

STATE OF MARYLAND
BOARD OF INDIVIDUAL TAX PREPARERS
Business Meeting Minutes
December 19, 2017

TIME: 10:00 a.m.

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

PRESENT: Amy P. Hennen, Chair
Jane M. Bourassa
Jacqueline Clarke
Marianela Del-Pino-Rivera
Symon M. Manyara
Kay D. Riddle

ABSENT: Michael Canet
Steven P. Wions, Vice Chair

DLLR STAFF

PRESENT: Dennis Gring, Executive Director
Shanai Jordan, Assistant Executive Director
Alicia Coar, Board Secretary
Matthew A. Lawrence, Board Counsel and AAG

OTHERS

PRESENT: Tom Bray, MSATP
Sandy Steinwedel, MSATP

Ms. Hennen, Chair, called the meeting to order at 10:05 a.m.

Upon a motion **(I)** by Ms. Del-Pino Rivera and seconded by Ms. Clarke, the Board unanimously approved the minutes from the November 12, 2017, meeting, with corrections.

Report of the Chair

No Report

Executive Director's Report

Mr. Gring informed the Board of his retirement. He thanked the Board for working together on different projects to ensure the safety of Maryland consumers.

He reported that the number of registrants has decreased 18.6% from this time in 2015. There are now 3,583 registrants. Of that number, more than 780 are registered but not qualified through the examination, RTRP or exam waiver.

Mr. Gring also reported that The Office of the Maryland Comptroller is reviewing the final draft of the Memorandum of Understanding with the Board. It is anticipated that it will be finalized after Thanksgiving.

The Executive Director advised that the examination committee needs to work on the structure and subject matter for the next testing contract for 2019 to 2024. The Department's procurement office must start work on the new five year contract no later than June 2018 for presentation to the Board of Public Works by April 2019. The Code of Professional Conduct Committee needs to examine the current code to determine whether it meets contemporary standards of practice for tax return preparers and whether questions pertaining to a code needs to be incorporated in the question bank.

Mr. Gring also reported that the Board has assessed \$357,735 in civil penalties in the 48 administrative actions it has taken since July 2016. It has also revoked four registrations and suspended two registrations.

Upon a motion (II) by Ms. Del-Pino Rivera and seconded by Ms. Clarke, the Board unanimously accepted the Executive Director's Report.

New Business

Ms. Steinwedel requested the Board to approve a course that would be given by MSTP for continuing education on the web it will be 4 hours for Maryland.

Upon a motion (II) by Ms. Clarke and seconded by Mr. Manyara, the Board unanimously accepted the request from

Old Business

The Board approved WebCe to be a provider for the Maryland Continuing Education requirements.

Upon motion (III) by Ms. Del-Pino Rivera and seconded by Bourassa, the Board unanimously approved WebCe to provide continuing education for Maryland.

Examination Committee Report

Ms. Bourassa reported on the examination committee's review of the PSI examination results for October 23, 2017 through December 18, 2017. The examination was administered to 35 candidates: ten passed, 25 failed. Upon a motion (IV) made by Ms. Hennen and seconded by Mr. Manyara, the Board unanimously accepted the Examination Committee Report.

Executive Session

Upon a motion (IV) made by Ms. Riddle 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 10:36 a.m. Upon a motion (V) by Ms. Bourassa and seconded by Mr. Manyara, the Board unanimously voted to return to public session at 10:46 a.m.

Complaint Committee

Ms. Clarke presented the Complaint Committee Report and reported the receipt of three consumer protection complaint. Ms. Clarke also reported that the Board is scheduled to hold four hearings after today's meeting and six hearings in January 29, 2018. Upon a motion (VII) by Ms. Bourassa and seconded by Ms. Riddle, the Board unanimously accepted the Complaint Committee Report.

Next Meeting Date

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

Adjournment

There being no further business, upon a motion (VIII) by Ms. Riddle and seconded by Ms. Del-Pino Rivera, the Board unanimously voted to adjourn the meeting at 1:00 p.m.

With corrections

Without corrections

Signature on File

Amy P. Hennen, Chair

2/12/18
Date