**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**May 13, 2024**

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

**PLACE:** In Person and VIA Google Meet Teleconference

 1100 N. Eutaw Street

5th Floor Conference Room

Baltimore, MD  21202

**PRESENT:** Victoria Kelly, Chair

 Javier Solis

 Brian McCurdy

 Jane M. Bourassa

 Alex Franks

 Nayo Carter-Gray

 Symon Manyara

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

Sharron McNeill, Administrative Officer II

 Paige Bryant, Administrative Specialist III

 Robert Pambianco, Legal Counsel

**OTHER**

**PRESENT:**

**BOARD/STAFF**

**ABSENT:** Janice Shih, Vice Chair

Ms. Kelly, Chair, called the meeting to order at 10:03 a.m.

Upon a motion **(I)** by Ms. Carter-Gray and seconded by Mr. McCurdy, the Board unanimously voted to approve the February 12, 2024 minutes without corrections.

**Report of the Chair**

No report

**Executive Director’s Report**

Mr. Dorsey announced that the Sunset Extension SB0288 passed, extending the Board to July 1, 2027.

Upon a motion **(II)** by Ms. Carter-Gray and seconded by Mr. Solis, the Board unanimously approved the Executive Director’s Report.

**Examination Committee Report**

Ms. Bourassa reported on the Examination Committee’s review of the PSI examination results for the months of March and April 2024. The examination was administered to ninety-two (92) candidates: nineteen (19) passed on the first attempt, twenty-eight (28) failed on the first attempt, sixteen (16) repeated and passed, and twenty-nine (29) had repeated failed attempts.

Ms. Bourassa announced the PSI Exam Review at the Hotel Indigo in Baltimore April 23-25. Mr. Dorsey and Ms. Carter-Gray attended the first day.

Ms. Bourassa reported the examination results from July 1, 2023 - April 23, 2024. The examination was administered to five hundred eighty-nine (589) candidates: one hundred fifty-two (152) passed on the first attempt, one hundred fifty-nine (159) failed on the first attempt, ninety-eight (98) repeated and passed, and one hundred eighty (180) had repeated failed attempts.

Exam results were based on 2022 tax laws. The Board suggested that staff add a link to the website with all references for exam materials to mirror what is listed on the PSI website.

Upon a motion **(III)** by Mr. Manyara and seconded by Mr. McCurdy the Board unanimously approved the Examination Committee Report.

**New Business**

None

**Old Business**

None

**Closed Session**

Upon a motion **(IV)** by Mr. McCurdy and seconded by Mr. Manyara, the Board voted unanimously to go into a closed session at 10:33 a.m.

**Return to Open Session**

Upon a motion by **(V)** Mr. Solis and seconded by Mr. Manyara, the Board unanimously voted to approve the decisions made in the closed session.

**Adjournment**

There being no further business, upon a motion **(VI)** by Mr. Solis seconded by Ms. Carter-Gray, the Board voted unanimously to adjourn the meeting at 10:52 a.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, June 10, 2024, at 10:00 a.m.

\_\_x\_\_With corrections Without corrections

Signature on file June 11, 2024

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Victoria Kelly, Chair Date