

**STATE OF MARYLAND
BOARD OF INDIVIDUAL TAX PREPARERS
Business Meeting Minutes
June 10, 2019**

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
Victoria Kelly
Symon M. Manyara
Steven P. Wions, Vice Chair

ABSENT: Javier Solis
Shanai Jordan, Executive Director
Matthew A. Lawrence, Legal Counsel

DLLR STAFF PRESENT: Jessica Praley, Legal Counsel
Christopher Dorsey, Assistant Executive Director
Alicia Coar, Board Secretary

OTHERS PRESENT: Sandy Steinwedel, MSATP

Ms. Hennen, Chair, called the meeting to order at 10:00 a.m.

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

Report of the Chair

No report of the Chair.

Executive Director's Report

Mr. Dorsey reported to the Board members that RFP is completed and now it is ready for bids for the proposal to be the new vendor for the Maryland Individual Tax Preparers' exam.

Also Mr. Dorsey informed the Board that the position for investigator will be posted very soon.

Upon a motion (II) made by Mr. Wions and seconded by Ms. Bourassa, 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 May 13, 2019 through June 10, 2019. The examination was administered to 15 candidates: 5 passed, 10 failed. There are 14 candidates currently scheduled to take the exam.

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

New Business

Two CPE Providers submitted to the Board continuing education (CPE) to be provided for licensure. At this time, it has been tabled until September 9, 2019. The committees was not ready to make any decision on the providers.

Examination Procurement

Next Meeting Date

The next meeting of the Board will be held on Monday, September 9, 2019 at 10:00 a.m.

Adjournment

There being no further business, upon a motion (IV) by Mr. Wions and seconded by Mr. Manyara, the Board unanimously voted to adjourn the meeting at 10:11 am.

 X With corrections

 Without corrections

Signature on File

Amy P. Hennen, Chair

 9/9/19 Date