

**STATE OF MARYLAND
BOARD OF INDIVIDUAL TAX PREPARERS
Business Meeting Minutes
January 13, 2020**

TIME: 10:00 a.m.

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

PRESENT:
Steven P. Wions, Chair
Jane M. Bourassa, Vice Chair
Jacqueline Clarke
Victoria Kelly
Javier Solis

ABSENT: Symon M. Manyara
Alicia Coar, Board Secretary

DLLR STAFF PRESENT: Shanai Jordan, Executive Director
Christopher Dorsey, Assistant Executive Director
Matthew A. Lawrence, Legal Counsel
Alexandra Quinn-Bean, Investigator

OTHERS PRESENT: Thorman Jerry, MSS
Michael Kohler, MSATP
Sandy Steinwedel, MSATP

Mr. Wions, Chair, called the meeting to order at 10:08 a.m.

Upon a motion (I) by Ms. Bourassa, and seconded by, Ms. Clarke, the board unanimously approved the minutes for the December 9, 2019 meeting.

Report of the Chair

Mr. Wions spoke about a meeting that he attended in November with the board chairs, executive directors for the boards, and the Secretary and her staff. It was a meet and greet where the board chairs were given an opportunity to meet each other and provide feedback to the Secretary and her staff.

Executive Director's Report

Ms. Jordan informed the contract extension for PSI did not have to go through the Board of Public Works and has been extended through May 31, 2020. She will provide updates to the board as she receives them. Ms. Jordan also provided an update on the vacancies on the board. She informed the board that there were two recommendations sent to the Governor's office to fill the two current vacancies on the board (Nonprofit Tax Program/Nonprofit Consumer Advocate and Maryland Association of Certified Public Accountants chairs).

Upon a motion (II) made by Mr. Solis and seconded by Ms. Bourassa, the board unanimously accepted the Executive Director's Report.

Examination Committee Report

None.

New Business

My CPE, LLC provided documentation to the board, requesting to be an approved CPE provider for Maryland CPE.

Upon a motion (III) made by Ms. Clarke, and seconded by Ms. Bourassa, the board unanimously denied this request for the following reasons: the course outline needs to be more in-depth, there needs to be a description on how this related to Maryland tax laws as Maryland was not mentioned in the documentation provided, and the board needs a copy of the certificate and the number of CPE hours My CPE, LLC is requesting to give for its course.

Old Business

None.

Executive Session

No Executive Session

Next Meeting Date

The next meeting of the Board will be held on Monday, February 10, 2020 at 10:00 a.m.

Adjournment

There being no further business, upon a motion (X) by Mr. Solis and seconded by Ms. Bourassa, the Board unanimously voted to adjourn the meeting at 12:23 pm.

✓

With corrections

Without corrections

Signature on File

Steven P. Wions, Chair

June 8, 2020
Date