**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**May 13, 2023**

**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:** Steven P. Wions, Chair

 Jane M. Bourassa, Vice Chair

 Victoria Kelly

 Brian McCurdy

 Janice Shih

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

 Jessica Praley, Legal Counsel

 Sharron McNeill, Administrative Officer II

 Fatmata Rahman, Administrative Officer I

**OTHER**

**PRESENT:** Mike Kohler, MSATP

**BOARD/STAFF**

**ABSENT:** Javier Solis

 Symon Manyara

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

Upon a motion **(I)** by Mr. McCurdy and seconded by Ms. Bourassa, the Board unanimously approved the minutes for February 13, 2023 with corrections.

**Report of the Chair**

No Report

**Executive Director’s Report**

Mr. Dorsey announced that Fatmata Rahman was promoted from Office Secretary to Administrative Officer I as of March 15, 2023. It was also brought to the Board’s attention that Mr. Dorsey, as well as Ms. Bourassa, attended the Maryland PSI Exam Review on April 25th. At the Maryland PSI Exam Review, Mr. Dorsey stated how pleasant his experience was and that he was able to witness the process for selecting exam questions.

Upon a motion **(II)** by Ms. Shih and seconded by Mr. McCurdy, 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 February 13, 2023 through the present. The examination was administered to 68 candidates: 19 passed on the first attempt, 17 failed on the first attempt, 13 repeated and passed, and 19 had repeated failed attempts.

Ms. Bourassa noted that the pass rate has improved compared to last year’s results. However, there is still room for improvement. Ms. Bourassa also brought it to the Board’s attention that discussions were had at the Maryland PSI Exam Review regarding the pros and cons of adding the Spanish language to the Test. Whether that will occur is still under evaluation.

Upon a motion **(III)** by Ms. Kelly and seconded by Ms. Shih, the Board unanimously approved the Examination Committee Report.

 **New Business**

 Mr. Dorsey reported on the Maryland Comptroller News Release that was released on April 13, 2023. It included a list of 12 unregistered Tax Preparers that were suspended due to questionable returns. Raising questions from the Board if mandating that preparer’s provide a registration number when filing taxes can be done. Also, the Board requested that staff look into New York’s rules regarding out of state preparers.

**Old Business**

Mr. Dorsey spoke to PSI Examination services regarding absent proctors. PSI assured that this was an isolated incident. Mr. Dorsey also noted that the contract with PSI expires October 21, 2025.

**Closed Session**

Upon a motion **(IV)** by Ms. Kelly and seconded by Ms. Bourassa, the Board unanimously voted to go into a closed session at 10:55 a.m.

**Return to Open Session**

At 11:00 a.m., upon a motion **(V)** by Mr. McCurdy and seconded by Ms. Bourassa, the Board unanimously voted to return to the open session.

**Adjournment**

There being no further business, upon a motion **(VI)** by Mr. McCurdy and seconded by Ms. Kelly, the Board unanimously voted to adjourn the meeting at 11:06 a.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, June 12, 2023, at 10:00 a.m.

\_\_x\_\_\_With corrections Without corrections

Signature on file June 12, 2023

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Steven P. Wions, Chair Date