



## CCMA Committee Regular Meeting Notice

Location: South Windsor Town Hall  
1540 Sullivan Avenue South Windsor, CT  
Madden Room – Lower level  
Date: Thursday January 11, 2024  
Time: 1:00 pm

### Agenda Items

1. Call meeting to order
2. Public Comment
3. Minutes
4. Treasury report
5. Correspondence
6. Recertifications
  - a. 2023 2 remaining that were submitted prior to Dec 31<sup>st</sup> deadline
  - b. 2024 recertifications
7. Old Business
  - a. Acceptance of new job description for Committee Clerk to include exam components effective January 2, 2024
  - b. Final wrap up of items from current clerk – year end financials & IRS form submission
  - c. UConn 2023 return of funds – John Chaponis
  - d. 2024 meeting schedule to be finalized – Jennifer Gauthier
  - e. Retention & request for disposal of records to State Librarian – Jennifer Gauthier
8. New Business
  - a. Course 1B Instructors Tim Hutvagner and Jennifer Lineweaver
    - i. Road show finalization including exam location at the end of course – OPM?
    - ii. Request regarding course curriculum review
  - b. Instructor assignments for 2024 Assessor school at UConn
  - c. Course Instructors recommendations of items/tools/resources to consider
  - d. Plan to open and review CCMA regulations – **Sec. 12-40a** reference
9. OPM Rep Report
10. Adjourn