

STATE OF MARYLAND
BOARD OF INDIVIDUAL TAX PREPARERS
Business Meeting Minutes
January 23, 2017

TIME: 10:00 a.m.

PLACE: 500 N. Calvert Street
3rd Floor Conference Room
Baltimore, MD 21202

PRESENT: Kay Riddle, Vice Chair
Jane Bourassa
Michael Canet
Steve Wions
Jacqueline Clarke
Marianela Del-Pino-Rivera

ABSENT: Frederic "Rob" Bader

DLLR STAFF

PRESENT: Dennis Gring, Executive Director
Matthew Lawrence, Board Counsel and AAG
Alicia Coar, Board Secretary
Ja-Keyia Williams

OTHERS

PRESENT: Alverta Steinwedel, MSATP
Cherby Worthington, ITP

Vice Chair Kay Riddle called the meeting to order at 10:04 AM.

Upon a motion (I) by Ms. Clarke, and seconded by Mr. Wions, the minutes of the December 19, 2016 meeting were approved with corrections, unanimously.

Report of the Chair

No Report

Executive Director's Report

Mr. Gring advised the Board that Deputy Secretary David McGlone and he participated in Comptroller Peter Franchot's Tax Payer Security Summit that was held at the University of Baltimore on January 19. The Deputy Secretary participated as a panelist in the Comptroller's Taxpayers Security Summit on January 19, 2017. The Deputy Secretary summarized the Board's mission, reviewed who is authorized to provide tax preparation services, reviewed the responsibilities of tax preparers to their clients, and discussed the Board's licensing and enforcement activities. Mr. Gring said that he was available to assist members of the audience with question about the Board's regulations.

Mr. Gring reported that the Department is proceeding with the hiring process to fill the investigator position for bring on an investigator for the Board.

Mr. Gring reported to the Board that he and several members of the Exam Committee will be meeting with PSI in April, in the Baltimore area to review the results of the PSI examination and potential modify the exam. Mr. Wions suggested that the Board request PSI to conduct a survey seeking of demographic information about the examination candidates in time for implementation in July 2017.

Mr. Gring distributed a memorandum from Secretary Kelly M. Schulz pertaining to the permissible activity by members of occupational and professional licensing boards during the 2017 legislative session.

The executive director also distributed information concerning board members' responsibility to file their 2016 financial disclosure reports to the State Ethics Commission by April 30, 2017.

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

New Business

Mr. Lawrence briefed the Board about SB 137, the Uniform Electronic Legal Materials Act. If enacted, the bill would affect to format and presentation of the Board's formal disciplinary action on its website.

Old Business

There was no old business.

Examination Committee Report

Ms. Bourassa provided the Examination Committee Report. She advised that for the period December 19, 2016 through January 23, 2017 at total of 482 examinations were administered. She reported that 48.2% (232) of the candidates passed the examination and 51.8% failed. The Board members expressed concern over the number of individual who are failing the examination and discussed whether the examination may too difficult. The staff was requested to obtain an analysis of candidate performance on the examination.

Upon a motion (III) by Mr. Canet, and seconded by Ms. Clarke, the Board 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 11:25 a.m. Upon a motion **(V)** by Ms. Del-Pino-Rivera and seconded by Ms. Clarke, the Board unanimously voted to return to public session at 11:30 a.m. p.m.

In **EX-A0117**, upon a motion (VI) by Mr. Wions and seconded by Mr. Canet, the Board denied a licensee application for an applicant who answered "Yes" on a conduct question.

In **EX-B0117**, upon a motion (VII) by Ms. Del-Pino-Rivera and seconded by Mr. Canet, the Board Denied a licensee application for an applicant who answered "Yes" on a conduct question

Complaint Committee

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

Next Meeting Date

The next meeting of the Board will be held on Monday, February 13, 2017 at 10:00 a.m. Three administrative hearings are scheduled for this meeting.

Adjournment

There being no further business, a motion **(IX)** was made by Mr. Canet, seconded by Mr. Wions and unanimously carried to adjourn the meeting at 11:50 p.m.

_____ With corrections
 X Without corrections

Signature on File

Fredric "Rob" Bader Chair

2/13/17
Date