

## CCMC Committee Special Meeting

**Thursday, August 24, 2023 at 10:00 am**  
**E-Meeting via Gotometing.com**

Meeting access was as follows:

Login information: <https://meet.goto.com/783412997>

Or by phone:

Access Code: 783-412-997

United States: +1 (408) 650-3123

The meeting was called to order at 10:00 am by Chairman John Rainaldi. In attendance were Committee members David Kluczowski, Lisa Madden, Beth Hamel, and Lisa Biagiarelli. Launa Goslee and Jennifer Gauthier were not able to attend. Lisa Biagiarelli offered to take minutes.

John noted there was only one agenda item: discussion of the Fall 2023 CCMC course schedule. We had an oversell of students trying to enroll in Course 1. John noted there were no issues with Course 2; there were so far 18 people enrolled. Course 3 had 10 people. Course 4 had 17 people. Course 1 was the problem, with the course full already and with 15 people on the waiting list. Lisa Madden says the course was over capacity 2 hours after we opened registration. They started putting people on a wait list & we have 15 on the wait list already. Also, there is a wait list of four people for the pre-course.

John said OPM has opined that we cannot have a priority or preference system for who can enroll in tax collector courses; we cannot prioritize those working in tax collector offices. We cannot in a subsequent course offering offer priority to those who were wait listed in prior sessions. He said we may revisit this issue later. Lisa B said she read in CCMA Committee minutes of May 19, 2022 that they do it differently in the CCMA program – if people missed a prior class, they had priority for the next time the class ran. The Committee was discussing the 2022 Assessor school, and it was noted that people who were wait listed for school receive priority for road show registrations. John said this is a little different because the road show is the same course offered at assessor's school at UConn, but offered outside of school, at another location. He said it is rare for a sell-out at CT assessor school at UConn. Maybe we need to try to revisit having a wait list for people who work in a tax office. Lisa Madden said OPM said we cannot do it. John identified it as a problem, because people who are working in a tax office cannot get in when we are selling out so quickly.

John said we might consider offering a second session of Course 1 to accommodate the demand. Discussion ensued and numerous past instructors were mentioned as possible instructors including Patricia Moisio and Wanda Cardozo who have taught Course 1 recently. John has not spoken with them. Beth said when college courses fill up, the students just have to wait for the next session. Lisa Biagiarelli said she feels the Committee has an obligation to try to offer courses to meet demand. People are trying to earn a living in this profession. Lisa Madden said we are trying to promote professionalism and certification, and offering the program to create certified personnel so we avoid falling into the situation that presently exists with Connecticut assessors, with a shortage of certified professionals.

Lisa Biagiarelli offered to reach out to Pat & Wanda. Back up candidates to teach would include Ana LeGassey, David Greaves, and Beth Hamel, but Beth was already committed to teaching Course 2 and she has to make up time she is out of the office already. John also noted we may create a future

problem with future overflow in Course 2 if we do offer a second session of Course 1 now; there may be a bump in those enrollments, but in the past when we did this, it was not unmanageable.

Discussion ensued concerning the characteristics of Course 1 and whether the material was suitable for a shortened timeline, remote learning, and other variables that might make it easier to schedule a second session. There was concern that Course 1 involves a lot of material, including a fair amount of homework & math, and reading of statutes. Both Course 1 and Course 2 are more hands on. The current session of Course 1 starts on October 3 with a double session and ends on Nov. 21, with no class being held on Election Day. Beth & David both said they potentially could help. John suggested we speak with Launa and Carla concerning their material, to ensure they are willing to share with other instructors so everybody is learning the same material.

John said we might not be able to resolve this in this meeting because we need to discuss the situation with Launa & Carla. Lisa Biagiarelli texted Pat Moio, but had not yet heard back. We also would need to check with Wanda, and potentially with David Greaves, Ana LeGassey, possibly Pat Monahan, Linda Gagne, Melanie Yanus, and William Donlin, all of whom have taught in the past.

Lisa Madden questioned whether OPM would approve of a person who was no longer a CCMC being an instructor in the CCMC program. John reminded the Committee that OPM has given us the directive to offer more online training and that we are already well ahead of the CCMA program, but we need to continue. Lisa Madden noted there are students enrolled in the classes who are not employed by any town, including two employees who work for Quality Data Services Inc. (QDS). This is problematic because the new collector in Old Saybrook is on the waitlist.

John and Lisa Biagiarelli will attempt to check in with Pat & Wanda to see if they are available to offer a second Course 1 session for this semester; Beth will talk with Carla and / or Launa. John wanted to prioritize offering Launa & Carla the courtesy of being involved with this decision. Also, Zoom is an option; evening hours and / or hybrid course (partially remote and partially live) are options. Beth made a motion to adjourn that was not seconded; the Committee discussed instead pausing the meeting pending discussions with some of those instructors and reconvening later this afternoon. Beth withdrew her motion to adjourn and moved to suspend the meeting pending new developments with the intention of reconvening at 3:30 pm today. Lisa Madden seconded. All were in favor. The meeting was suspended at approximately 10:38 am.

The meeting reconvened at 3:30 pm with the same members in attendance. Lisa Biagiarelli reported that Patricia Moio and Wanda Cardozo agreed to offer a second session of Course 1 for the fall semester, in Berlin, to be offered on the exact same days as the Course 1 session being offered by Launa and Carla in Litchfield County.

There being no other business before the Committee, Lisa Madden made a motion to adjourn, seconded by Beth Hamel. All were in favor and the meeting adjourned at 3:36 pm.

Respectfully submitted by Lisa Biagiarelli