**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**September 11, 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

 Symon Manyara

 Brian McCurdy

Janice Shih

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

 Sarah McDermott, Assistant Commissioner

Sharron McNeill, Administrative Officer II

 Fatmata Rahman, Administrative Officer I

 Robert Pambianco, Legal Counsel

**OTHER**

**PRESENT:** Mary Beth Halpern, MACPA

Michael Kohler, MSATP

**BOARD/STAFF**

**ABSENT:** Javier Solis

Victoria Kelly

Mr. Wions, Chair, called the meeting to order at 10:02 a.m.

Upon a motion **(I)** by Ms. Shih and seconded by Ms. Bourassa, the Board unanimously voted to approve the June 12, 2023 minutes with corrections.

**Report of the Chair**

No Report

**Executive Director’s Report**

Mr. Dorsey announced that the Maryland Department of Labor website has been updated to reflect the 2022 exam materials. Mr. Dorsey also introduced Sarah McDermott, the new appointed Assistant Commissioner, to the Board. He also introduced Robert Pambianco to the Board as its new Legal Counsel.

Upon a motion **(II)** by Ms. Bourassa and seconded by Ms. Shih, 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 June 12, 2023 through the present. The examination was administered to thirty-five (35) candidates: eight 8 passed on the first attempt, eight (8) failed on the first attempt, two (2) repeated and passed, and seventeen (17) had repeated failed attempts.

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

**New Business**

1. Mr. Dorsey announced that the Cash Campaign of Maryland held a tax board meeting that on August 15, 2023 with various stakeholders in attendance, including representatives from the MSATP, the MACPA, the Comptroller, and the Governor’s office. He stated that a very productive conversation was had with regards to suggestions offered by the various stakeholders and the anticipation of more collaboration with the Comptroller in the near future.
2. Mr. Dorsey stated that the Governor’s Appointments office is working hard to get new members on the Board. Mr. Dorsey further stated that he would like the Board to come to a decision regarding a new Chair and Vice Chair by the October 16, 2023 meeting.

**Old Business**

No Report.

**Closed Session**

Upon a motion **(IV)** by Ms. Shih and seconded by Mr. McCurdy, the Board went into a closed session at 10:41 a.m.

Upon a motion **(V)** by Mr. Manyara and seconded by Mr. McCurdy, the Board unanimously voted to approve the Complaint Committee Report.

**Return to Open Session**

At 10:47 a.m., upon a motion **(VI)** by Ms. Manyara and seconded by Mr. McCurdy, the Board unanimously voted to return to the open session.

Upon a motion by **(VII)** Ms. Shih and seconded by Ms. Bourassa the Board unanimously voted to approve the decisions made in the closed session.

**Adjournment**

There being no further business, upon a motion **(VIII)** by Mr. Manyara and seconded by Ms. Bourassa, the Board unanimously voted to adjourn the meeting at 10:50 a.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, October 16, 2023, at 10:00 a.m.

\_\_\_\_With corrections x Without corrections

\_\_\_Signature on file\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_October 16, 2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steven P. Wions, Chair Date