

CCMC Committee Virtual Meeting Minutes

Tuesday, January 9, 2024, 10:00 AM

Meeting accessible online at: <https://meet.goto.com/194820573>

You can also dial in using your phone. Access Code: 194-820+-573 United States: 408.650.3123

The meeting was called to order at 10:08 AM by Chairperson John Rainaldi. In attendance were committee members Lisa Madden, Lisa Biagiarelli, Beth Hamel, David Kluczowski, Jennifer Gauthier, and Launa Goslee. A guest was in attendance as well, Deana Pajak.

John introduced the agenda item to review and approve past meeting minutes from December 19, 2023 for the regular CCMC Committee & Instructors meeting. Beth made a motion to dispense with the reading of the minutes and approve as presented; Lisa M. seconded the motion. A vote was taken, motion carried.

The next item was to review and approve the Treasurer's Report from December 2023. The balance at the end of the month was \$26,884.98. David mentioned that he has reached out to the Berlin Community Center for the fall invoice from holding classes at that location. He also has a call in to the accountant requesting the 1099s and the QuickBooks file for the 2023 calendar year income tax preparation. Launa made a motion to dispense with the reading of the full treasurer's report and to accept it as presented; Beth seconded. A vote was taken, motion carried.

In New Business, the first item for New Business was to review applications requesting workshop approval for CEUs. The following items were submitted for consideration.

1. A one and a half (1.5) hour workshop on The Future of AI in Tax Receivable Collections was submitted by Patricia Moisio, CCMC, Redding Tax Collector on behalf of the Northeast Regional Tax Collectors' and Treasurers' Association, Inc.
2. A one (1) hour workshop on Effects on Tax Sales was submitted by Patricia Moisio, CCMC, Redding Tax Collector on behalf of the Northeast Regional Tax Collectors' and Treasurers' Association, Inc.

A motion was made by Lisa M. to approve both workshops for a total of two and a half (2.5) hours of CEUs; Beth seconded. A vote was taken, motion carried.

The second item on the agenda was to discuss re-certification applications. The following submissions were received.

1. Ken Delfini submitted his application with 50 CEU hours. One of the items on the list of his hours was briefly discussed. Lisa B. mentioned that the submission for 2.5 CEU hours of an online class held on 12/14/2023 given by the Northeast Regional Tax Collectors' and Treasurers' Association, Inc. should not be on his list as they did not approve his attendance at this event. A motion was made by John to deny his application for recertification; Jennifer seconded. A vote was taken, motion carried.
2. Deana submitted her application with 40.5 CEU hours. She attended our meeting primarily because this submission was the second time she had attempted to complete the required form for recertification. Within the first submission, some of the items listed for recertification consideration were from an older list of approved CEUs. Some items on this list had expired due to the fact that some CEUs previously approved by the CCMC Committee were from the beginning stages of the recertification process when it was put into place in December 2020. It was explained to Deana that once the time period passed of being able to use some of these

older courses previously approved by the CCMC Committee, persons wishing to recertify had to look at the current list on the CCMC website. Deana admitted she had printed an older list and was referencing that list instead of the new list when completing the form initially. Due to this issue, several CEUs she submitted on her original form were not recognized towards her fifty (50) required CEU hours needed within the five-year period to be eligible to recertify. Deana wanted to inquire about six additional courses she took from CCM that she was hoping would be considered towards her recertification process. The six submitted were as follows:

- a. MERA Practical Guide to Municipal Employee Relations given by CCM for 1.5 CEU hours. Beth made a motion to deny this submission; Launa seconded. A vote was taken, motion carried.
- b. Records Retention given by CCM for 1.5 CEU hours. Lisa M. made a motion to approve this submission; David seconded. A vote was taken, motion carried.
- c. Customer Service for Municipal Workers given by CCM for 1.5 CEU hours. David made a motion to deny this submission; Jennifer seconded. A vote was taken, motion carried.
- d. Time Management 101 given by CCM for 1.5 CEU hours. Launa made a motion to deny this submission; Lisa M. seconded. A vote was taken, motion carried.
- e. Nuts and Bolts of being a Supervisor given by CCM for 1.5 CEU hours. Lisa M. made a motion to deny this submission; Beth seconded. A vote was taken, motion carried.
- f. Intermediate Excel given by CCM for 1.5 CEU hours. Beth made a motion to deny this submission; Lisa B. seconded. A vote was taken, motion carried.

Due to only one of the six being approved, Deana did not reach the fifty (50) required hours with only the original 40.5 on the second submission being approved. Lisa M. made a motion to deny her application for recertification; Beth seconded. A vote was taken, motion carried.

****Notation, at 11 AM, Lisa B. had to leave for another meeting.****

3. Michele Manas, retired, submitted her application with 57.5 CEU hours. A motion was made by Lisa M. to approve her application for recertification; John seconded. A vote was taken, motion carried.
4. Karlene Deal of Norwich submitted her application with 61 CEU hours. A motion was made by Launa to approve her application for recertification; Lisa M. seconded. A vote was taken, motion carried.
5. Joy Bissonnette of Canterbury submitted her application with 53 CEU hours. A motion was made by John to approve her application for recertification; Beth seconded. A vote was taken, motion carried.

The sum of all recertifications in calendar year 2023 was the following:

# of	
Approved	48
Returned	0
Denied	2
? Not reapplying ?	9
Open	4
Total	63

In other New Business, the Instructor Selection Subcommittee process was discussed. John mentioned that he sent out an email to both the CTx president and Education Chair to invite them to be on the

subcommittee. The committee felt the current president is going to be done in March so maybe hold that member for the new president. He would like to have five members on this subcommittee. The members will be determined as soon as possible.

The final piece of New Business was to discuss the 2024 Budget Forecast and Comparison from the 2023 Budget year. Lisa M. presented a spreadsheet she created and stated that they are similar with regards to expenses and revenue.

In Old Business, Lisa M. mentioned that CCMC might need a debit card to pay for several online services we use. Launa made a motion to approve two (2) cards to be used by committee members John and David; Jennifer seconded. A vote was taken, motion carried.

John asked if there was any other business.

Seeing none, Launa made a motion to adjourn the meeting at 11:30 AM, Jennifer seconded. A vote was taken, the motion carried.

Respectfully submitted by Launa Goslee, Secretary