

CCMC Committee Meeting, Thursday February 4, 2021, 9:30 am

CCMC Committee Meeting with Course Instructors, Thursday February 4, 2021, 11:00 am

GoToMeeting (virtual)

Meeting access as follows: Login information: <https://gotomeeting.com/join/143742661>

You can also dial in using your phone: United States: +1 (571) 317-3112

Access Code: 143-742-661

A quorum was present, and the meeting was called to order at 9:31 AM by CCMC Committee Chairman John Rainaldi. Attending by teleconference were: Patricia Moisio; Denise Talbot; David Kluczowski; William Donlin; Alan Wilensky, CTx First Vice President; Lisa Madden, CTx Second Vice President and Education Committee Chair; and Lisa Biagiarelli.

Lisa made a motion to waive the reading and to approve the minutes of the January 13, 2021 meeting. Seconded by Denise. There was one correction to the minutes, noted by John Rainaldi in an email to Lisa Biagiarelli. All were in favor.

William presented the verbal Treasurer's Report and reported that there is very little activity at this time. Lisa made a motion to accept the Treasurer's report; seconded by Denise.

There was discussion about a pending invoice from the website administrator, Sloop. William noted we had already paid two invoices, for \$1,430 and \$630, in November and that he had another invoice now for \$750. It was noted the \$630 invoice was the annual amount for web hosting and software maintenance (\$600 / year or \$50 / month) plus \$30 for the domain name. There was a question about what the \$750 now billed was for.

Jennifer Gauthier, Committee member from the Office of Policy and Management, signed onto the meeting at 9:36 am.

The discussion about the Sloop invoices continued. Lisa Madden explained that CTx was paying \$750 as a quarterly charge for website work on their site, instead of paying an optional \$250 for three hours of service. If a group did not make a lot of changes to their website it would make more sense to opt for the hourly rate. John suggested at least in the beginning we would be making a lot of changes and that was why we opted for the \$750 flat rate quarterly billing charge. William held off paying the bill until the charges were clarified, noting we had already paid in excess of \$2,000. It was agreed the \$750 invoice should be paid promptly, as it represented ongoing charges for website work that was being billed on a quarterly basis. After this discussion, the Treasurer's report was approved unanimously.

John introduced discussion of old business. With regard to educational offerings sponsored by the CCMC Committee for 2021, John raised the issues of what the Committee should charge attendees for continuing education credit hours, what types of offerings / topics should be covered and when the classes should be held. Discussion followed. It was suggested that \$5.00 per credit hour was a good compromise, but nonetheless noted some attendees may find this a hardship if their offices did not budget sufficient funds for continuing education. John noted that we anticipate offering our own

classes for those looking for hours to use toward recertification. He said based upon his conversations with people who are concerned about earning credits, we should consider offering some classes during evening hours, or on Saturdays, because many people will have limited availability or access issues on weekdays. CTx is holding a one day meeting / seminar on March 25 that will potentially yield two credit hours. The longer seminar will be held by CTx in May.

It was agreed to offer a five hour session on Saturday, March 13, from 10 am – 12:30 pm and then from 1 pm – 3:30 pm. Lisa has some powerpoint presentations already prepared that can be used for this. John also noted that there is road show scheduled for April 14. Denise noted that the time will be from 10 am – 3:30 pm with a half hour lunch break from noon to 12:30 pm. She noted we still have to gather material to present at the road show.

There was discussion about what candidates are expected to include when submitting their recertification paperwork to the CCMC Committee. William referenced Denise's application and the amount of backup that accompanied it and noted that the Committee already has a lot of the information about candidates who are part of the first group (who need to recertify in 2021). He inquired if the spreadsheet prepared for the CCMC Committee might be made available in a Google document so applicants could access it and see the same information we are seeing. It would ultimately be easier for the Committee to deal with if this were done. Lisa Madden noted we could have a master list indicating what road shows, CTx seminars and CTx state meetings all the candidates attended, according to our records, and that preparing this would be considered one of the duties of the CCMC Clerk.

Lisa Biagiarelli was confused about how to access this document. It was noted that only the Clerk could edit it but all of CTx could view it. This would alleviate some of the anxiety many were feeling about recertification because they would be able to see what credits they already have and what events they attended. Dave explained that they would have access to view the document, but could not modify it.

William made a motion to have the clerk prepare a spreadsheet, as discussed, that would be accessible for viewing by all CTx members but edited and maintained only by the CCMC Clerk, and that this document be uploaded to our website. It will include CTx state meetings, CTx conferences, and road shows and would cover the "lookback" time period for those who need to recertify in 2021. It would be accessible to those with access to our website. Patricia seconded. All were in favor.

Lisa Madden noted that she already has a master list like this but only for the 2021 recertification candidates. It was noted even though we will be making this available to members, nonetheless every member still has to submit an application for recertification and this does not replace that. It was also noted in order to access the spreadsheet a member would still need to log into the CTx website. Lisa Madden suggested maybe a password also should be required to access it.

There was discussion about the detail of what was on the list and how it would be accessed by members. Patricia made a motion to accept information on this spreadsheet as valid proof that a candidate's hours were earned. John seconded. All were in favor.

In new business, John said he had received our first request for recertification for calendar year 2021 and that it was from Denise Talbot. Denise said she felt it was simple and had taken her about ten minutes to complete. John noted that Denise followed the instructions and also included her check.

Lisa Madden said she sends a confirmation email to the applicant to let them know she received their recertification application. John said he would send a letter to each applicant as Chair of the CCMC Committee to inform everyone if they were approved or not approved.

John introduced discussion of the recertification hours that had recently been presented for consideration by the Committee and noted that information on each of the requests had been sent via email prior to this meeting.

As of Saturday January 30, 2021 there were 7 new requests, as follows:

CCM President Luke Bronin discussing policy issues; 2 hrs. Denise made a motion to deny, seconded by Lisa Biagiarelli. Motion to deny passed unanimously.

Beating Burnout, presented by CIGNA / EAP; 1 hour. Lisa Biagiarelli said this does not relate to tax collection and made a motion to deny; seconded by Denise. Motion to deny passed unanimously.

The Power of Purpose, presented by CIGNA / EAP; 1 hour. Denise made a motion to deny; seconded by Patricia. Motion to deny passed unanimously. William asked if it would be useful to send something out to discourage these types of requests.

Internal Controls and Loss Prevention, by Public Treasury Institute; 2 hours. There were also two other workshops of a similar nature presented by the same group: Developing an Effective Internal Control System (2 hours) and Implementing and Maintaining Your Internal Control System (2 hours). Extensive discussion followed about these three workshops. Patricia noted that some of these workshops are costly. Some Public Treasury classes were \$179 each and these were \$105 each. She expressed concern that individuals might feel pressured to enroll in potentially costly workshops or classes if we approve them because they would fear missing out on credit hours if they failed to enroll in approved courses.

It was generally agreed there was not much we could do if an individual wanted to sign up for a costly class, but that we could try to offer courses of our own that would satisfy the requirements for candidates and not be as expensive as some of these courses offered by others. It was agreed that the price alone should not be a reason to deny credit for a workshop. There was also concern about an individual signing up for all three courses and earning credits for basically the same material.

Lisa Biagiarelli made a motion to approve all three of the internal control workshops offered by the Public Treasury Institute; seconded by John. All were in favor. However all of the members of the Committee remained cautious about promoting costly workshops sponsored by other groups. Patricia noted it would be a problem if someone acts in reliance on our approving a course like this, signs up and pays \$300 in costs, and then two months later we offer the same material for \$30. John said we would be careful to note that we are not “endorsing” or promoting these other workshops; the notice about our internal controls workshop would go out at the same time and it would be up to the individual to determine if they wanted to sign up or not. John said he would let people know we are concerned about the costs of the workshops and that we were aware of the fees involved with some of them and that our approving them for credit hours wasn’t necessarily an endorsement. He also said he would let the Public Treasury Institute know we were concerned about their fees since they also offered a relatively costly workshop on cashiering, which we also approved for credit hours.

The last session to be considered was Understanding Your Reasonable Suspicion Requirements by Foley Services (2 hours); this is an EAP program. Lisa Biagiarelli made a motion to deny; seconded by Denise. The motion to deny passed unanimously.

John inquired if there was any other new business. Lisa Madden asked about county meetings and whether the Committee was prepared to review county meeting agendas for credit hours to be earned. She noted that she had submitted a proposed agenda for a February 25, 2021 Tolland / Windham County meeting. At this meeting, Patricia Monahan will present 1.5 hours on Jeopardy Collection and that John Rainaldi will be present to discuss recertification and answer related questions. Lisa Biagiarelli made a motion to approve the 1.5 hours on Jeopardy Collections; Denise seconded. The motion passed unanimously.

Denise made a motion to approve the offering on Saturday March 13 for five hours of credit; Patricia seconded. There was no further discussion as the Committee had already discussed this earlier. Lisa Biagiarelli abstained from voting on this item, as she will be presenting this workshop. The other Committee members voted unanimously in favor.

There were no other items to be discussed. Lisa Biagiarelli made a motion to adjourn the Committee meeting at 10:36 am, in anticipation of the subsequent meeting with the instructors, to be convened at 11 am. Denise seconded the motion to adjourn. All were in favor.

Respectfully submitted by Lisa Biagiarelli, Secretary