

## CCMC Committee Virtual Meeting Minutes

**Thursday, February 22, 2024, 10:00 AM**

Meeting accessible online at: <https://meet.goto.com/821239189>

You can also dial in using your phone. Access Code: 821-239-189 United States: 872-240-3412

The meeting was called to order at 10:02 AM by Chairperson John Rainaldi. In attendance were committee members Lisa Madden, Beth Hamel, David Kluczowski, Jennifer Gauthier, and Launa Goslee. Lisa Biagiarelli was absent. A guest was in attendance as well, Deana Pajak.

John introduced the agenda items to review. Lisa M. made a motion to move the agenda item to discuss the appeal our guest, Deana Pajak, would like to discuss so she can leave as soon as possible. Launa seconded the motion. A vote was taken, motion carried. Deana was asked to speak to the committee members and discuss why she would like to appeal. Deana mentioned that after she received the letter that she was not granted her recertification, she had been talking to another collector that had gotten recertified and he was able to use 'grandfathered' courses for his CEUs. The committee explained to Deana that we have never used that term but instead explained to the general tax collector population at large that at the beginning of the recertification process, the committee had approved courses that were not completely in alignment with tax collection processes. Those courses that were previously approved are now not acceptable for recertification due to the regulations being explained to the committee members a little better. The website had been updated with this information and Deana told us that she inadvertently printed an older list without those corrections. We left it with Deana that John had to confirm that Deana in fact asked to appeal her denial of her recertification was within 21 days of the date of that letter, January 9, 2024. If that was the case, Deana was asked to submit courses she took that were not submitted the first time around and have the committee look at those courses to see if they could be approved now.

John introduced the item on the agenda to approve past meeting minutes from January 9, 2024. Beth made a motion to dispense with the reading of the minutes and approve the minutes with a minor correction; Lisa M. seconded the motion. A vote was taken, motion carried.

The next item was to review and approve the Treasurer's Report from January 2024. The balance at the end of the month was \$36,541.97. David mentioned that both John and David have a debit card that is directly connected to the bank account. This will help cut down on reimbursements needed to be given to different committee members for purchasing committee-related items. John made a motion to dispense with the reading of the full treasurer's report and to accept it as presented; Lisa M. seconded. A vote was taken, motion carried.

In New Business, the first item for New Business was to discuss and review re-certification applications. The following submissions were received.

1. Kristin Battistoni of Haddam with 61 hours.
2. Sarah Bruso of Norfolk with 95 hours.
3. Tabitha Fazzone of Sherman with 71 hours.
4. Della Froment (retired) with 59 hours.
5. Laurie Griffin of Trumbull with 51 hours.
6. Beth Hamel of Harwinton with 102.5 hours.
7. Peter Juszczynski of Windsor Locks with 71.5 hours.
8. Charles Krulis of Stamford with 52.5 hours.
9. Lynn Landry of Thompson with 52.5 hours.
10. Kathleen Larkins of Darien with 89 hours.

11. Debra Maffiolini of Southington with 53 hours.
12. Deborah Shea of Harwinton with 51.5 hours.
13. Heather Smeriglio of Greenwich with 57 hours.
14. Debrah Swan of Berlin with 54.5 hours.

One motion was made by Launa to approve all of the 14 recertification applications submitted; David seconded the motion. A vote was made, motion carried with everyone approving and Beth abstaining.

Next in New Business, the committee was to review applications requesting workshop approval for CEUs. The following items were submitted for consideration.

1. A two and a half (2.5) hour workshop on Internal Controls/How to Reduce the Incidence of Fraud in Municipal Operations was submitted by Patricia Moio, CCMC, Redding Tax Collector on behalf of the Northeast Regional Tax Collectors' and Treasurers' Association, Inc. A motion to approve was made by Beth and seconded by Launa. A vote was taken, motion carried.
2. A one and a half (1.5) hour workshop on Record Retention/Management was submitted by Sarah Brusco, CCMC, Norfolk Tax Collector on behalf of the Litchfield County Tax Collectors' Association Inc. A motion to approve was made by David and seconded by Beth. A vote was taken, motion carried.
3. A two and a half (2.5) hour workshop on Preparing Tax Bills was submitted by Kim Desimone from Gemni Software. A motion to deny was made by Jennifer and seconded by Beth. A vote was taken, motion carried.

In other New Business, there was a brief discussion regarding sharing course material with people not enrolled in a current class. Lisa M. made a motion to not share course material with anyone except with a currently enrolled student in a particular class; Beth seconded the motion. A vote was taken, motion carried.

In other New Business, Jennifer brought up three items. First she wanted to remind the committee that when an agenda needs to be posted on the state of CT website, to let her know the agenda is not a draft but in fact the final agenda to post. Second, she stated that the state of CT's website for OPM will be changing. There will be two dedicated pages for the CCMA Committee and the CCMC Committee. Lisa M. will meet with Jennifer at OPM to review the functionality of the website for our needs. Final, she requested to add back into the agenda, Public Comment.

The final piece of New Business was brought up by Lisa M. She stated that she was following up on an email she had received from Martin Heft, Undersecretary, Intergovernmental Policy and Planning Division regarding CCMC having raffles at certain events. She stated that this was not applicable to the CCMC Committee and will share that with Martin.

In Old Business, there was a brief discussion regarding the Instructor Subcommittee. John stated that there was one inquiry only and that person was away and would submit an application to the Committee as soon as she was back. John is also going to re-email the state association members with more information regarding becoming a teacher and will include information such as the stipend they will receive as well as some CEUs in the five-year period while they are teaching. Beth also mentioned that she will have the Roadshow lists out soon.

John asked if there was any other business. Seeing none, Lisa M. made a motion to adjourn the meeting at 11:31 AM, Beth seconded. A vote was taken, the motion carried.

Respectfully submitted by Launa Goslee, Secretary