



## Special Meeting Agenda Training Work Group

November 14, 2025 – 12:00 P.M. - 1:00 P.M.

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

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Meeting ID: 259 822 949 467 7

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Phone conference ID: 420 010 537#

### 1. Call to Order

- a. Roll Call of Training Work Group Members

### 2. Approval of Minutes of September 12, 2025, meeting

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

- a. Open discussion

### 4. Federal Accessibility Mandate for Digital Applications – Trainer Specialist Hufcut

- a. CT Enterprise Digital Accessibility Initiative: Agency Deliverables Timeline

### 5. Academic Sub-Work Group creation

- a. What procedures will be available for individuals who wish to address a grievance?

### 6. Discussion regarding the fees for training courses - Executive Director Daniels

- a. Continuation from the idea introduced during the Board Meeting on September 12, 2025.

### 7. Discussion and approval of the Internal Policies and Progress for Participants, previously distributed to workgroup members.

- a. Internal Policies and Progress for Participants per Accreditation
  - Course Content Review Policy (page 35-36, handbook)
  - Participants' Registrations (page 40-41, handbook)
  - Participant Support System (pages 42-43, handbook)



- Participant ID verification (pages 44-45, handbook)
- Roles and Responsibilities of Maintaining Learner Records (page 45, handbook)
- Privacy and Information Policy (page 46, handbook)
- Professional Development Practice (page 47, handbook)
- Lesson Plan (page 53, handbook)

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

- a. DAS – meeting 9/26/2025

## **9. Courses update**

- a. Audit
- b. FOI
- c. Leasing/Real Estate

## **10. Action Items Review - Executive Director Daniels**

## **11. Adjournment**