

CCMC Committee Meeting – Monday, November 23, 9:30 AM

Meeting conducted via GoToMmeeting

Minutes & Actions

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Participants: CCMC Committee Members: Patricia Moisio, Denise Talbot, William Donlin, David Kluczowski, Jennifer Gauthier and John Rainaldi. Absent: Lisa Biagiarelli

Additional Participants: Teresa Babon (CTx President), Lisa Madden (CTx Education Committee Chair), Alan Wilensky (CTx First Vice President), CTx course instructors: David Greaves, Launa Goslee, Peter Juszczynski, and Carla Hamel joined at 10:10 AM.

Chair John Rainaldi called the meeting to order at 9:32 AM.

A discussion was held about the applications for the upcoming CCMC comprehensive final exam scheduled for December 3, 2020 at the Berlin Community Center at 10:00 AM. The deadline for applications was November 19, 2020. The spreadsheet contained six candidates; the committee reviewed the list of candidates.

Pat Moisio made a motion to approve the six candidates to sit for the CCMC comprehensive final exam. Denise Talbot seconded the motion.

William Donlin indicated that he received one more application, which was on-time, as a result there are seven candidates. The Committee reviewed the seventh candidate.

Pat Moisio withdrew her motion for six candidates to sit for the exam, Denise Talbot's second was also withdrawn.

Pat Moisio made a motion for the seven candidates to sit for the CCMC comprehensive final exam. Denise Talbot seconded the motion. Motion carried unanimously.

Pat Moisio, William Donlin and Lisa Biagiarelli are scheduled to proctor the CCMC comprehensive final exam on December 10, 2020. John Rainaldi will send the exam and other documents needed for the exam to Pat Moisio in advance of the exam date.

The CCMC Committee website must be changed as the webmaster has retired and the page will be shut down within the next few weeks. A discussion was held about the bids received from new vendors. There were two bids. The two bids were from two of the four vendors who submitted bids for the CTx website, which had the same webmaster as the CCMC website and also will be shut down.

Sloop is also the vendor selected for the CTx website. Their bid was the higher of the two bids received, but the committee feels their bid is superior because they provide a better and more advanced platform.

Denise Talbot made a motion to approve Sloop as the vendor for the CCMC website. Pat Moisio seconded the motion. Motion carried unanimously.

The Committee discussed the upcoming "Best Practices and Policies for Cashiers and Supervisors" workshop being offered on December 10, 2020. The workshop is sponsored by the Public Treasury Institute. Several Certified tax collectors wish to sign up for this workshop and asked that it be considered for recertification hours due to the pending recertification requirements. John Rainaldi read the syllabus for the workshop.

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Denise Talbot made a motion to approve the “Best Practices and Policies for Cashiers and Supervisors” workshop on December 10, 2020 for three hours of CCMC recertification credit. John Rainaldi seconded the motion. Motion carried unanimously.

The Committee also received a request to approve a workshop on “Sexual Harassment Prevention Training,” which was sponsored by the Connecticut Commission on Human Rights and Opportunities. The workshop was two hours long.

Denise Talbot made a motion to approve the “Sexual Harassment Prevention Training,” sponsored by the Connecticut Commission on Human Rights and Opportunities for two hours of CCMC recertification credit. Pat Moio seconded the motion. Motion carried unanimously.

John Rainaldi reviewed the questions from CTx members that were emailed to him following his November 9, 2020 presentation on CCMC recertification at the CTx fall meeting (which was online). The most common questions involved if the 50 hour requirement would be prorated (there is no provision to do so in the regulations), the amount of time in which designated CCMC’s will have to obtain their required 50 hours (within five years of their CCMC expiration date), what courses will be approved and for how many hours (the Committee is preparing more information about courses and hours for distribution), budgeting for collection staffs to obtain the needed hours (which each staff would have to account for), what happens if someone refuses to recertify (their certificate would lapse and they would lose their CCMC designation), and if CCMC Committee meetings would count for credit hours (no), along with other questions.

John Rainaldi will prepare a “Q&A” document to provide information in response to the questions resulting from the November 9th presentation. The Q&A document will be sent to the Committee, CCMC instructors, The Office of Policy & Management, etc. for review, then sent out to the CTx membership via email.

Carla Hamel joined the meeting at 10:10 AM

The Committee discussed past workshops, and meetings in order to establish how many continuing education hours would be approved for those past events.

Denise Talbot made a motion to approve past CTx spring or fall State meetings for one hour of continuing education credit.

The Committee discussed the hours for the CTx spring or fall State meetings before the motion was seconded, and the consensus was that one hour was not sufficient due to the educational presentations presented at those meetings, and that two hours was more reasonable.

Denise Talbot withdrew her motion to approve past CTx spring or fall State meetings for one hour of continuing education credit.

Denise Talbot made a motion to approve past CTx spring or fall State meetings for two hours of continuing education credit. William Donlin seconded the motion. Motion carried unanimously.

John Rainaldi made a motion to approve past CCMC Road Shows for four hours of continuing education credit. Denise Talbot seconded the motion. Motion carried unanimously.

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Pat Moisisio made a motion to approve past county meetings for two hours of continuing education credit. William Donlin seconded the motion. A discussion was held and this motion was tabled to allow the Committee to contact the county association presidents for more information on the educational workshops at their meetings.

William Donlin made a motion to approve past CTx seminars for five hours of credit for full day sessions (which are typically Wednesday and Thursday sessions) and two hours for the morning-only sessions (which are typically Friday sessions). Denise Talbot seconded the motion. Motion carried unanimously.

A discussion was held about priority status for workshops. No vote was taken, but the preference is for people who need the hours for certification to have priority for workshop registration.

The possibility of CCMC holders to attend CCMC courses on an audit basis for recertification hours was also discussed. This discussion centered on whether this would apply only if the CCMC's took the entire course (minus the exam) or single course sessions, and on what to charge for these items. This discussion was tabled.

John Rainaldi indicated that CCMC Committee course audits, which are performed by CCMC Committee members as a check on the CCMC course process would not be allowed to be counted as continuing education hours, the Committee members all agreed. However, the Committee agreed that CCMC course instructors would be allowed consideration for teaching a course once per cycle for half the hours of the course.

Pat Moisisio made a motion to approve past Northeast Tax Collectors' Association seminars for five hours of credit for full day sessions and two hours for the morning-only sessions. William Donlin seconded the motion. Motion carried unanimously.

The Committee agreed that additional workshops could be approved for credit hours as long as the topics in those workshops were relevant for tax collection or tax office work. Workshops such as the CCMO curriculum sponsored by CCM, and workshops offered by CIRMA often contain topics relevant for tax collection work, as do other organizations. The Committee agreed that these can be reviewed on a case-by-case basis upon submission by CCMC holders for consideration for continuing education hours. A transcript would be required.

The CCMC Committee meeting scheduled for December 10, 2020 at 10:00 AM at the Glastonbury Town Hall is still on the schedule, though it is potentially subject to change based on the ongoing COVID-19 pandemic.

The Committee added a meeting scheduled for Wednesday, January 13, 2021 at 10:00 AM online to the calendar to discuss Committee business.

The remainder of the proposed CCMC Committee 2021 meeting calendar was tabled, as was a discussion regarding the Spring 2021 CCMC Course schedule, though the courses will most likely be conducted online again.

William Donlin made a motion to adjourn the meeting. Denise Talbot seconded the motion. Motion carried unanimously. The meeting adjourned at 11:21 AM.

Respectfully Submitted,

John Rainaldi, CCMC Committee Chair