

## **CCMC Committee and Instructor's Meeting**

**Tuesday, June 6, 2023 9:30 AM**

**Hybrid Meeting – Berlin Community Center/ZOOM**

The meeting was called to order at 9:37 AM by Committee Chair John Rainaldi. In attendance were committee members Beth Hamel, Lisa Madden, David Kluczowski, Launa Goslee in person, and Lisa Biagiarelli joined online at 9:50 AM. Jennifer Gauthier was absent.

Instructors in attendance were William Donlin, Launa Goslee, Beth Hamel and Lisa Madden. Instructors online were Carla Hamel and David Greaves. Ana LaGassey, Peter Juszczynski and J. Stacey Yarbrough were absent.

John called the meeting to order and a discussion for each class schedule occurred. The final dates and times will be announced as soon as they are all finalized.

The universal make-up exam date was set for November 8, 2023 in Berlin for all courses except Course I due to the fact that they will not be done by that date. Course I will set another date after they finish their class schedule.

The committee will get the class schedule out as soon as the dates for tax office scheduling purposes but will not open registration until Monday, August 14, 2023.

The crash course for newly elected officials was set for Thursday, November 16, 2023 in Berlin. Lisa Biagiarelli, Beth Hamel and Launa Goslee will teach this course. It will be scheduled for 10 AM to 4 PM. Lunch will be served at no cost to attendees and no CEU's will be earned.

The course student evaluations were discussed briefly. It was noted that Course I only had about half of the students submit evaluations. It was stressed by the committee members to the instructors to hand them out a week or two prior to the exam and have one student in class mail them in a sealed envelope to John.

There was no further business. Lisa M. made a motion to adjourn at 10:24 AM; Beth seconded. The motion was approved unanimously.

Respectfully submitted by Launa M. Goslee, Secretary

## CCMC Committee Meeting Hybrid Minutes

**Tuesday, June 6, 2023, 11:30 AM**

Meeting accessible online at: <https://meet.goto.com/914667941>

You can also dial in using your phone: Access Code: Access Code: 914-667-941

United States: [+1 \(872\) 240-3311](tel:+18722403311)

The meeting was called to order at 10:29 AM by Chairman John Rainaldi. In attendance were committee members Beth Hamel, Lisa Madden, David Kluczowski, Launa Goslee in person, and Lisa Biagiarelli. Jennifer Gauthier was absent.

John introduced the agenda item to review and approve past meeting minutes from May 12, 2023. Lisa M. made a motion to approve the minutes with one clarification stating that Jennifer had been at the last meeting in May but was actually absent; Beth seconded. John, Beth, Lisa M., David & Lisa B. voted to approve; Launa abstained as she was absent from that meeting. These minutes were approved.

The next item was to review and approve the Treasurer's Report, which David sent in an email prior to this meeting. David made a small note that May was a busy month with many expenses being paid to several instructors and other invoices. The balance of \$27,850.21 was on the reports as of May 31, 2023. John made a motion to dispense with the reading of the report and to approve as presented; Launa seconded. The vote to approve the treasurer's report passed.

In New Business, the first item on the agenda was to review applications requesting workshop approval. First to be considered was the .75 of an hour workshop on Filing the M1 Report with OPM, submitted by Tolly Gibbs from New Hartford. Lisa M. made a motion to deny; Launa seconded the motion to deny. Discussion ensued. Although this is valuable training, we discussed that first, the online presentation was not even 30 minutes and second, we determined that the minimum hours for a workshop to earn CEUs should be at least one hour. Further discussion ensued. A vote was taken, and the Committee voted 4-1 vote to deny approval. Lisa B. voted to approve, and the rest of the committee voted to deny. Motion was ultimately approved to deny the approval of the .75 of an hour CEU credit. Second, a one-hour presentation for the 2023 Legislative Session Recap, submitted by David Kluczowski as the chairman of the Legislative Committee in the CTx Association. Lisa M. made a motion to approve this workshop; Beth seconded the motion. Discussion ensued. It was decided to have Alan Wilensky, president of CTx, jointly present this to the CTx association at large jointly with CCMC as this presentation is going to be given by Mike Dugan, the CTx lobbyist on behalf of Capital Consulting, as it is in their contract to annual present the results of the annual legislative session. Lisa M. called Alan and he approved this proposal. David Kluczowski will be presenting with Mike Dugan, and after Mike's portion, David will have a Q & A session to make up any time left over to complete the full one-hour presentation. The attendees will be charged \$10 to earn CEUs. The motion was submitted for a vote, all approved. Motion carried.

The next item on the agenda was to review applications for CCMC Recertifications submitted. We have four applications. 1) Elaine McKim with 50.5 CEU hours, 2) Jeanette Lopez with 56.5 CEU hours, 3) Jill Fragola with 52.5 CEU hours, and 4) Terry Hjarne with 60.5 CEU hours. John made a motion to approve all four requests submitted, Beth seconded. A vote was taken, all approved. Motion carried.

The next item on the agenda was to discuss the CCMC stipends for Committee members. Lisa M. brought up that she believes some of the stipends are not needed as they work committee members perform

should be part of our job as members and thus, they should not be getting paid a stipend. It was decided to table this discussion for September when we set our new 2024 stipends.

In Old Business, the teacher evaluations were discussed briefly. It was mentioned that the format Beth and Launa submitted to committee members a couple of months ago for these evaluations can be used as a guide for how the auditor wants to submit their findings to committee members for the audit of the class they perform.

John asked if there was any other business, and none was mentioned.

The committee meeting went into executive session at 11:29 AM to correct the CCMC final exams.

The committee meeting reconvened at 3:30 PM from executive session. John made a motion to adjourn the meeting, Lisa M. seconded. A vote was taken; the motion carried.

Respectfully submitted by Launa Goslee, Secretary