

CCMC Committee Virtual Meeting Minutes

Thursday, April 9, 2024, 11:30 AM

The meeting was called to order at 11:32 AM by Chairperson John Rainaldi. In attendance were committee members Lisa Madden, Lisa Biagiarelli, Beth Hamel, David Kluczowski, Jennifer Gauthier, and Launa Goslee. Martin Heft, Undersecretary of the Office of Policy and Management, joined as well.

John introduced the item on the agenda to approve past meeting minutes from March 21, 2024. Lisa M. made a motion to dispense with the reading of the minutes and approve the minutes as presented; John seconded the motion. A vote was taken, motion carried.

The next item was to review and approve the Treasurer's Report from March 2024. The balance at the end of the month was \$46,507.65. Launa 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. Shane Healy of Waterbury with 72.17 hours submitted. It was noted that a two-hour workshop on his list was from 2019 and not submissible for credit. Due to the fact that he still met the 50-hour minimum criteria, his application was accepted.
2. Marcy Miller of Farmington with 53 hours.

One motion was made by Launa to approve all of the recertification applications submitted; David seconded the motion. A vote was made, motion carried.

Next in New Business, the committee 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 Condensed Road Show and Q & A was submitted by Cheryl Brundage, CCMC, Wallingford Tax Collector on behalf of the New Haven County Tax Collectors' Association. A motion to approve was made by Beth and seconded by Lisa M. A vote was taken, motion carried.
2. A two and a half (2.5) hour workshop on Aqua Turf Presentations was submitted by Lisa Madden, CCMC, Windham Tax Collector on behalf of the Connecticut Tax Collectors' Association Inc. A motion to approve was made by Lisa B. and seconded by John. A vote was taken, motion carried. Lisa M. abstained.

In other New Business, Beth asked, as a CCMC teacher, if a student in a CCMC course cannot sit for the exam on the scheduled exam day, what should the teacher do. It was responded to her from John that the individual teacher would be able to reschedule the exam for that student.

In Old Business, there was a brief discussion regarding the Instructor Subcommittee. John stated that there have now been two applications received. One was received on time and the other was received past the deadline date given. John made a motion to not accept the application that was received late; Lisa M. seconded the motion. A brief discussion was had. A vote was taken, motion failed. Three voted yes for the motion, four voted no. Therefore, the late application will be considered by the subcommittee. The subcommittee will review the applications at a later date.

John updated us on the status of the certificates needed to be given to the renewed CCMC applicants. He was able to hand out approximately 28 of the 40 certificates at the CTx Conference in March and will get the remaining 12 to the applicants soon.

John also informed us that the CCMC letters he sent to the certified tax collectors that had let their certification status lapse, still has had no response. One person did reach out to Lisa B., but she has not heard of any other issues since. Lisa M. mentioned that there are seven applications to take the final CCMC exam in June and none of them are one of the lapsed persons that did not get their CCMC certification renewed. John had invited all of them to one of our meetings and due to no response to date, he is closing this matter.

John made a motion at 12:02 PM to go into Executive Session to discuss a student matter that occurred in one of the on-going CCMC courses; Beth seconded the motion. A vote was taken, motion carried. Martin Heft left the meeting at 12:02 PM. While in Executive Session, Jennifer left the meeting at 12:38 PM. At 12:54 PM, Lisa M. made a motion to exit Executive Session; Lisa B. seconded the motion. A vote was taken, motion carried.

John asked if there was any other business. Seeing none, John made a motion to adjourn the meeting at 12:55 PM, Lisa M. seconded. A vote was taken, the motion carried.

Respectfully submitted by Launa Goslee, Secretary