

STATE OF MARYLAND  
**BOARD OF INDIVIDUAL TAX PREPARERS**  
Business Meeting Minutes  
February 12, 2018

**TIME:** 10:00 a.m.

**PLACE:** 500 N. Calvert Street  
3<sup>rd</sup> Floor Conference Room  
Baltimore, MD 21202

**PRESENT:** Amy P. Hennen, Chair  
Jane M. Bourassa  
Michael Canet  
Jacqueline Clarke  
Marianela Del-Pino-Rivera  
Symon M. Manyara  
Steven P. Wions, Vice Chair

**ABSENT:** Kay D. Riddle

**DLLR STAFF  
PRESENT:** Shanai Jordan, Executive Director  
Alicia Coar, Board Secretary  
Matthew A. Lawrence, Board Counsel and AAG

**OTHERS  
PRESENT:** Tom Bray, MSATP  
Bernice Cain, ITP  
Charles Duley, ITP  
Verdell Small, ITP  
Sandy Steinwedel, MSATP

Ms. Hennen, Chair, called the meeting to order at 10:00 a.m.

Upon a motion **(I)** by Mr. Canet and seconded by Ms. Bourassa, the Board unanimously approved the minutes from the December 19, 2017 meeting with corrections.

**Report of the Chair**

No Report

**Executive Director's Report**

Ms. Jordan reported on the top hits on the Maryland Individual Tax Preparers Board website, which will help Board staff determine where to put information on the site, as well as figuring out whether email blasts should be the main communication method. She also reported that the number of registrants has gone down slightly.

Upon a motion **(II)** by Ms. Clarke and seconded by Mr. Wions, the Board unanimously accepted the Executive Director's Report.

### **New Business**

An email was received from Ms. Ruth Skowtonski requesting clarification on the Maryland Tax Preparer Test and the process to become licensed. Matthew Lawrence informed the board that he will send an email to Ms. Skowtonski explaining the process and procedure.

### **Examination Committee Report**

Ms. Bourassa reported on the examination committee's review of the PSI examination results for December 19, 2017 through February 12, 2018. The examination was administered to 496 candidates: 267 passed, 229 failed. Upon a motion **(III)** made by Mr. Wions and seconded by Mr. Canet, the Board unanimously accepted the Examination Committee Report.

### **Executive Session**

Upon a motion **(IV)** made by Mr. Canet and seconded by Ms. Del-Pino Rivera, the Board voted to go into Executive Session in order to consult with counsel, which is permitted to be closed pursuant to State Government Title Section 10-508 (a)(7). The Board went into Executive Session at 12:40 p.m. Upon a motion **(V)** by Ms. Bourassa and seconded by Mr. Manyara, the Board unanimously voted to return to public session at 12:58 p.m.

Upon a motion **(VI)** made by Mr. Wions and seconded by Mr. Canet, A-0218 - an original application for registration, was approved. Motion carried.

Item B0218, an original registration application that was denied at a previous meeting, was reviewed, and the Board saw no reason to reconsider their previous denial.

Upon a motion **(VII)**, made by Mr. Canet and seconded by Mr. Manyara, LD-18-0001 – a hearing for an original registration was approved. Motion carried.

### **Complaint Committee**

Upon a motion **(VIII)** by Ms. Bourassa and seconded by Mr. Wions, the Board unanimously accepted the Complaint Committee Report.

### **Next Meeting Date**

The next meeting of the Board will be held on Monday, March 26, 2018 at 10:00 a.m.

### **Adjournment**

There being no further business, upon a motion (IX) by Ms., Bourassa and seconded by Ms. Del-Pino Rivera, the Board unanimously voted to adjourn the meeting at 1:00 p.m.

X With corrections

Without corrections

### Signature of File

Amy P. Hennen, Chair

3/26/18

Date