some courses are more weeks than others; we should determine if what is being taught is in the right course or if things should be moved. John agreed and said we needed to involve the instructors. It was suggested all the instructors all come to the room with all their material. It was suggested that ethics should be taught in each of the four courses but be tailored to the particular course. John said he would send an email to the instructors and try to get everybody together for an all day meeting on August 11 or possibly earlier, on August 4.

Old business was addressed. William Donlin had submitted a stipend request for instruction of Course 3 for spring of 2022, but withdrew it and instead requested mileage reimbursement only. Denise made a motion to deny the request; Lisa Madden seconded. David said we as a Committee should have a policy going forward as to who is teaching each course and that instructors should be approved in advance. There was considerable discussion and a vote was called on the motion. The motion to deny the request failed, with Jennifer and Denise voting in favor; Lisa Madden, John and David voting against the motion to deny, and Lisa Biagiarelli abstaining. John made a motion to approve the request for reimbursement, and Lisa Biagiarelli seconded. Discussion focused on the Committee establishing a policy going forward. Any assistance with teaching would have to be approved in advance and the details worked out with the Committee. Teaching assistance needs to be approved by the Committee, not the instructors. Denise said this had been our policy. The vote on the motion was called and the motion passed with John, David, and Lisa Madden voting in favor, Denise and Jennifer voting against, and Lisa Biagiarelli abstaining. Jennifer made a motion that the Committee determine the instructors, the course times and the stipends and that any deviations to what was pre-approved needed to be approved by the Committee. Lisa Madden seconded and the vote was unanimous, 6 – 0.

Lisa Biagiarelli raised the issue of absences and suggested stipends be adjusted accordingly to deal with instructor absences. She said the Committee should continue to leave some discretion or leeway for dealing with COVID 19 and potential absences due to COVID. The policy should be the same for the instructors as it is for the students: attend all classes, or have up to two misses, with the stipend adjusted accordingly. Lisa Madden seconded. The motion passed unanimously, 6 - 0.

Under new business it was noted that the Committee will have two vacancies as the terms of two current members are up this year: Denise Talbot's term ends on October 30, 2022, and Lisa Biagiarelli's term (filling a vacancy) ends November 30, 2022. These committee members must reapply to OPM if they wish to be considered for their current positions. Lisa Madden noted that Jennifer is now a voting member of the Committee, and asked if the entire CCMC Committee will now be able to review the applications for Committee membership, or if only the one Committee member from OPM will be included in that part of the process. Jennifer said that OPM will determine if applicants are qualified and that the request for applicants will go out in August 2022.

At 11:38 am, Lisa Madden made a motion to enter executive session to grade the final written examinations. John seconded. All were in favor.

At 12:58 pm, John made a motion to come out of executive session; Denise seconded. All were in favor. John then made a motion to adjourn the meeting and Denise seconded. All were in favor.

Respectfully submitted by Lisa Biagiarelli, Secretary