

## CCMC Committee Virtual Meeting Minutes

**Tuesday, August 8, 2023, 10:00 AM**

Meeting accessible online at: <https://meet.goto.com/878773613>

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The meeting was called to order at 10:05 AM by Chairman John Rainaldi. In attendance were committee members Beth Hamel, David Kluczowski, Lisa Biagiarelli and Launa Goslee. Jennifer Gauthier and Lisa Madden were absent. Martin Heft joined in to listen only.

John introduced the agenda item to review and approve past meeting minutes from June 6, 2023 for both the regular CCMC Committee meeting and the CCMC Committee and Teacher joint meeting. Beth made a motion to waive the reading of the regular CCMC Committee meeting minutes; John seconded the motion. A vote was taken, motion carried. Lisa B. made a motion to approve the minutes as submitted for the regular CCMC Committee meeting; Beth seconded the motion. A vote was taken, motion carried. Lisa B. made a motion to approve the CCMC Committee and Teacher joint meeting minutes as well as to waive the reading; Beth seconded the motion. A vote was taken, motion carried.

The next item was to review and approve the Treasurer's Report, which David sent in an email prior to this meeting. The balance of \$20,920.96 was on the reports as of July 31, 2023. Lisa B. made a motion to dispense with the reading of the report and to approve as presented; John seconded. A vote was taken, motion carried.

In New Business, the first item on the agenda was to review applications requesting workshop approval.

1. First to be considered was the six (6) hour workshop on the Pre-Course offered by CCMC, submitted by David Greaves from Manchester. The committee feels that we need more information at this point in time, so the submission was tabled.
2. Second, a form was submitted by Erin Johnson Berry (former CT assessor/tax collector). There were several mini workshops on this submission offered by EAP. Lisa B. motioned to deny this submission; Launa seconded. The committee discussed these courses and decided that none of them were directly related to being a tax collector. A vote was taken, motion carried.
3. Third, Tenley Nelson of Norwich submitted a workshop on Sexual Harassment Prevention Training offered by CCM for three (3) hours of credit. Launa motioned to deny this submission; Lisa B. seconded. A discussion ensued. It was discussed that even though several sexual harassment workshops were submitted in the past and approved by the committee, the committee members now realize that this is not a direct function of a tax collector but a state requirement to be a municipal employee. A vote was taken, motion carried. The vote count was four to one, with all approving the motion to deny the submission, except John voted against the motion.
4. Fourth, Heather Smeriglio of Greenwich submitted a workshop on Lien Assignments to be given by Tower Capital; no credit hours were included. John made a motion to approve this workshop; Beth seconded. The discussion was that the committee members are concerned that a single vendor is giving this workshop and we do not want it to be a sales pitch to use their company for lien assignments. A vote was taken, motion was denied. The vote count was John and Beth approved the motion; Lisa B., David and Launa voted down the motion.
5. Fifth, Heather Smeriglio of Greenwich submitted a workshop on Active Shooter to be given by a member of the Bethel Police Department; no credit hours were included. Beth made a motion to deny this submission; Dave seconded. A vote was taken, motion carried to deny the submission.

6. Sixth, Patricia Moiso of Redding and on behalf of the Northeast Regional Tax Collectors' and Treasurers' Association submitted six submissions.

- a. Roundtable Discussion on Collection Enforcement for one and a half (1.5) credit hours. Launa made a motion to approve the submission; Beth seconded. A vote was taken, motion carried.
- b. Fraud Awareness: How a Government Can Adopt to Protect Against Cyber Fraud for two (2) credit hours. Launa made a motion to approve the submission; Lisa B. seconded. A vote was taken, motion carried.
- c. Transforming Receivables in a Digital World for one (1) credit hour. Dave made a motion to approve the submission; Launa seconded. A vote was taken, motion carried.
- d. Municipal Budgeting for one (1) credit hour. Beth made a motion to approve the submission; Dave seconded. A vote was taken, motion carried.
- e. Using Ethics in an AI World for one (1) credit hour. Launa made a motion to approve the submission; Dave seconded. A vote was taken, motion carried.
- f. Troubleshooting Electronic/Online Payments/Credit & Debit and ACH Payments for two (2) credit hours. Launa made a motion to approve the submission; Lisa B. seconded. A vote was taken, motion carried.

The second item for New Business was for re-certification. Meredith Petrone of Stratford was the only person to apply with a total of 61.5 hours. A motion to approve her submission was made by Beth; seconded by John. A vote was taken, motion carried.

In Old Business, John mentioned that he, Lisa M. and Jennifer met with CCMA members to discuss any interest in making our final CCMC exam electronically available. He said that they were also interested but no real progress had been made.

The second item in Old Business was the submission by Melanie Yanus, former Clinton tax collector and CCMC teacher, to host/teach some workshops on behalf of CCMC. There were some concerns among some committee members regarding the fact that she is no longer certified and has not attended a meeting in at least a minimum of five years. It was suggested that a co-presenter/teacher be with her to guide any statutory changes/updates since she has been out of the business. This co-presenter/teacher would probably need to be certified to cover that gap. She has submitted more of a list than a particular presentation so the committee would also like to see her hone in on specific topics to be presented. John is going to touch base with her and report back to the committee at the next meeting.

John asked if there was any other business. A few reminders were mentioned.

1. The Fall Road Shows announcement needs to go out ASAP. Beth is going to get that ready with specific details. The first one is on September 12, 2023 in Greenwich and the second one is on October 17, 2023 in Stonington.
2. The Fall course registration is set to go live on Monday, August 14, 2023.

John made a motion to adjourn the meeting at 11:08 AM, Lisa B. seconded. A vote was taken, the motion carried.

Respectfully submitted by Launa Goslee, Secretary