

## CCMC Committee Virtual Meeting Minutes

**Tuesday, November 28, 2023, 1:00 PM**

Meeting accessible online at: <https://meet.goto.com/626404965>

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The meeting was called to order at 1:05 PM by Chairman John Rainaldi. In attendance were committee members Beth Hamel, David Kluczowski, Jennifer Gauthier, and Launa Goslee. \*\*(Lisa Biagiarelli and Lisa Madden joined at 1:08 PM – see below for the exact placement for voting purposes.)

John introduced the agenda item to review and approve past meeting minutes from November 13, 2023 for the regular CCMC Committee meeting. Beth made a motion to dispense with the reading of the minutes and approve as presented; John seconded the motion. A vote was taken, motion carried. Jennifer abstained.

The next item was to review and approve the Treasurer's Report. David mentioned that this was our second meeting in November 2023 and therefore did not have any further updated information. We will look at the treasurer's report in December at our next meeting.

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

1. A one (1) hour workshop on Lien Assignments was submitted by Heather Smeriglio, CCMC, Norwich Tax Collector. Launa motioned to approve this submission; Dave seconded. A vote was taken, motion carried.

\*\*(Lisa Biagiarelli and Lisa Madden joined at 1:08 PM.)

2. A two (2) hour workshop on Performance Measurements was submitted by Cheryl Brundage, CCMC, Wallingford Tax Collector. Beth motioned to approve this submission; Dave seconded. A vote was taken, motion carried.
3. A two (2) hour workshop on R. Walsh Associates User group was submitted by Kenneth Delfini. This submission was approved in the past and is #69 on the online approved list on the CCMC website.
4. A workshop, Tax Collectors' Calendar, that was already approved by the committee in the past presented by Kathy Larkins, CCMC, Darien Tax Collector, was updated from a one (1) hour approval to a one and a half (1.5) hour approval. Launa motioned to approve this submission; Beth seconded. A vote was taken, motion carried. Lisa M. abstained.
5. A two (2) hour workshop on Collection and Enforcement Tools for Tax Collectors was submitted by Kathy Larkins, CCMC, Darien Tax Collector. Launa motioned to approve this submission; Dave seconded. A vote was taken, motion carried. Beth abstained.
6. A two and a half (2.5) hour workshop on Sexual Harassment was submitted by Lisa Nessing, CCMC, Delinquent Tax Collector for Meriden. Lisa M. motioned to deny this submission; Beth seconded. A vote was taken, motion carried. Lisa B. abstained.
7. A submission for a workshop from the State of CT entitled Ethics Training was submitted by Lisa Nessing, CCMC, Delinquent Tax Collector for Meriden. Jennifer motioned to deny this submission; John seconded. A vote was taken, motion carried. Lisa M. & Lisa B. abstained.

The second item for New Business was for re-certification. The following submissions were received.

1. Anne Marie Burr of Cheshire submitted her application with 117.5 CEU hours.
2. Marlene Desjardins of Wallingford submitted her application with 50.5 CEU hours.

One motion to approve all the submissions with complete information and qualifying CEUs was made by John; seconded by Lisa M. A vote was taken, motion carried.

In other New Business, no final exam applications needed to be reviewed. Next a discussion ensued regarding our meeting schedule for 2024. Jennifer had asked us in a past meeting if we could meet more at OPM in Hartford. Lisa M. made a motion to keep a similar schedule for 2024 with meetings mostly virtual as it works best for all committee members; Launa seconded her motion. A discussion occurred. Jennifer mentioned that when submitting the dates for calendar year 2024, to include the January 2025 dates as she needs to list them 30 days in advance. Lisa M. and Jennifer briefly discussed how the CCMC Committee paperwork would get filed at OPM and Lisa M. said she would make sure all paperwork would get to OPM in a timely fashion. A vote was taken, motion carried.

Continuing with more New Business, the Crash Course for newly elected tax collectors held on November 16, 2023 was discussed as we had a student show up to the course when she did not register or was not a newly elected tax collector. Due to the fact that this student was able to stay in the course due to confusion by the teachers, the committee discussed charging her for our time, materials, and lunch she was given. Jennifer made a motion to send a bill to her and/or her town for \$100 to cover these costs; Lisa B. seconded the motion. A vote was taken, motion carried.

More from New Business, John received an email from Carla Hamel and Launa Goslee that they will possibly be retiring soon from teaching and could the committee assign a student teacher for their course. John said he was going to put out a call to the state association for prospective new teachers.

The final piece of New Business was to discuss the CCMC committee changing from the GoToMeeting platform for teaching courses, workshops, meetings, etc., to ZOOM. Jennifer made a motion to switch platforms; Lisa M. seconded. A vote was taken, motion carried.

In Old Business, Jennifer mentioned that the minutes from the August 2023 meeting were missing and could they be submitted asap. It was also mentioned by Jennifer as a reminder for all committee members to remember to post agendas and/or minutes on time per the State OPM guidelines.

The second item in Old Business was that Lisa M. uploaded the final exam on the CCMC Google drive and asked if everyone could submit any changes to her asap.

The final item in Old Business was a discussion regarding certified tax collectors that still need to be re-certified by the end of the calendar year. Lisa M. stated that she sends out a reminder email to all tax collectors that need to re-certify by the end of that calendar year every January with the number of hours they have at that point in time and this reminder should be sufficient. It was mentioned that the CCMA Committee sends out only one reminder as well every September of the year the assessor's need to be re-certified and our email in January should be sufficient. We want to state once again that we are not responsible to make sure every tax collector re-certifies only to let them know their year of them needed to re-certify.

John asked if there was any other business.

Seeing none, Lisa M. made a motion to adjourn the meeting at 2:11 PM, Jennifer seconded. A vote was taken, the motion carried.

Respectfully submitted by Launa Goslee, Secretary