

**STATE OF MARYLAND
BOARD OF INDIVIDUAL TAX PREPARERS
Business Meeting Minutes
September 9, 2019**

TIME: 10:00 a.m.

PLACE: 500 N. Calvert Street
3rd Floor Conference Room
Baltimore, MD 21202

PRESENT: Steven P. Wions, Vice Chair
Jane M. Bourassa
Victoria Kelly
Symon M. Manyara

ABSENT: Amy P. Hennen, Chair
Jacqueline Clarke
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
Summar Goodman, Director of Constituent Services and Outreach
Kaitlin Marsden, Director of Special Programs

OTHERS PRESENT: Thorman Jerry, MRS
Janice Shih, MVLS
Shawn Smyth, Tax & All,LLC
Kelly Ebaugh, MSATP
Sandy Steinwedel, MSATP
Michael Kohler, MSATP

Mr. Wions, Vice Chair, called the meeting to order at 10:16 a.m.

Upon a motion (I) by Ms. Bourassa, and second by, Mr. Manyara the Board unanimously approved the minutes for the June 10, 2019 meeting with corrections.

Report of the Chair

No report.

Executive Director's Report

Ms. Jordan introduced Ms. Alexandra Quinn-Bean, the Board's new investigator. Ms. Quinn-Bean is taking the position formerly held by Mr. Mason Land.

Upon a motion (II) made by Ms. Bourassa and seconded by Ms. Kelly, 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 June 10, 2019 through September 9, 2019. The examination was administered to 45 candidates: 17 passed, 28 failed. There are 11 candidates currently scheduled to take the exam.

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

Sandy Steinwedel from MSATP, asked the Board whether PSI has been giving the exit survey to examination candidates and if so, would like to know what information has been made available to the Board. Ms. Bourassa responded that PSI has not provided any such information to the Board. Mr. Wions would like to know what happened to the questions that the Board previously provided to PSI. Ms. Jordan advised that she will talk to PSI representative about the survey and how to get the Board's questions on the survey.

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

Old Business

Ms. Steinwedel submitted to the Board a letter voicing her concerns about CE providers and the issue of who provides the services. She questioned whether one person is able to provide services as two different CE companies. Mr. Ackerman is listed as the instructor of both organizations. Mr. Kohler then asked whether Golden State Tax Training Institute ("GSTTI") has been approved as a CE provider by the Board, because it is representing to the public that it has been so approved. Mr. Wions asked Ms. Coar to review the Board's minutes to determine if GSTTI had in fact been approved. Ms. Coar found a reference in the Board's minutes that Mr. Ackerman sent a request to the Board to be on approved provider list on the Board's web site in May 2016, but was not approved by the Board at that time. The Board had requested that Mr. Ackerman provide certain documentation before it made a decision. The Board requested that staff contact Mr. Ackerman to determine if he has an approval letter from the Board.

Outreach Presentation

Ms. Summar Goodman, and Ms. Kaitlin Marsden of the Department of Labor presented to the Board their plans for an outreach program intended to increase the number of registered individual tax preparers in Maryland.

Informal Hearing

Ms. Evangeline Offiah appeared before the Board to appeal the denial of her application for an examination waiver. Ms. Offiah’s application had been denied due to the absence of certain required documentation. At the informal hearing, Ms. Offiah submitted the missing documentation to the Board.

Upon a motion (V) made by Mr. Wions and seconded by Ms. Kelly, the Board approved Ms. Offiah’s application for examination waiver.

New Business

The Board was informed by staff that Ms. Amy Hennen has resigned as chairman. The Board then determined to elect a new Chair and Vice Chair. The Board members unanimously elected Steve Wions to become the new Chair and Jane Bourassa to become the new Vice Chair.

Executive Session

At 10:37 a.m., upon a motion (IV) by Ms. Kelly and seconded by Mr. Manyara, the Board unanimously voted to go into a closed Executive Session to consult with counsel concerning criminal convictions disclosed by registration applicants. At 11:00 a.m., upon a motion (V) by Ms. Clarke and seconded by Mr. Manyara, the Board unanimously voted to return to open session.

Next Meeting Date

The next meeting of the Board will be held on Monday, November 18, 2019 at 10:00 a.m.

Adjournment

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

 X With corrections

Without corrections

Signature on File

Steven P. Wions, Chair

November 18, 2019

Date