

**STATE OF MARYLAND**  
**BOARD OF INDIVIDUAL TAX PREPARERS**  
**Business Meeting Minutes**  
**May 13, 2019**

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

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

**PRESENT:** Amy P. Hennen, Chair  
Jane M. Bourassa  
Jacqueline Clarke  
Victoria Kelly  
Symon M. Manyara

**ABSENT:** Steven P. Wions, Vice Chair  
Javier Solis

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

**OTHERS**  
**PRESENT:** Rob Bader, Cash MD  
MaryBeth Halpen, MACPA  
Thorman Jerry, MRS  
Lashawn Smyth, TaxandAll,LLC  
Sandy Steinwedel, MSATP

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

Upon a motion (I) by Mr. Manyara, and seconded by Ms. Bourassa, the Board unanimously approved the minutes for the February 11, 2019 meeting with corrections.

**Report of the Chair**

No report of the Chair.

**Executive Director's Report**

Ms. Jordan reported to the Board members that Ms. Marianela Del-Pino-Rivera has resigned her seat as a board member, and at this time the individual tax preparers have a vacant seat on the Board.

Ms. Jordan also introduced Ms. Victoria Kelly to the Board. Ms. Kelly is taking the place of Michael Canet's position.

Upon a motion (II) made by Ms. Clarke 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 February 11, 2019 through May 13, 2019. The examination was administered to 95 candidates: 36 passed, 59 failed. There are 25 candidates currently scheduled to take the exam.

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

### **New Business**

Two CPE Providers submitted to the Board continuing education (CPE) to be provided for licensee. The Exam Committee added two new members to help with the reviewing of the documentations. Mr. Rob Bader and Ms. Jacqueline Clarke. At this time the providers will be tabled until the review is complete.

### **Examination Procurement**

### **Executive Session**

At 10:37 a.m., upon a motion (IV) by Ms. Clarke and seconded by Mr. Manaya 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. Manaya, the Board unanimously voted to return to open session.

### **Next Meeting Date**

The next meeting of the Board will be held on Monday, June 10, 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.

With corrections

Without corrections

**Signature on File**

Amy P. Hennen, Chair

June 10, 2019  
Date

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Price 10.50

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