

STATE OF MARYLAND  
**BOARD OF INDIVIDUAL TAX PREPARERS**  
Business Meeting Minutes  
November 19, 2018

**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  
Steven P. Wions, Vice Chair  
Jane M. Bourassa  
Michael Canet  
Jacqueline Clarke  
Javier Solis

**ABSENT:** Marianela Del-Pino-Rivera  
Symon M. Manyara

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

**OTHERS**  
**PRESENT:** Thorman Jerry, MRStax  
Michael Kohler, MSATP  
Ivory McKnight, ITP  
Shawn Smith, MRSTax  
Sandy Steinwedel, MSATP

Ms. Hennen, Chair, called the meeting to order at 10:05 a.m.

Upon a motion **(I)** by Mr. Canet, and seconded by Mr. Solis, the Board unanimously approved the minutes for the October 29, 2018 meeting with corrections.

## **Report of the Chair**

No report of the Chair.

## **Executive Director's Report**

Ms. Jordan, the Executive Director, informed the Board that a new Board member has been appointed to replace Mr. Canet. The candidate has not yet been sworn in, so the exact start date is still to be determined.

Upon a motion **(II)** by Ms. Clarke, and seconded by Mr. Canet, the Board unanimously approved the Executive Director's Report.

## **Investigation Report**

No Report.

## **Examination Committee Report**

Ms. Bourassa reported on the examination committee's review of the PSI examination results for October 29 through November 19, 2018. The examination was administered to 34 candidates: 21 passed, 13 failed. There are 136 candidates currently scheduled to take the exam.

Upon a motion **(III)** made by Mr. Canet and seconded by Mr. Wions, the board unanimously accepted the Examination Committee Report.

## **New Business**

Mr. Lawrence requested that the Board take final action to adopt its previously proposed regulation concerning responses by applicants and registrants to Board communications requesting a response.

Upon a motion **(IV)** made by Mr. Canet and seconded by Ms. Clarke, the Board unanimously adopted the regulation as proposed.

## **Next Meeting Date**

The next meeting of the Board will be held on Monday, December 10, 2018 at 10:00 a.m.

## **Adjournment**

There being no further business, upon a motion **(VIII)** by Mr. Solis and seconded by Ms. Bourassa, the Board unanimously voted to adjourn the meeting at 2:27 pm.

---

With corrections

---

✓

Without corrections

## Signature on File

---

Amy P. Hennen, Chair

12/10/18

---

Date