

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

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

**PLACE:** 500 N. Calvert Street  
3<sup>rd</sup> Floor Conference Room  
Baltimore, MD 21202

**PRESENT:** Kay Riddle, Vice Chair  
Jane Bourassa  
Jacqueline Clarke  
Symon Manyara  
Steve Wions

**ABSENT:** Mike Canet  
Marianela Del-Pino-Rivera  
Amy Hennen

**DLLR STAFF**

**PRESENT:** Dennis Gring, Executive Director  
Shanai Jordan, Assistant Director  
Alicia Coar, Board Secretary  
Mason Land, Investigator  
Matthew Lawrence, Board Counsel and AAG

**OTHERS**

**PRESENT:** Thorman Jerry, ITP  
Alverta Steinwedel, MSATP

Ms. Riddle, Vice-Chair called the meeting to order at 10:18 a.m.

Upon a motion (I) by Mr. Wions and seconded by Ms. Clarke, the minutes from the September 25, 2017 meeting were approved with corrections unanimously.

**Report of the Chair**

There was no report of the Chair.

**Executive Director's Report**

Mr. Gring introduced Ms. Shanai Jordan, who will serve as Assistant Director for Compliance.

### **New Business**

- A. Continuing Education- Ms. Coar handed out information on WebCE--- who is interested in being included on the Individual Tax Preparers website. After reviewing the CPE, the Board would like to have more information sent to the Board. Ms. Coar will contact WebCE to send in additional information.

### **Old Business**

- A. Examination and Code of Professional Conduct Committees- Mr. Gring informed the Board that both the Examination Committee and the Code of Professional Conduct Committee need to have their meetings. Mr. Lawrence advised the Board that only the members of the committees should attend these meetings.

### **Examination Committee Report**

Ms. Bourassa reported on the examination committee's review of the examination PSI results for September 25, 2017 thru October 25, 2017. A total of thirty-five candidates took the exam. Sixteen candidates failed the exam, and nineteen passed. Upon a motion **(III)** made by Ms. Clarke and seconded by Mr. Wions, the Board accepted the Examination Committee Report.

### **Executive Session**

Upon a motion **(IV)** made by Mr. Wions and seconded by Ms. Clarke, 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 11:30 a.m. Upon a motion **(V)** by Ms. Clarke and seconded by Mr. Wions, the Board unanimously voted to return to public session at 2:09 p.m.

In **OR-A1017**, upon a motion **(VI)** by Mr. Wions and seconded by Mr. Manyara, the Board denied a licensee application for an applicant who answered "Yes" on a conduct question.

### **Complaint Committee**

Ms. Clarke presented the Complaint Committee Report. The Board has received one (1) consumer complaint. A total of ten (10) administrative hearings are scheduled for the month of November. There will be four (4) scheduled for November 9, 2017 and five (5) scheduled on the regular Board meeting on November 13, 2017. We also have 5 orders that were either final and sent to Central Collection Unit (CCU) for payment, or were consent orders that never received a response. Upon a motion **(VII)** by Ms. Bourassa and seconded by Mr. Wions, the Board unanimously accepted the Complaint Committee Report.

### **Next Meeting Date**

The next meeting of the Board will be held on Monday, November 13, 2017 at 10:00 a.m.

**Adjournment**

There being no further business, a motion **(VIII)** was made by Mr. Wions, seconded by Ms. Clarke, and unanimously carried to adjourn the meeting at 2:15 p.m.

  X   With corrections

       Without corrections

**Signature of File**

Kay Riddle, Vice- Chair

November 13, 2017  
Date