

STATE OF MARYLAND  
**BOARD OF INDIVIDUAL TAX PREPARERS**  
Business Meeting Minutes  
November 13, 2017

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

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

**PRESENT:** Kay D. Riddle, Vice Chair  
Jane M. Bourassa  
Michael Canet  
Jacqueline Clarke  
Symon M. Manyara  
Marianela Del-Pino-Rivera  
Amy P. Hennen  
Steven P. Wions

**ABSENT:** N/A

**DLLR STAFF  
PRESENT:** Dennis Gring, Executive Director  
Shanai Jordan, Assistant Director  
Alicia Coar, Board Secretary  
Mason Land, Investigator  
Matthew A. Lawrence, Board Counsel and AAG

**OTHERS  
PRESENT:** Tom Bray, MSATP  
Marion Gagnon, ITP  
Anil Kalra, ITP  
Jerry Thorman, ITP

Ms. Riddle, Vice-Chair, called the meeting to order at 10:03 a.m.

Upon a motion **(I)** by Ms. Bourassa and seconded by Mr. Wions, the Board unanimously approved the minutes from the October 23, 2017, meeting, with corrections.

**Report of the Chair**

There was no report of the Chair.

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

Mr. Gring reported that the number of registrants has decreased 18.6% from this date in 2015. There are now 3,583 registrants. Of that number, over 780 are registered but not qualified through the examination, RTRP or exam waiver.

Mr. Gring also reported that The Office of the Maryland Comptroller is reviewing the final draft of the Memorandum of Understanding with the Board. It is anticipated that it will be finalized after Thanksgiving.

The Executive Director advised that the examination committee needs to work on the structure and subject matter for the next testing contract for 2019 to 2024. The Department's procurement office must start work on the new 5-year contract not later than June 2018, for presentation to the Board of Public Works by April, 2019. The Code of Professional Conduct Committee needs to examine the current code to determine whether it meets contemporary standards of practice for tax return preparers and whether questions pertaining to a code needs to be incorporated in the question bank.

Mr. Gring also reported that the Board has assessed \$357,735 in civil penalties in the 48 administrative actions it has taken since July 2016. It has also revoked four registrations and suspended two registrations.

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

### **New Business**

For the upcoming year, the Board established the following dates to conduct, in addition to regular business meetings, administrative hearing on complaints that are currently under investigation:

January 5, 2018  
February 2, 2018  
March 16, 2018  
May 23, 2018

Additional dates will be added if required by the Board's caseload.

The Board elected, unanimously, Amy Hennen as Chair and Steve Wions as Vice Chair.

### **Old Business**

There was no new business.

### **Examination Committee Report**

Ms. Bourassa reported on the examination committee's review of the PSI examination results for October 23, 2017, through November 13, 2017. The examination was administered to 35 candidates: ten passed, 25 failed. Upon a motion (III) made by Ms. Hennen and seconded by Mr. Wions, the Board unanimously accepted the Examination Committee Report.

acoar



acoar

Microsoft Word - Tax Board Minutes NOVEMBER 2017

12/20/17 01:46 PM

Xerox® WorkCentre® 7855

**Executive Session**

Upon a motion (IV) made by Mr. Wions and seconded by Mr. Canet, the Board voted to go into Executive Session in order to consult with counsel, which is permitted to be closed pursuant to State Government Title Section 10-508 (a)(7). The Board went into Executive Session at 1:15 p.m. Upon a motion (V) by Mr. Wions and seconded by Ms. Hennen, the Board unanimously voted to return to public session at 1:36 p.m.

Upon a motion (VI) by Mr. Wions and seconded by Ms. Hennen, the Board denied a registrant's examination waiver request and instructed the registrant to pass the examination by January 12, 2018.

**Complaint Committee**

Mr. Canet presented the Complaint Committee Report and reported the receipt of one consumer complaint. Mr. Canet also reported that the Board is scheduled to hold five hearings after today's meeting and four hearings on December 6, 2017. Upon a motion (VII) by Ms. Wions and seconded by Ms. Del-Pino Rivera, the Board unanimously accepted the Complaint Committee Report.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, December 19, 2017 at 10:00 a.m.

**Adjournment**

There being no further business, upon a motion (VIII) by Ms. Hennen and seconded by Mr. Canet, the Board unanimously voted to adjourn the meeting at 1:40 p.m.

\_\_\_\_\_ With corrections  
 Without corrections

**Signature of File**

\_\_\_\_\_  
Amy P. Hennen, Chair

*DECEMBER 19, 2017*  
\_\_\_\_\_  
Date