

STATE OF MARYLAND  
**BOARD OF INDIVIDUAL TAX PREPARERS**  
Business Meeting Minutes  
September 24, 2018

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

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

**PRESENT:** Amy Hennen, Chair  
Steven Wions, Vice Chair  
Jane Bourassa  
Jacqueline Clarke  
Symon Manyara  
Javier Solis

**ABSENT:** Michael Canet  
Marianela Del-Pino-Rivera

**DLLR STAFF**

**PRESENT:** Shanai Jordan, Executive Director  
Christopher Dorsey, Assistant Director  
Matthew A. Lawrence, Legal Counsel  
Alicia Coar, Board Secretary  
Mason Land, Investigator

**OTHERS**

**PRESENT:** Tom Brady, MSATP  
Thorman Jerry, MRS  
Mary Beth Halpern, MACPA

Ms. Hennen, Chair, called the meeting to order at 10:02 a.m.

Upon a motion (I) by Mr. Wions, and seconded by Ms. Bourassa, the board unanimously approved the minutes for the August 13, 2018 meeting with corrections.

**Report of the Chair**

No report of the Chair.

## **Executive Director's Report**

Ms. Jordan reported that the Procurement Office is still working on the RFP. They are working on putting the "scope of work" into the new DBM template, as it has changed significantly since the last contract was awarded. The Procurement Office hopes to begin transferring the necessary information within the next couple of weeks, and expects to have the RFP completed by January at the latest.

Ms. Jordan also contacted PSI with the survey questions that MSATP would like to add to the Maryland Individual Tax Preparer's Examination. PSI was not sure if it was possible to add the survey questions at this time, but would get back with Ms. Jordan after the new contract is awarded.

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

## **Investigation Report**

Mr. Land reported to the board that he has eight complaint cases that he has been working on. Mr. Land is waiting for a response from the IRS to see if any respondents in the cases are Enrolled Agents. Once he has all of the information that he needs, he will forward the cases to the complaint committee for review.

Upon a motion (III) by Ms. Bourassa, and seconded by Mr. Wions, the board unanimously accepted the Investigation Report.

## **Examination Committee Report**

Ms. Bourassa reported on the examination committee's review of the PSI examination results for July 1 through September 24, 2018. The examination was administered to 28 candidates: 11 passed, 17 failed. There are currently 16 individuals scheduled to take the exam.

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

## **New Business**

### *Continuing Education Review*

Ms. Coar presented to the Board Montgomery College's request to have its course, TAX 006, accepted for Maryland Continuing Education credit, and to have it displayed on the Board's website.

Upon a motion (V) by Mr. Wions, and seconded by Ms. Bourassa, the board unanimously approved Montgomery College's request for its TAX 006 course to be accepted for Maryland Continuing Education and be displayed on the Board's website.

Renewal Notice

Mr. Wions presented to the Board the changes that he would like to make to the current renewal notice. Mr. Wions explained to the Board that the current language does not take into account the fact that certain information requested will have previously been submitted by the renewal applicant, and is thus causing confusion. Ms. Coar informed Mr. Wions and the Board members that she and Mr. Dorsey have spoken to Joe Petrosino, Director of the IT department, to make the appropriate changes to the renewal notice.

Maryland State Tax Conference

Mr. Solis mentioned to the Board that he would like for the Board to put on a conference for registered individual tax preparers that would provide continuing education credits. Mr. Solis handed out a temporary itinerary schedule as well as a pricing schedule. The other Board members raised concerns over the necessity of such a conference, and whether sufficient numbers of Maryland registered tax preparers would be willing to pay the projected cost of attendance. Counsel advised that as presented, the Board would have to go through procurement in order to have a hotel host the conference. The members of the Board deferred further discussion until staff can determine if the Secretary's office will support the concept in principle, whether it would be cost effective, and the possible options for the conference location.

**Adjournment**

There being no further business, upon a motion (VIII) by Mr. Wions, and seconded by Mr. Solis, the Board unanimously voted to adjourn the meeting at 1:43 pm.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, October 29, 2018 at 10:00 a.m.

\_\_\_\_\_ With corrections

Without corrections

**Signature on File**

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Amy Hennen, Chair

OCTOBER 29, 2018

Date