



THE MINNESOTA BOARD OF ACCOUNTANCY

BOARD MEMORANDUM

October 20, 2016

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Gregory S. Steiner, CPA, Board Chair

SUBJECT: **October 20, 2016, BOARD MEETING MINUTES**
9:05 AM
GOLDEN RULE BUILDING, Suite 295 (2nd floor)

The Board held its regularly scheduled meeting on the above-mentioned date, time and location.

- 1) **CALL TO ORDER**
Attendance:
Gregory S. Steiner, CPA, Board Chair
Sharon A. Jensen, CPA
Christopher Omdahl, CPA
Lance Radziej, CPA
Charles Selcer, CPA
Debra Thompson, CPA - Absent
Scott Van Binsbergen, Public Member - Absent
Michael M. Vekich, CPA
Alan J. Wilensky, Public Member

OTHERS:
Doreen Frost, Executive Director
Christopher Kaisershot, Assistant Attorney General
Sara Datko, Complaint Specialist
Emma Hoche-Mathews, Complaint Specialist
Kay Weiss, Communications Specialist

GUESTS:
Geno Fragnito, Minnesota Society of Certified Public Accountants (MNCPA)
Linda Wedul, Minnesota Society of Certified Public Accountants (MNCPA)

- 2) APPROVAL OF THE SEPTEMBER 16, 2016, BOARD MEETING MINUTES
 - A) **MSP: To Approve the September 16, 2016, meeting minutes.**

- 3) COMPLAINT COMMITTEE REPORT (Michael M. Vekich, Committee Chair)
 The Complaint Committee requests a closed session to deal with disciplinary matters.
 - A) **MSP: To Close session to address enforcement actions under Minnesota Statutes 214 (2014).**
 - B) **MSP: To Reopen the meeting.** The Board issued the following Orders:
 - 1) In the Matter of Richard W. Cichocki, the Board issued a Stipulation and Consent Order.
 - 2) In the Matter of Gregory Allen Ribich, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 3) In the Matter of Marc William Salmon, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 4) In the Matter of Drew Marshall Stevenson, the Board issued a Stipulation and Consent Order and Order to Reinstate.
 - 5) In the Matter of Kirsten Ann Tjosaas, the Board issued a Stipulation and Consent Order.
 - 6) In the Matter of Tina Marie Wenzel, the Board issued a Stipulation and Consent Order and Order to Reinstate.

MP: To Approve and Adopt committee recommendations.

- 4) EXECUTIVE COMMITTEE REPORT (Gregory S. Steiner, Board Chair)
 - A) Internal Controls—Discussed. Staff are implementing enhanced control measures.
 - B) Dan Dustin, NASBA Vice President of State Board Relations, will be attending the November 14 Board meeting.
 - C) Oath of the CPA – This historical document was reviewed. Its use will not be incorporated into Board rules and its inclusion in new licensee materials has been discontinued.
 - D) The lease for the Board office space has been renewed for five years.
 - E) Approval of Board member expenses. As stipulated in Chapter 214.09, Section C, the Board must adopt policies on approved Board member expenses. Adding travel/per diem expenses for 1) official speaking engagements on behalf of the Board and 2) non-meeting office visits at the request of staff so that applicant files could be reviewed were discussed.

MP: To Approve and Adopt committee recommendation to include the above expenses to the Board policy on reimbursable expenses.

- 5) EXECUTIVE DIRECTOR'S REPORT (Doreen Frost, Executive Director)
 - A) Budget and Revenue Reports – Discussed.
 - B) CPA Renewal Report for 2016. As of today,
 - i. CPAs – 5005 renewed (29.61%)
 - ii. RAPs – 13 renewed (20.63%)
 - iii. CPA firms – 133 renewed (14.27%)

- iv. SP firms – 202 renewed (37.62%)
 - v. RAP firms – 1 renewed (5.56%)
- C) Fair Labor Standards Act. The Executive Director attended training on recent changes to the Act.

- 6) EXAMINATION & CREDENTIALING COMMITTEE MEETING REPORT
(Charles Selcer, Committee Chair)
 - A) Approved the applications of 63 Minnesota candidates, 7 transfer candidates, and 6 reciprocal candidates.
 - B) Approved 1 petition for waiver.

MP: To Approve and Adopt Committee recommendations.

- 7) CONTINUING PROFESSIONAL EDUCATION COMMITTEE REPORT
(Alan Wilensky, Committee Chair)
 - A) Approved 1 petition for waiver and denied 18.

MP: To Approve and Adopt Committee recommendations.

- 8) FIRM CREDENTIALING COMMITTEE REPORT
(Sharon Jensen, Committee Chair)
 - A) Approved 5 Minnesota CPA firm permits
 - B) Approved 6 foreign CPA firm permits.
 - C) Approved 2 name change requests.
 - D) Accepted 32 peer reviews.
 - E) Referred 1 peer review to staff for more follow up.

MP: To Approve and Adopt Committee recommendations.

- 9) UNFINISHED BUSINESS
 - A) 2017 Board Meeting Calendar.
MSP: To Approve the meeting calendar.
 - B) Reminder and discussion regarding December ballot for Executive committee and interest form for same and for committee assignments to be distributed at November Board meeting. Appointment process/schedule also discussed.

- 10) NEW BUSINESS
 - A) 2014-2016 Biennial Report – Discussed. Board members are encouraged to become familiar with the details of the report.
 - B) NASBA Annual Meeting October 30-Nov 2. Greg Steiner, Sharon Jensen, Alan Wilensky, and Doreen Frost are to attend.
 - C) New Licensees Report.
MSP: To approve New Licenses Report.
 - D) Peer Review – NASBA and AICPA are redrafting the Peer Review Exposure Draft in light of feedback regarding the proposed changes to Administering Entities. A revised January draft is planned that would require a response by February.

- 11) PUBLIC COMMENT
A) Guests from the MNCPA expressed their appreciation for the presence of Board members at the new licensee events MNCPA hosts.
- 12) ADJOURNED: 9:45 a.m.

Next meeting is Monday November 14, 2016 at 9:00 am.



Michael M. Vekich, Secretary/Treasurer