



**Training Work Group**  
March 13, 2026 – 12:00 P.M. - 1:30 P.M.  
**165 Capitol Avenue, Hartford, Conference Room G006D or Virtual (Hybrid)**

**MINUTES**

**In Attendance:**

Thomas Ahneman, Chair of Training Work Group  
Donna Karnes  
James Marpe

Carmen Hufcut, Training Specialist  
Maritza Lopez, Accounts Examiner  
Aleshia Hall, Administrative Assistant

- 1. Call to Order: Chair Ahneman called the meeting to order at 12:03 p.m.**
  - a. Roll Call of Training Work Group Members was confirmed as noted above
  
- 2. Approval of Minutes of November 14, 2025, meeting**  
A motion to approve the minutes was made by Donna Karnes  
The motion was seconded by Thomas Ahneman  
The motion was approved unanimously.
  
- 3. Review of Action Items of November 14, 2025, meeting - Chair Ahneman**

**Meetings Updates**

Action Items	Description	By whom	Accomplished	Next Due Date	Note
<b>Internal Policies &amp; Progress Policies Review</b>	Review Internal and Progress Policies in the Training Handbook and prepare a discussion draft.	Mr. Ahneman and Attorney Felman	<input checked="" type="checkbox"/>	3/12/2026	
<b>Participant Grievance Procedure</b>	Review the Participant Grievance Procedure portion of the handbook.	Mr. Fernandez	<input type="checkbox"/>	4/10/2026	Mr. Ahneman will follow up with Mr. Fernandez.
<b>Handbook Review</b>	Review the Training Handbook and prepare discussion notes, focusing on grievance procedures.	TWG Members	<input type="checkbox"/>	6/10/2026	The Trainer Specialist will resubmit the Training Handbook for reevaluation at a later date.
<b>FOIA Course Material</b>	Course review with findings and recommendations.	Mr. Marpe	<input type="checkbox"/>	3/13/2026	



### Internal Policies Review:

Attorney Felman shared that after he and Chair Ahneman met, he completed an additional review of the Internal Policies Review and confirmed that the language is acceptable and meets our needs. He made some recommendations for improvement that Trainer Specialist Hufcut is reviewing.

### Participant Grievance Portion:

This portion was to be reviewed by Mr. Fernandez. To date, Trainer Specialist Hufcut has not received anything from him. Chair Ahneman will follow up.

### Participant Handbook:

Chair Ahneman and Trainer Specialist Hufcut are working on developing a Participant Handbook. They will attempt to restructure the current draft to remove the redundancies and incorporate appendices. Chair Ahneman acknowledged that the current Training Handbook needs to remain robust for accreditation purposes.

Attorney Felman has shared with Trainer Specialist Hufcut reviews of specific sections, appendices recommendations, and some of the high-level broad policies that can be included such as privacy and anti-discrimination policies. From a legal standpoint, there are no legal issues with the content. His feedback is recommendations for improvement.

### Data Privacy Protection:

Attorney Felman shared that this policy was recently approved by the SRPP WG and will be flagged for later consideration. Chair Ahneman thanked him and Trainer Specialist Hufcut for their work and stressed the importance of referencing policies across Working Groups as necessary.

### Training Handbook:

Trainer Specialist Hufcut explained all the information in the Training Handbook was required to develop the program. Now that the program is developed, it can be streamlined. She will work through the recommendations and provide Chair Ahneman with a draft revision of the Training Handbook for his consideration. Chair Ahneman acknowledged all that Trainer Specialist Hufcut has done to achieve accreditation and welcomed a review of a future streamlined draft.

## **4. IACET Annual Report**

- a. Accreditation report Due 7/1/26
  - Annual Statistics
  - Substantive Changes to Organization, Responsibility, and Control



- Internal Audit Review Process and Evidence

Trainer Specialist Hufcut shared that Research Analyst Anderson assisted in completing a review and report of the data.

- Continuous Improvement
- Feedback

Trainer Specialist Hufcut stated that the Course Content Review Analysis, which constitutes the Annual Training Report, will be submitted to the Board for approval. The Review of Course Content Analysis serves as the foundation for the annual IACET submission, which is due on the accreditation anniversary in July. She had planned to share it with the Executive Director prior to submission. Mr. Marpe believes that the Board should stand behind the report. Trainer Specialist Hufcut expressed her concerns about the timeline for having the report completed and elevated to the Board for approval before July. Chair Ahneman recommended holding an additional meeting, if necessary, to ensure the Board can review the report at the June 2026 meeting. Trainer Specialist Hufcut explained that the report needs to reflect data through June 30, 2026, so she cannot finalize it until after that date.

b. Course Content Review Analysis document

- Report to be distributed by email – April 2026

Trainer Specialist Hufcut explained the three sections of the report, which will be based on an analysis of course and participant data. Chair Ahneman has directed that she share this report with the Work Group members in April 2026. She requested the Work Group members report back to her in May because her report is due in June. After a discussion, Chair Ahneman agreed to allow Trainer Specialist Hufcut to release the report to the Work Group next week with a request that they review and share their feedback for the April meeting.

Trainer Specialist Hufcut noted that the report will require mentioning the hiring of a new Chief Procurement Officer if that person begins employment before the end of the reporting period.

## 5. Handbook

a. Participant Training Handbook

b. SCSB Training Program Handbook

- 1) Open discussion
- 2) Discussion and approval of the Internal Policies and Progress for Participants previously distributed to workgroup members.  
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)

Attorney Felman offered that this process has been evolving over the past several months and offered his continued support and assistance as these efforts progress.

**TIMELINE:**

Accreditation is on the tight schedule discussed earlier in the meeting.

Trainer Specialist Hufcut agreed to prepare a draft Training Handbook revision and a draft Participant handbook for the Work Group on or before the July 10, 2026, meeting.

**6. Update: Federal Accessibility Mandate for Digital Applications–Trainer Specialist Hufcut**

Trainer Specialist Hufcut clarified for Chair Ahneman that this is both a Federal and State-mandated requirement. She explained that she was cognizant of this during the development of our courses, so they are already in compliance with the mandates, and there was not much work that needed to be done. She continually participates in meetings regarding this mandate and has submitted a course for a compliance audit. The due date was April 1; however, the State is running behind on its audits. She continues to maintain the compliance list required in the event that we are questioned prior to their completion of the audit. Ms. Hufcut explained that our Learning Management System also includes compliance tools to assist with this process. She summarized that she has done everything that is required.

**7. Courses update**

- a. Audit: The course is complete. Although it was not required for our library, it is important for Board members to understand the audit process. The ultimate objective is for all SCSB and Board members to comprehend and attain certification in the Audit process.
- b. FOI: This course is complete and is awaiting Board revision.  
Mr. Marpe shared that he has not had an opportunity to complete this assignment due to the demands of the Chief Procurement Officer hiring efforts; however, he would endeavor to take the course within the next week. Chair Ahneman thanked him for his efforts and looks forward to his assistance with the FOI course.
- c. Leasing/Real Estate: The DAS Facilities Department has shared a course that exists. Trainer Specialist Hufcut is working to complete the necessary research so that it can



be modified for our purposes. Trainer Specialist Hufcut will review the materials and share the information with Donna Karnes.

- d. State Elections Enforcement Commission (SEEC)
- e. Commission on Human Rights and Opportunities (CHRO)
- f. Attorney General (AG)

} Sec. 4e.5. (2)(c)(2)

These three courses are required by statute and must be developed in cooperation with outside agencies. Efforts toward their development have begun.

- g. NASPO: We used to be able to access NASPO courses, but can no longer do so. We are permitted to use their information and course materials to develop our own courses.

Trainer Specialist Hufcut explained that there are currently five courses available, and we have participants waiting to take them.

Chair Ahneman asked about the timelines for these items:

Course development: After a brief discussion between Trainer Specialist Hufcut and Chair Ahneman, a course development goal for the end of the calendar year was agreed upon.

Trainer Specialist Hufcut explained that after she develops the courses, it is imperative that others take the courses and provide input. This essential component must be completed before she can release the course to participants. Chair Ahneman offered that the Work Group will be as helpful as possible.

### 8. New Action Items Review - Chair Ahneman

	Action Items	Description	By whom	Accomplished	Due Date	Note
1	<b>Internal Policies &amp; Progress Policies Review</b>	Review Internal and Progress Policies in the Training Handbook and prepare a discussion draft.	Mr. Ahneman and Attorney Felman	<input checked="" type="checkbox"/>	4/10/2026	Completed.
2	<b>Participant Grievance Procedure</b>	Chair Ahneman will reach out to Mr. Fernandez to request that he complete this action item prior to the next meeting.	Chair Ahneman	<input type="checkbox"/>	4/3/2026	Any revisions and/or comments should be sent to Trainer Specialist Hufcut a week (4/3/2026) in advance of the meeting on 4/10/2026.
3	<b>Participant Grievance Procedure</b>	Review the Participant Grievance Procedure portion of the handbook.	Mr. Fernandez	<input type="checkbox"/>	4/3/2026	Any revisions and/or comments should be sent to Trainer Specialist Hufcut a week (4/3/2026) in advance of the meeting on 4/10/2026.
4	<b>Training Handbook</b>	Prepare draft Training Handbook for July 2026 meeting.	Trainer Specialist Hufcut	<input type="checkbox"/>	06/10/2026	
5	<b>Participant Handbook</b>	Prepare draft Participant Handbook for July 2026 meeting.	Trainer Specialist Hufcut	<input type="checkbox"/>	06/10/2026	



6	<b>Course Content Review Analysis Report</b>	Disseminate the report to the work group for review and comment	Trainer Specialist Hufcut	<input checked="" type="checkbox"/>	03/20/2026	Completed on 03/17/2026
7	<b>Course Content Review Analysis Report</b>	Review the Course Content Review Analysis Report and be prepared to discuss it at the next meeting	TWG Members	<input checked="" type="checkbox"/>	4/3/2026	Any revisions and/or comments should be sent to Trainer Specialist Hufcut a week <b>(4/3/2026)</b> in advance of the meeting on 04/10/2026.
8	<b>FOIA Course Material</b>	Conduct a course review and report findings and recommendations to Trainer Specialist Hufcut	Mr. Marpe	<input checked="" type="checkbox"/>	4/10/2026	Mr. Marpe completed the review and sent comments to Trainer Specialist Hufcut on 03/16/2026.
9	<b>Course Completion</b>	Trainer Specialist Hufcut will be responsible for completing the following courses: <ul style="list-style-type: none"> <li>• Level 1/2 courses</li> <li>• Incorporating NASPO courses</li> </ul>	Trainer Specialist Hufcut	<input type="checkbox"/>	12/31/2026	

**9. Adjournment**

A motion to adjourn was made at 12:55 p.m. by: James Marpe  
The motion was seconded by Donna Karnes  
The motion passed unanimously.

Respectfully submitted,

Aleshia M. Hall  
Administrative Assistant