

CCMC Committee Meeting Minutes

Tuesday, May 28, 2024, 10:00AM

The meeting was called to order at 10:07AM by Chairperson John Rainaldi. In attendance were committee members Lisa Biagiarelli, Beth Hamel, David Kluczowski and Jennifer Gauthier. Guest in attendance was Teresa Babon. Lisa Madden and Launa Goslee were absent.

John introduced the first item on the agenda to approve past meeting minutes from May 13, 2024. John made a motion to dispense with the reading of the minutes and approve the minutes as corrected; Jennifer seconded the motion. A vote was taken, motion carried.

In new business, John noted there were no appeals submitted to take the CCMC comprehensive final exam to be held on May 30, 2024.

The next item was to interview CCMC course instructor candidates. Two applications were received. The first candidate was Teresa Babon. Discussion ensued regarding Teresa's experience and her willingness to assist in whichever course she is the most needed. Jennifer asked Teresa for her understanding of the difference between the CCMC Committee and CTX. Instructor workload, class materials, timeframe of courses and the need for seasoned professional to instruct was discussed. The committee thanked Teresa for her interest. Teresa exited the meeting at 10:31AM.

John stated there are no workshops to discuss.

John stated there are no recertification requests.

The next candidate joined the meeting at @10:40AM. The second candidate was Rachel A-Massih. Discussion ensued regarding her experience as a Tax Collector. Rachel stated her desire to help new people coming up in the organization and her willingness to instruct in Course I or Course II. Jennifer asked Rachel for her understanding of the difference between the CCMC Committee and CTX. Instructor workload, class materials, timeframe of courses and the need for seasoned professionals to instruct was discussed. Rachel exited the meeting at 10:58AM.

The Chairman will follow up with each candidate after the June 4th instructor meeting.

The next agenda item was a discussion regarding draft policies. As two members were unable to attend today's meeting the discussion was tabled.

Having no further business a motion to adjourn was made by Beth; seconded by Jennifer. Motion carried.

Meeting adjourned at 11:08AM.

Respectfully submitted,

Beth Hamel