**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**February 12, 2024**

**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:** Victoria Kelly, Chair

Janice Shih, Vice Chair

Brian McCurdy

Jane M. Bourassa

Alex Franks

Nayo Carter-Gray

Symon Manyara

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

Sharron McNeill, Administrative Officer II

Paige Bryant, Administrative Specialist III

Robert Pambianco, Legal Counsel

**OTHER**

**PRESENT:** Michael Kohler, MSATP

**BOARD/STAFF**

**ABSENT:** Javier Solis

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

Upon a motion **(I)** by Ms. Carter-Gray and seconded by Ms. Bourassa, the Board unanimously voted to approve the January 8, 2024 minutes without corrections.

**Report of the Chair**

During Ms. Kelly’s report, she stated that she submitted a letter of support for House Bill 452. Ms. Kelly made a suggestion that language in the bill be changed so that the Board does not have to report alleged violations. The request was granted by the Comptroller.

Upon a motion **(II)** by Ms. Shih and seconded by Ms. Carter-Gray, the Board unanimously approved the Report of the Chair.

**Executive Director’s Report**

Mr. Dorsey announced that he, also, submitted a letter of support for HB 452. He also thanks Ms. Kelly for her input on the bill.

Upon a motion **(III)** by Ms. Shih and seconded by Mr. McCurdy, 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 the month of January 2024. The examination was administered to one hundred forty-nine (149) candidates: thirty-four (34) passed on the first attempt, forty-three (43) failed on the first attempt, twenty-nine (29) repeated and passed, and forty-three (43) had repeated failed attempts.

Ms. Bourassa confirmed that PSI Examination Services will be coming to Baltimore from April 23, 2024 – April 25, 2024 to review Exam questions. Ms. Bourassa also reminded Board members that they are welcome to attend.

Upon a motion **(IV)** by Mr. Manyara and seconded by Ms. Carter-Gray, the Board unanimously approved the Examination Committee Report.

**New Business**

A discussion was had about the current Code of Ethics which is posted on the Board’s website. The Board will discuss making additions to the current code and will revisit the topic at the May meeting.

**Old Business**

The Board made suggestions for questions to be added at the end of the exam. The suggested questions are as followed:

1. How have the candidates prepared for the exam.
2. How long did it take them to prepare.

Ms. Kelly will add everyone’s suggestions to expand the Board’s response to the Future Agenda Item that will be submitted the Comptroller’s Tax Practitioner Workgroup.

**Closed Session**

Upon a motion **(V)** by Mr. McCurdy and seconded by Mr. Franks, the Board went into a closed session at 10:47 a.m.

**Return to Open Session**

Upon a motion by **(VI)** Ms. Carter-Gray 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 **(VII)** by Mr. Franks seconded by Mr. McCurdy, the Board unanimously voted to adjourn the meeting at 11:43 a.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, May 13, 2024, at 10:00 a.m.

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

Signature on file May 20, 2024

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Victoria Kelly, Chair Date