STATE OF MARYLAND
BOARD OF INDIVIDUAL TAX PREPARERS
Business Meeting Minutes
September 14, 2020

TIME:	10:00 a.m.
PLACE:	VIA Google Meets Baltimore, MD 21202 Third Floor Conference Room
PRESENT:	Steven P. Wions, Chair Jane M. Bourassa, Vice Chair Victoria Kelly Symon M. Manyara
ABSENT:	Jacqueline Clarke Javier Solis
STAFF PRESENT:	Shanai Jordan, Executive Director Christopher Dorsey, Assistant Executive Director Matthew A. Lawrence, Legal Counsel Alicia Coar, Board Secretary
OTHERS PRESENT:	Michael Kohler, MSATP

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

Upon a motion (I) by Mr. Manyara, and seconded by, Ms. Kelly the Board unanimously approved the minutes for the June 8, 2020 meeting with corrections.

Report of the Chair

Mr. Wions introduced Mr. Gregory Morgan, the new commissioner for Occupational & Professional Licensing for the Maryland Department of Labor. Mr. Morgan thanked him for the warm welcome and greeted the Board.

Upon a motion (I) made by Mr. Manyara and seconded by Ms. Kelly, the Board unanimously accepted the Chairman's Report.

Executive Director's Report

Ms. Jordan stated that Ms. Jacqueline Clarke has resigned from the Board. The Board was also informed that there are three Board seats available to be filled. Ms. Jordan asked the Board to help her to find new members.

On August 12, 2020, the vendor PSI was renewed to administer the exam for the next five years.

Upon a motion (II) made by Ms. Bourassa and seconded by Mr. Manyara, 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 8, 2020 through September 14, 2020. The examination was administered to 44 candidates: 24 passed, 20 failed.

Mr. Wions asked Ms. Jordan how PSI has adapted to changing procedures during the COVID-19, and whether PSI has given special accommodations to the candidates. Ms. Jordan indicated that she has not heard anything from PSI on this issue, but based on the absence of complaints from candidates, she believes that PSI is taking necessary steps to ensure that candidates are safe.

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

Old Business

No Old Business Report

New Business

No New Business Report

Executive Session

Upon a motion (IV) by Ms. Kelly and seconded by Ms. Bourassa, the Board unanimously voted to go into closed session at 10:37 a.m.

At 10:48 a.m., upon a motion (V) by Ms. Kelly and seconded by Mr. Manyara, the Board unanimously voted to return to open session.

Upon a motion (VI) by Ms. Bourassa and seconded by Ms. Kelly, the Board approved the Complaint Committee report

Next Meeting Date

The next meeting of the Board will be held on Monday, November 9, 2020 at 10:00 a.m.

Adjournment

There being no further business, upon a motion (VII) by Ms. Kelly and seconded by Mr. Manyara the Board unanimously voted to adjourn the meeting at 10:59 am.

__X__ With corrections

_____ Without corrections

Signature on File

Steven P. Wions, Chair

11/9/2020

Date