



**Special Meeting  
Training Work Group**

September 12<sup>th</sup>, 2025 – 12:30 P.M. - 1:30 P.M.

**165 Capitol Avenue, Hartford, Conference Room G006D or Virtual (Hybrid)**

**In Attendance:**

Thomas Ahneman, Chair of the Training Work Group

James Marpe

Bob Fernandez

Greg Daniels, Executive Director

Carmen Hufcut, Trainer Specialist

Aaron Felman, Staff Attorney

Maritza Lopez, Accounts Examiner

**MINUTES**

**1. Call to Order:** Chair Ahneman called the meeting to order at 12:00 p.m.

- a. Roll Call of Training Work Group Members

**2. Approval of Minutes from April 11, 2025, and July 31, 2025, meetings.**

**A motion to accept the minutes as written was made by:** James Marpe

**The motion was seconded by:** Thomas Ahneman

**The minutes were unanimously approved.**

**3. Discussion and approval of the Training Handbook**

- a. Open discussion:

Chair Ahneman said the handbook work product is very good and needs some refinement. He invited Trainer Specialist Hufcut to address specific sections. Trainer Specialist Hufcut explained how the first versions of this document reflected the states of the training program development from inception, which was referred to as a Training Plan. This document has evolved into a Training Handbook, which was presented for accreditation purposes. She invited input from the Work Group members for inclusion. Chair Ahneman agreed that they would benefit from having time to review.

**4. Discussion and approval of the Internal Policies and Progress for Participants**

- a. Internal Policies and Progress for Participants per Accreditation
  - Course Content Review Policy (page 35-36, handbook)

Trainer Specialist Hufcut explained the manner in which policies were suggested during the accreditation process. She welcomed suggestions from



those involved in higher education to provide input on the training programs she has developed solely on her own.

Chair Ahneman explained that the course content review can be handled on the Work Group level and does not need to be elevated to the Board.

Trainer Specialist Hufcut referenced Executive Daniels' report at the earlier Board meeting regarding expansion of the research analysis portion of our operations, including the training component. Research Analyst Anderson will be leading the project to gather and report data collected through the learning management system and other training statistics.

In response to Mr. Fernandez inquiry regarding approval of the curriculum and training programs. Ms. Hufcut explained that the Board approved initially to use a three-level training system. Within that structure, Ms. Hufcut developed individual courses for which the Board has not provided input. Mr. Ahneman explained that this project was not managed by the Board; therefore, this Work Group is endeavoring to finalize the Training Handbook for presentation to the Board for their information and review. Chair Ahneman clarified that the Board does not need to approve this; it is being offered to them for their review and information.

In response to Chair Ahneman, Training Specialist Hufcut clarified that the IT support that we are afforded is for logistical purposes only. Our IT person is not involved with the development of the training program in any way. Ms. Hufcut is the sole person responsible for managing this program.

- Participants' Registrations (page 40-41, handbook)  
This item was not discussed.
- Participant Support System (pages 42-43, handbook)  
This item was not discussed.
- Participant ID verification (pages 44-45, handbook)  
This item was not discussed.

Trainer Specialist Hufcut clarified that the multi-level authentication process is not required since the individual signs into the system using their assigned state identification and email. Accreditors verified that the participant verification system built into our training programs is adequate to prevent cheating. Additionally, she referred to the policy noted on page 45. She



welcomed the Board's input. Mr. Fernandez recommended the creation of an Academic Sub-Work Group that could also be used as a recourse for individuals who may have a grievance. Ms. Hufcut would welcome that participation. Ms. Hufcut noted that Board Member Donna Karnes offered her help with leasing and real estate-related areas; she asked if Chair Ahneman would consider extending an invitation for her to become part of this training work group. Chair Ahneman agreed to do so and noted that this group could use additional support.

- Roles and Responsibilities of Maintaining Learner Records (page 45, handbook)  
This item was not discussed.
- Privacy and Information Policy (page 46, handbook)  
This item was not discussed.

Trainer Specialist Hufcut explained that she based her response on the policy put in place for the State's public records. This is an item for discussion if necessary.

- Professional Development Practice (page 47, handbook)  
This item was not discussed.

Chair Ahneman directed Trainer Specialist Hufcut to send pages 35-47 of the handbook to the Work Group members for their review and discussion at the next meeting. Upon completion, he intends to elevate them to the Board and finalize them.

Trainer Specialist Hufcut explained that the State does not mandate staff to receive CEUs for training; however, there are those with individual licenses who do require CEUs. For the agency to maintain accreditation, the Trainer Specialist and any involved in the Training Program are required to have CEUs related to education.

Trainer Specialist Hufcut clarified for Chair Ahneman how the CEUs are calculated as described in the Training Handbook on page 44. She also clarified for Mr. Fernandez and Mr. Marpe that our agency calculates and awards the CEUs in accordance with the guidelines specified by IACET. Chair Ahneman referred to the implementation of a biannual recertification program. Ms. Hufcut clarified that our statute references that once staff are certified, they have three years to recertify.



Ms. Hufcut referenced page 53, which is an example of a lesson plan for their review and welcomed feedback. Chair Ahneman requested that she send pages 35-47 and page 53 to the Work Group members.

Chair Ahneman discussed the possibility of charging for training courses, particularly if municipalities join our platform. In addition to accreditation costs, additional fees are likely associated with expanding beyond the 500 currently included in our learning management system (LMS). Considerations such as a dedicated IT staff member would also incur additional expenses. He would like to determine the actual cost of maintaining an LMS and accreditation moving forward and consider charging a small fee to participants to cover these costs. Mr. Fernandez agreed that it makes sense but may be challenging to implement. He would like to consider the possibility of an application fee that would be redirected to the Board, which would not need to be an appropriations consideration every two years. Mr. Marpe would like to consider working with the Connecticut Council on Municipalities to introduce a fee. We may not want to be the direct conduit to 169 municipalities. He agrees that if our participant numbers rise to over 1,000 people, we should consider this. Chair Ahneman said that some Board members were upset with paying accreditation fees, and there are costs associated with the LMS. The current statutory language refers to State employees only; Chair Ahneman believes we would have to take action at the legislative level if we are to open up to all municipalities. Trainer Specialist Hufcut developed a plan based upon the statute that requires *development of training education concerning municipal procurement procedures*, and she has done so. This is why the Town of Enfield has reached out to us. She understands the money issue; however, if we are considering introducing fees, it would seem that the fees would be applicable to both State and municipal organizations. Chair Ahneman said this would be a management fee collected from all organizations based upon their participation. He will review the language in the statute.

## **5. Training Regulations (regs) Concepts**

### **a. Aaron I. Felman, Esq. - Staff Attorney**

Staff Attorney reviewed a draft framework of regulations, similar to the rules of practice, that can be used to work from after the Training Handbook has been finalized. The Training Handbook will be referenced in this document. Chair Ahneman thanked him for his effort on this and agreed to begin working on this after the Training Handbook is finalized. Staff Attorney Felman clarified that every regulation must link back to a statute section or other requirement; therefore, we must handle this document separate from the Training Handbook.



## **6. Update on Interagency Training Program Collaboration**

### **a. Department of Administrative Services (DAS)**

Trainer Specialist Hufcut shared that she has already converted three DAS courses into our LMS as hybrid courses. The suggestion of charging fees will affect how we collaborate and partner with other agencies to share and develop trainings. DAS can offer the training courses directly to their employees at no charge, but they are excited to be partnering with us. Trainer Specialist Hufcut confirmed to Chair Ahneman that a meeting is planned with DAS on September 26, 2025, to collaborate on training initiatives. Mr. Fernandez volunteered to attend, and the staff will include him if it is appropriate to do so. Executive Director Daniels clarified that this is an internal meeting; however, he has a one-to-one meeting with DAS later today, and it was agreed that he would broach the subject at that meeting and report back to Chair Ahneman.

### **b. Office of State Ethics (OSE)**

Trainer Specialist Hufcut shared that OSE is looking to train 30,000 people, so she has shared that we cannot assist with a group that large. In response to Chair Ahneman, Ms. Hufcut shared that she had met with them already, and they are aware of our limitations. They continue to collaborate, however, because they have shared their training which she used as a base for our training.

Mr. Fernandez asked about training-for-trainers. Ms. Hufcut would welcome additional staff to assist her in this effort. Chair Ahneman referenced that the training levels will be helpful in that regard. Individuals achieving Level 3 status and recertifying every three years may be considered.

## **7. Courses updates: Statuses reported by Trainer Specialist Hufcut:**

### **a. Audit:**

The course development is in the final stages, with an expert currently reviewing the final course. (Approximately 85% completed.)

### **b. FOI**

Staff are assisting with creating the transcripts for this course. (Approximately 20% completed) In response to Mr. Marpe, Ms. Hufcut explained that most of the FOI training is done in person. When they addressed our group, we recorded the training session and they are allowing us to use that material. A transcript of that training is now being created. Upon completion, she can take all that information and prepare it as a training course. FOIA has material that they disseminate, but they do not have a course developed. The material is very dense and requires a clear and concise presentation format. Ms. Hufcut will take this detailed information and break it down into a Level One class.

### **c. Leasing/Real Estate**

This course has not yet been started. Trainer Specialist Hufcut explained that a deficiency in a completed audit brought their attention to the need for this training.



**8. Adjournment**

**James Marpe made a motion to adjourn** at approximately 1:30 p.m.

**The motion was seconded by:** Thomas Ahneman

**The motion was unanimously approved.**

Respectfully submitted,

Aleshia M. Hall  
Administrative Assistant

DRAFT