

**STATE OF MARYLAND**  
**BOARD OF INDIVIDUAL TAX PREPARERS**  
**Business Meeting Minutes**  
**June 8, 2020**

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

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

**PRESENT:** Steven P. Wions, Chair  
Jane M. Bourassa, Vice Chair  
Jacqueline Clarke  
Victoria Kelly  
Symon M. Manyara

**ABSENT:** Javier Solis

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

**OTHERS**  
**PRESENT:**

Michael Kohler, MSATP  
Sandy Steinwedel, MSATP

Mr. Wions, Chair, called the meeting to order at 10:06 a.m.

Upon a motion (I) by Ms. Clarke, and seconded by, Ms. Bourassa the Board unanimously approved the minutes for the January 13, 2020 meeting with corrections.

**Report of the Chair**

No Chair Report

### **Executive Director's Report**

Ms. Jordan has informed the Board that PSI is open for testing with limiting seating. They are taking precautions due to COVID-19. Mr. Wions asked Board staff to include this information in the next Board newsletter.

Upon a motion (II) made by Ms. Clarke and seconded by Mr. Manyara, the Board unanimously accepted the Executive Director's Report.

### **Examination Committee Report**

Ms. Bourassa reported on the examination committee's review of the PSI examination results for January 13, 2020 through June 8, 2020. The examination was administered to 210 candidates: 100 passed, 110 failed. There are 25 candidates currently scheduled to take the exam.

Mr. Wions suggested that candidates be permitted to bring into the testing center additional materials for use in taking the examination, specifically the Maryland State and Local Tax Forms and Instructions. Ms. Steinwedl informed the Board that, currently, the only material available for use by candidates at PSI test center is the IRS Publication 17.

After discussion, upon a motion (III) made by Ms. Bourassa and seconded by Mr. Kelly, the Board unanimously approved allowing candidates to bring IRS Publication 17 and the Maryland State and Local Tax Form & Instructions into the testing center.

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

### **Old Business**

No Old Business.

### **New Business**

No New Business.

### **Executive Session**

At 11:47 a.m., upon a motion (V) by Ms. Bourassa and seconded by Mr. Manyara, the Board unanimously voted to go into a closed Executive Session via a Google meeting teleconference that only Board members and staff were provided the log in information. The purpose of this session was to consult with counsel.

At 11:53 a.m., upon a motion (VI) by Ms. Bourassa and seconded by Mr. Manyara the Board unanimously voted to return to open session.

Upon a motion (VII) by Mr. 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 (VIII) by Mr. Manyara and seconded by Ms. Bourassa, the Board unanimously voted to adjourn the meeting at 11:57 am.

- With corrections
- Without corrections

**Signature on File**

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Steven P. Wions, Chair

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9/14/2020  
Date