**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**January 13, 2025**

**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

Symon Manyara

Brian McCurdy

Jane M. Bourassa

Javier Solis

Alex Franks

Nayo Carter-Gray

**STAFF**

**PRESENT:** Christopher Dorsey, Executive Director

Paige Bryant, Administrative Specialist III

Robert Pambianco, Legal Counsel

Sarah McDermott, Assistant Commissioner

Devki Virk, Commissioner, Division of Labor & Industry

**OTHER**

**PRESENT**:

**BOARD/STAFF**

**ABSENT:** Janice Shih

**Call to Order**

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

Upon a motion **(I)** by Mr. Franks and seconded by Mr. McCurdy, the Board unanimously voted to approve the October 14, 2024 business meeting minutes without corrections.

**Report of the Chair**

No report

**Executive Director’s Report**

Mr. Dorsey announced that the Department of Labor was officially moved into the new location at 100 South Charles Street Baltimore, MD 21201.

**Examination Committee Report**

Ms. Bourassa reported on the Examination Committee’s review of the PSI examination results from the last meeting until the present. The examination was administered to two hundred eighty-nine (289) candidates overall: one hundred seventy-six (176) of which were first attempts. Of the first attempts ninety-seven (97) passed, and seventy-nine (79) failed on their first attempt, forty-three (43) repeated attempts passed, and seventy (70) had repeated failed attempts.

Ms. Bourassa also reminded the Board of the MD Tax Preparer Exam Review session which is held annually in April.

Upon a motion **(III)** by Mr. Manyara and seconded by Mr. McCurdy, the Board unanimously approved the Examination Committee Report.

**New Business**

Workplace fraud Legislation Presentation – Commissioner of Labor and Industry, Devki Virk, discussed and shared proposed legislation that would help to eradicate workplace fraud. This legislation gives the Maryland Department of Labor’s Division of Occupation and Professional Licensing statutory authority to impose penalties for workplace fraud, in furtherance of the Governor’s Executive Order on the subject.

Upon a motion **(IV)** by Mr. McCurdy and seconded by Mr. Soli, the Board voted to table consideration of the Workplace Fraud Legislation until the February meeting.

Ms. Kelly discussed possibly coming up with new term limits for Board’s committees. Among the ideas discussed included, two year terms for the positions of Chair, Vice Chair, the Exam Committee, and the Complaint Committee.

Upon a motion **(V)** by Mr. Manyara and seconded by Mr. Solis, the Board voted to adopt two year term limits for Board officers and Committee members on a trial basis. When an officer or Committee member finishes his or her two year term, another Board member may succeed to that position based on seniority, by acclimation. If no other Board member wishes to succeed to that position, the term of the officer or Committee member shall be extended for a term of one year. After that year ends, another Board member may succeed to that position based on seniority, by acclimation.

When the officer or Committee member’s initial two year term ends, and at the end of every one year term thereafter, the Chair shall announce the end of the two year, or one year term, as the case may be, and invite Board members to volunteer for the position. An officer or Committee member may remain in position on a year-to-year basis until such time as another Board member is willing to succeed to that position, and is appointed by acclimation.

The Board discussed the possibility of creating a new code of ethics for tax preparers. It was determined that the Board should reach out to stakeholders in the industry for suggestions.

Upon a motion by **(VI)** Mr. McCurdy and seconded by Mr. Solis, to reach out to external stakeholders for suggestions on a new code of ethics for tax preparers.

**Old Business**

The Board further discussed the topic of fraudulent preparer education. Ms. Kelly prepared a letter to be posted to the Board’s website that will inform the public about fraudulent preparers.

**Closed Session**

Upon a motion **(VII)** by Mr. Solis and seconded by Ms. Bourassa, the Board went into a closed session at 11:10 a.m. via a Google Meets teleconference, where log-in information was only provided to Board members and staff. The purpose of this session was to protect confidential attorney-client communications, as permitted by Section 3-305(b)(7) of the General Provisions article, as well as to receive the Complaint Committee Report, an administrative function not subject to the Open Meetings law pursuant to Section 3-103(a)(1)(i).

Persons present: Victoria Kelly, Symon Manyara, Brian McCurdy, Jane Bourassa, Javier Solis, Alex Franks,Christopher Dorsey, Sharron McNeill, Robert Pambianco.

Subject matter: enforcement powers; correspondence regarding exam-related course development project; complaint committee report.

**Return to Open Session**

Upon a Motion **(VIII)** by Mr. Franks and seconded by Mr. Manyara, the Board unanimously approved the motions made during the Closed Session.

**Adjournment**

There being no further business, upon a motion **(IX)** by Ms. Bourassa seconded by Mr. Solis, the Board voted unanimously to adjourn the meeting at 11:52 a.m.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, February 10, 2025, at 10:00 a.m.

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

Signature on file 6/8/2025

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Victoria Kelly, Chair Date