

**STATE OF MARYLAND
BOARD OF INDIVIDUAL TAX PREPARERS
Business Meeting Minutes
November 18, 2019**

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
Symon M. Manyara
Jacqueline Clarke

ABSENT: Victoria Kelly
Javier Solis

DLLR STAFF PRESENT: Shanai Jordan, Executive Director
Christopher Dorsey, Assistant Executive Director
Matthew A. Lawrence, Legal Counsel
Alicia Coar, Board Secretary
Alexandra Quinn-Bean, Investigator
Kaitlin Marsden, Director of Strategic Partnerships

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

Mr. Wions, Chair, called the meeting to order at 10:03 a.m.

Upon a motion (I) by Ms. Clarke, and seconded by Ms. Bourassa the Board unanimously approved the minutes for the September 9, 2019 meeting with corrections.

Report of the Chair

Mr. Wions reported that on November 13th, he met with Secretary Robinson of the Department of Labor, along with the other chairs and executive directors of the other boards and commissions within the Division Occupational and Professional Licensing. Mr. Wions explained that the purpose of the meeting was for the attendees to get to know a bit about each other as well as giving the board and commission chairs the opportunity to express ideas and concerns with the Office of the Secretary.

Upon a motion (II) made by Ms. Bourassa and seconded by Ms. Clarke, the Board unanimously accepted the Chairman's Report.

Executive Director's Report

Ms. Jordan informed the Board members that that there are currently two vacancies on the Board. By law, one seat must be filled by an active Certified Public Accountant (the recommendation needs to come from the Maryland Association of Certified Public Accountants) and the other seat must be filled by a Nonprofit Tax Professional/Nonprofit Consumer Advocate Professional. The Office of the Secretary is currently working on assisting the Board with filling these vacancies. Additionally, Ms. Jordan informed the Board that the Department was scheduled to appear before the Board of Public Works to request an extension of the existing examination contract with PSI to May 31, 2020, and that efforts are ongoing to have an RFP approved for a new examination contract.

Upon a motion (III) made by Ms. Bourassa and seconded by Dr. Manyara, the Board unanimously accepted the Executive Director Report.

Examination Committee Report

Ms. Bourassa reported on the examination committee's review of the PSI examination results for September 9, 2019 through November 18, 2019. The examination was administered to 17 candidates: 7 passed, 10 failed. There are 81 candidates currently scheduled to take the exam.

Upon a motion (IV) made by Ms. Clarke and seconded by Mr. Manyara, the Board unanimously accepted the Examination Committee Report.

New Business

Ms. Kaitlin Marsden made a presentation on social media and how the Board can utilize the Office of the Secretary to assist with getting messages out to the citizens of Maryland.

Ms. Jordan informed the board that PSI's contract has been extended through May 31, 2020.

Ms. Coar submitted a packet on continuing education from Liberty Tax Services to be approved by the Board. After reviewing the materials, the Board members wanted to know if the courses presented are for Liberty Tax Services employees only or are available to the public. The Board agreed to table this discussion until additional information has been received from Liberty Tax Services.

The Board received a letter from Sandy Steinwedel of MSATP inquiring as to whether the Board would grant four hours of continuing education ("CE") to attendees of the Maryland Tax Update presentation on November 6, 2019 in Frederick, MD, even though the presentation did not last four hours. Ms. Steinwedel explained that the last presenter, from the Department, did not present for the agreed upon full hour, and instead only presented for 30 minutes.

After discussion, upon a motion (V) made by Dr. Manyara, and seconded by Ms. Clarke, the Board unanimously approved granting four hours of CE for the Maryland Tax Update presentation on November 6, 2019 in Frederick, MD.

Old Business

The Board previously asked for more information from the owner of Golden State Tax Training Institute and IRS Tax Training, Inc. as to why there were two different companies presenting the same information. After receiving an explanation from the owner and reviewing the materials presented, upon a motion (VI) made by Ms. Bourassa and seconded by Ms. Clarke, the Board approved the Continuing Education of Golden State Tax Training Institute.

Informal Hearing

Mr. James Goosby appeared before the Board in connection with the denial of his examination waiver. Mr. Goosby had been denied the waiver on the basis that he was lacking documentation of the required continuing education during the period prior to the examination requirement going into effect. Mr. Goosby presented documentation in support of his request. The Board thanked Mr. Goosby for his presentation and advised him that it would deliberate on the matter and get back to him as soon as possible.

Hearings

The Board conducted formal hearings in the following cases: MITP 19-0008 Board v. Erica Platt, MITP 2019-0015 Board v. Henry Amaah and MITP 2018-0130 Board v. Jacqueline Moore.

Executive Session

At 12:35 p.m., upon a motion (VIII) by Ms. Clarke and seconded by Ms. Bourassa the Board unanimously voted to go into a closed Executive Session to consult with counsel concerning the hearing that were held. At 1:07 p.m., upon a motion (IX) by Dr. Manyara and seconded by Ms. Clarke the Board unanimously voted to return to open session.

Next Meeting Date

The next meeting of the Board will be held on Monday, December 9, 2019 at 10:00 a.m.

Adjournment

There being no further business, upon a motion (X) by Ms. Bourassa and seconded by Ms. Clarke, the Board unanimously voted to adjourn the meeting at 11:09 am.

- With corrections
- Without corrections

Signature on File

Steven P. Wions, Chair

December 9th, 2019

Date