

**CCMC Committee Meeting – Thursday, March 19, 2020, 10:00 AM**

**Meeting conducted via conference call**

**Minutes & Actions**

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**Please note: The conference call system used for this meeting experienced operational and technical difficulties throughout this meeting including difficulty in communication due to a weak signal and connection, and also with conference call attendees losing their connection entirely, and having to call back in, often with difficulties re-connecting to the conference call.**

Participants: CCMC Committee Members: Patricia Monahan (Chair), Patricia Moisis, Denise Talbot, William Donlin, Lisa Biagiarelli, and John Rainaldi. Jennifer Gauthier joined the meeting at 10:22 AM, and left the meeting due to technical difficulties at approximately 10:35 AM, rejoined the meeting at 10:38 AM, and left the meeting due to technical difficulties again at 11:14 AM.

Additional Participants: David Kluczowski (Fairfield Tax Collector, appointee to the CCMC Committee, effective April 1, 2020), and Beth Hamel (Harwinton Tax Collector).

Due to a bad connection, everyone participating in the conference call hung up and called in again hoping to improve the connection. The connection did improve slightly when everyone recalled. This resulted in a delay in the start of the meeting.

Chair Patricia Monahan called the meeting to order at 10:11 AM. Secretary John Rainaldi took the roll call and confirmed there was a quorum for the conference call meeting.

Lisa Biagiarelli made a motion to waive the reading of the Minutes and Actions of the December 12, 2019 CCMC Committee meeting. Denise Talbot seconded the motion, motion passed unanimously.

Denise Talbot made a motion to approve the Minutes and Actions of the December 12, 2019 CCMC Committee meeting. Patricia Moisis seconded the motion, motion passed unanimously.

John Rainaldi made a motion to waive the reading of the Treasurer's Report and to approve the treasurer's report. Denise Talbot seconded the motion. After a brief discussion, the motion passed unanimously.

Chair Patricia Monahan then opened up the meeting to public comment, though there were no public comments.

**Old Business:**

Discussion of **Item 1, OPM update on proposed regulations/certification, tabled until later in the meeting.**

**Item 2, New instructor candidates.** The Committee received one application for an instructor candidate after the recent call for instructor candidates, Heather Perssonatti, Warren Tax Collector. As the current CCMC Courses are on hold due to the COVID-19 pandemic, a decision as to where this candidate will student teach will be made once classes resume.

**New Business:**

**Item 1, Discussion of CCMC Scheduled Courses, and notification to all students to include the Committee's decision on whether or not to reconvene, postpone or cancel the spring 2020 CCMC Courses.**

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The Berlin Community Center is currently closed until further notice. This was the location for CCMC Course II and CCMC Course IV for the spring 2020 session (CCMC Course II was to be taught in Torrington and CCMC Course III was previously canceled due to low enrollment.

10:22 AM, Jennifer Gauthier joined the conference call.

The Committee discussed how to proceed with the CCMC Spring courses due to the COVID-19 pandemic and the closing of the Berlin Community Center. There is no certainty as to when the pandemic will end or when scheduling will return to normal. CCMC Course I is the only course that started its spring session, but that class was suspended midway through the session.

Denise Talbot made a motion to cancel the spring 2020 CCMC Courses, and move the enrolled students to the same courses for the fall 2020 CCMC Course sessions. Pat Moisiso seconded the motion. A discussion was held. The CCMC Committee will plan to hold onto the course fees that were previously paid, though if any student or town requests a refund, the requests will be considered on a case-by-case basis, as will any enrollment changes. The CCMC Course I instructors will be consulted as to whether they should re-start Course I from the beginning or do a review session before resuming the course. The motion passed unanimously.

Jennifer Gauthier left the meeting due to technical difficulties at approximately 10:25 AM.

**Items 2, 3 and 4 were not discussed in the same order at they appeared on the agenda.**

**Item 3, Discussion of Exam Application Deadlines and Comprehensive Exam.** The CCMC Committee plans to still offer the CCMC Comprehensive Final Exam as scheduled on May 28, 2020, however this will be based on the COVID-19 pandemic alleviating within a reasonable time frame in advance of that date, and based on their being students who sign up to take the final exam after the Spring courses were canceled.

**Item 2, Discussion of the Road Show Program.** Pat Moisiso made a motion to cancel the CCMC Road show scheduled for April 21, 2020 in Orange, and return the payments for that road show to the attendees due to the COVID-19 Pandemic. John Rainaldi seconded the motion. Motion passed unanimously.

**Item 4, Discussion of Meetings for March and April.** The next CCMC Committee meetings are scheduled for April 30, 2020 (originally scheduled for the Glastonbury Town Hall, but changed to a conference call), May 5, 2020 at the Aqua Turf in Southington after the CTx/CAAO joint meeting, and May 14, 2020 via conference call. These meetings will remain on the schedule, pending any developments or changes necessitated by the COVID-19 pandemic, and they will take place by conference call if needed.

Jennifer Gauthier rejoined the conference call at 10:38 AM.

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**The Committee then returned to Old Business, Item 1, OPM update on proposed regulations/certification which was tabled earlier in the meeting.** Jennifer indicated that the regulations were progressing and were about halfway through the process at this time. They have been sent to the Governor's Office for review, and should then proceed to the Legislative Commissioner's Office after that. The State Capital is currently closed due to the COVID-19 pandemic, so there is no further update or time estimate available at this time.

**Item 5, CCMC Committee Business Plan.** Jennifer Gauthier discussed the importance of the CCMC Committee having a communication plan so that the Committee can remain in contact if there is a potential State or municipal complete shutdown due to the COVID-19 pandemic. The CCMC Committee has a committee list with personal phone numbers, this list will be updated at the beginning of April when Patricia Monahan leaves and David Kluczowski joins the committee.

Jennifer Gauthier suggested that the CCMC Committee appoint an interim Chair to replace Patricia Monahan at the end of her term on March 31, 2020. Denise Talbot made a motion to appoint John Rainaldi as Interim CCMC Committee Chair, effective April 1, 2020, and to appoint Lisa Biagiarelli as CCMC Committee Secretary, effective April 1, 2020. Motion passed unanimously, with one abstention from John Rainaldi.

The Committee thanks Patricia Monahan for her leadership, guidance, and tireless work and efforts, and for doing a great job as CCMC Committee chair. She will be missed.

**Item 6, Review of FOIA Rudiments until State of Emergency is lifted.** The State of Connecticut is currently under a State of Emergency due to COVID-19, as declared by Governor Lamont on March 13, 2020. Jennifer Gauthier indicated that during the State of Emergency, the Committee may have to conduct more business via Email that would normally be permissible, this is necessary due to the State of Emergency. There will also likely be more conference calls than normal, and more non-face-to-face engagements. The Freedom of Information Act will still apply during the State of Emergency, and the conference call meetings should be recorded. John Rainaldi indicated he was recording this conference call.

**Item 7, Teaching Adult Students Workshop.** This workshop, which was being conducted with the CCMC Course instructors and the CCMA Committee, has been postponed until the fall due to COVID-19.

**Item 8, Additional Discussion relative to member concerns relative to business/committee plans through May 1<sup>st</sup>.** Patricia Monahan indicated that many things are subject to and likely to change during this time and State of Emergency.

**Item 9, Approval of certification candidates.** Patricia Monahan has a list of candidates who are eligible to receive their CCMC Certificates at the May 5<sup>th</sup> spring meeting, she went to retrieve that list while the conference call continued. It was decided by acclamation that if the May 5<sup>th</sup> meeting is canceled or postponed, the Committee will send the certificates via trackable delivery so that the candidates receive their certificates, then do a more formal presentation at the next CTx association meeting.

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**Item 10, Committee Guidelines Update, and Item 11, Discussion of Final Exam Revisions** (Jennifer Gauthier was excused from this portion of the meeting). Unfortunately, due to technical difficulties with the conference call system, the conference call disconnected as these items were about to be discussed, none of the participants were able to rejoin the conference call right away. Eventually, a few members were able to rejoin the conference call, but it was not enough to form a quorum. It was decided by acclamation and via email to adjourn the meeting due to these technical difficulties at 11:23 AM, with Items 10 and 11 tabled until April 30, 2020 meeting.

Respectfully Submitted,

John Rainaldi, Secretary