

**STATE OF MARYLAND**  
**BOARD OF INDIVIDUAL TAX PREPARERS**  
**Business Meeting Minutes**  
**February 11, 2019**

**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  
Steven P. Wions, Vice Chair  
Jane M. Bourassa  
Jacqueline Clarke  
Marianela Del-Pino-Rivera  
Symon M. Manyara  
Javier Solis

**ABSENT:** Michael Canet  
Shanai Jordan, Executive Director

**DLLR STAFF**

**PRESENT:** Christopher Dorsey, Assistant Executive Director  
Matthew A. Lawrence, Legal Counsel  
Alicia Coar, Board Secretary

**OTHERS**

**PRESENT:** Sandy Steinwedel, MSATP

Ms. Hennen, Chair, called the meeting to order at 10:13 a.m.

Upon a motion (I) by Mr. Solis, and seconded by Ms. Clarke, the Board unanimously approved the minutes for the December 19, 2018 meeting with corrections.

**Report of the Chair**

No report of the Chair.

**Executive Director's Report**

No Executive Director's Report

## **Investigation Report**

Mr. Dorsey advised the Board that it does not currently have its own investigator within the Department, and that the position has not yet been posted to the DLLR website. Mr. Dorsey further advised the Board that the Department has not indicated a time frame in which it expects to fill the position. The Board members voiced their concerns that the lack of an investigator assigned to the Board is hindering its enforcement efforts, and that the need for an investigator is particularly important as tax season is underway. After discussion, the Board members determined to draft a letter to the Secretary requesting that hiring an investigator be made a priority for the Department. Mr. Wions offered to draft a letter and have it ready for review at the next Board meeting in March 2019.

## **Examination Committee Report**

Ms. Bourassa reported on the examination committee's review of the PSI examination results for December 11, 2018 through February 11, 2019. The examination was administered to 400 candidates: 216 passed, 184 failed. There are 58 candidates currently scheduled to take the exam.

Upon a motion (II) made by Mr. Wions and seconded by Mr. Manyara, the board unanimously accepted the Examination Committee Report.

## **New Business**

### **Change in the Meeting Schedule**

Ms. Coar informed the Board members that a meeting was scheduled for October 20, 2019 which is a Sunday. Mr. Lawrence informed the Board that they can cancel the meeting for October 20, 2019 and schedule another meeting date. The Board also discussed the possibility of reducing the overall number of meetings in light of a decrease in the amount of Board business. Mr. Lawrence advised the Board that, under its statute, it is required to meet at least five times a year, with two meetings occurring between January 1 and April 15.

Upon a motion (III) made by Ms. Wions and seconded by Mr. Manyara, the Board unanimously voted to cancel the August and October meetings in 2019.

Mr. Lawrence informed the Board about Senate Bill 601 - State Board of Individual Tax Preparers-Reciprocity Standards, currently pending in the General Assembly. As drafted, the bill would allow the Board to draft regulations permitting the Board to issue a registration to an individual licensed/registered as an individual tax preparer in another jurisdiction. Mr. Lawrence will keep the Board informed about the bill.

## **State Conference**

Mr. Solis presented to the Board his recommendation to hold a state conference for individual preparers. Mr. Solis expressed his opinion that such a conference would be educational and would inform the preparers in Maryland of the need to be licensed in the state. Mr. Lawrence advised the Board that such a conference, if put on by the Board and the Department, would require going

through the State procurement process. Ms. Steinwedel of MSATP advised the Board of MSATP's continued willingness to have Board members appear at MSATP events and present information about the Board, as the Board has frequently done in the past. After considerable discussion, while the Board agreed with the need for outreach, as a whole the Board believed that other methods would be more cost effective. The Board requested that staff communicate with Department administration about other outreach possibilities for the Board and report to the Board at the next meeting.

**Examination Procurement**

The Board members requested an update on the Examination Procurement, expressing their concern about the pending expiration of the current contract with PSI. Mr. Lawrence advised the Board that, to the best of his knowledge, the solicitation documents are still being reviewed by the Department's procurement staff. The Board directed staff to provide an update at the next meeting.

**Executive Session**

At 11:20 a.m., upon a motion (IV) by Mr. Wions and seconded by Ms. Clark the Board unanimously voted to go into a closed Executive Session to consult with counsel concerning criminal convictions disclosed by registration applicants. At 11:35 a.m., upon a motion (V) by Mr. Wions and seconded by Ms. Clark, the Board unanimously voted to return to open session

**Continuation of Open Session**

Upon a motion (VI) by Mr. Wions and seconded by Ms. Clark the Board unanimously approved application A0219.

Upon a motion (VII) by Mr. Wions and seconded by Mr. Manyara the Board unanimously approved application OR-E0219.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, March 11, 2019 at 10:00 a.m.

**Adjournment**

There being no further business, upon a motion (VIII) by Mr. Wions and seconded by Mr. Solis, the Board unanimously voted to adjourn the meeting at 12:02 pm.

  X   With corrections

       Without corrections

**Signature on File**

Amy P. Hennen, Chair

  May 13, 2019    
Date