

**BOARD MEMORANDUM****July 28, 2021**

**TO:** All Board Members  
Christopher Kaisershot, Assistant Attorney General

**FROM:** Sharon Jensen, CPA, Board Chair

**SUBJECT: JULY 28, 2021 BOARD MEETING MINUTES**  
81 on SEVENTH BUILDING, Suite 100 (First Floor)  
**10:33 AM**

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

- 1) **CALL TO ORDER:**  
Sharon Jensen, CPA, Board Chair  
Charles Selcer, CPA  
Charles McElroy, CPA  
Gregory Steiner, CPA  
Lance Radziej, CPA (ABSENT)  
Godson Sowah, CPA  
Amanda Guanzini, CPA (ABSENT)  
Scott Van Binsbergen, Public Member  
Alan Wilensky, Public Member

**OTHERS IN ATTENDANCE:**  
Doreen Johnson, Executive Director  
Christopher Kaisershot, Assistant Attorney General  
Kay Weiss, Assistant Executive Director  
Jamie Eschbach, Investigator  
Holly Salmela, State Program Administrator  
J'Nell Nordin, OAS-I

**GUESTS:**  
Linda Wedul, Minnesota Society of Certified Public Accountants (MNCPA)  
Geno Fragnito, Minnesota Society of Certified Public Accountants (MNCPA)  
Troy Olsen, Minnesota Association of Public Accountants (MAPA)

- 2) APPROVAL OF THE MAY 4, 2021 BOARD MEETING MINUTES  
**MSP: To approve the May 4, 2021 meeting minutes.**
  
- 3) COMPLAINT COMMITTEE REPORT (Greg Steiner, CPA, Committee Chair)  
The Complaint Committee requests a closed session to discuss enforcement matters.
  - A) **MSP: To close session to address enforcement actions under Minnesota Statutes 214 (2020).**
  - B) **MSP: To reopen the meeting.**  
An Order was issued in the Matter of Christopher David Larson. The Order is available to view on the Boards website.  
**MP: To approve and adopt Committee report.**
  
- 4) EXECUTIVE COMMITTEE REPORT (Sharon Jensen, CPA, Board Chair)  
Continuing Professional Education (CPE) audits progress.  
Internal Controls: COVID updated.  
NASBA Annual Meeting travel authorization.  
**MSP: To authorize attendance of one staff and three Board members.**  
**MP: To accept the Executive Committee report.**
  
- 5) EXECUTIVE DIRECTOR'S REPORT (Doreen Johnson, Executive Director)
  - A) Budget and Revenue reports FY21 - discussed.
  - B) Budget and Revenue reports FY22 – discussed.**MSP: To accept the report.**
  
- 6) LAWS and RULES COMMITTEE MEETING REPORT  
(Godson Sowah, CPA, Committee Chair)  
Continued discussion on Uniform Accountancy Act (UAA) education changes and the impact on Minnesota Rules.  
**MP: To accept the Committee report.**
  
- 7) CONTINUING PROFESSIONAL EDUCATION COMMITTEE MEETING REPORT  
**The committee lacked a quorum**
  
- 8) FIRM CREDENTIALING and PEER REVIEW COMMITTEE REPORT  
(Charles McElroy, CPA, reported)  
Interested in joint meeting with Laws and Rules Committee for further review of Rules and Statutes.  
**MP: To accept the Committee report.**

9) UNFINISHED BUSINESS  
(NONE)

10) NEW BUSINESS

A) Applications for Reinstatement:

1) Cynthia L. Bassett-Hartwig  
**MSP: To issue Reinstatement Order**

2) Kali Bhandari  
**MSP: To issue Reinstatement Order**

3) Spasimir I. Bodurski  
**MSP: To issue Reinstatement Order**

4) Shelby D. Cook  
**MSP: To issue Reinstatement Order**

5) John E. Derus IV  
**MSP: To issue Reinstatement Order**

6) Ryan M. Downs  
**MSP: To issue Reinstatement Order**

7) Debra Ann Egger  
**MSP: To issue Reinstatement Order**

8) Virginia L. Hines  
**MSP: To issue Reinstatement Order**

9) Charles M. Kettering  
**MSP: To issue Reinstatement Order**

10) Jonathan T Leonard  
**MSP: To issue Reinstatement Order**

11) Rachel K. Mathre  
**MSP: To issue Reinstatement Order**

12) Lola Odinaeva  
**MSP: To issue Reinstatement Order**

- 13) Karen Rezikyan  
**MSP: To issue Reinstatement Order**
- 14) Casey M. Sherwin  
**MSP: To issue Reinstatement Order**
- 15) Chad B. Underwood  
**MSP: To issue Reinstatement Order**
- 16) Nathan M. Van Beck  
**MSP: To issue Reinstatement Order**
- 17) Vicki j Walker  
**MSP: To issue Reinstatement Order**
- 18) Stephanie Lynn Paquin (**ATTACH. 10A18**)  
**MSP: To issue Reinstatement Order**

B) Requests for Exception:

Applicants:

- 1) Applicant A: Request to extend expiration date of exam scores.  
**MSP: To approve**
- 2) Applicant B: Request to extend expiration date of exam score.  
**MSP: To approve**

Licensees:

- 3) Licensee C: Request for exception to CPE requirement.  
**MSP: To approve**
- 4) Licensee D: Request for exception to CPE requirement.  
**MSP: To approve**
- 5) Greg Mosser: Request for exception to CPE requirement.  
**MSP: To approve**
- 6) Todd Witcraft: Request for credit of carryback CPE without proper documentation.  
**MSP: To deny**

- C) Applications for Minnesota firm permit:
- 1) Resolute Accounting Corporation  
**MSP: To deny**
  - 2) Samuel Asfahl CPA LLC  
**MSP: To approve**
  - 3) Deters Accounting and Tax Service, LLC  
**MSP: To approve**
- D) Applications for a foreign firm permit:
- 1) Sullivan & Fengler CPA  
**MSP: To approve**
  - 2) Cynthia B. Wyatt & Associates LLC  
**MSP: To approve**
  - 3) Kheire & Associates CPA PC  
**MSP: To deny**
- E) Firm name change requests:
- 1) Richard J. Osborne, CPA LLC to Osborne & Osborne CPAs, LLC  
**MSP: To approve**
  - 2) Esterbrooks Scott Signorelli Peterson Smithson Ltd to Esterbrooks Certified Public Accountants, Ltd.  
**MSP: To approve**
- F) In Compliance with Minnesota Rule 1105.1600-550 (2019) the following firms submitted a report with a finding of “pass” and pursuant to the Delegation of Authority, the Executive Director accepted the reports:
- 1) Marcum LLP
  - 2) UHY LLP
  - 3) Hammer, Dieser & Mangskau P.L.L.P.
  - 4) David A. Croke, CPA Ltd
  - 5) Dave S. McCord, Ltd
  - 6) Hagen Graves, Ltd
  - 7) Dana F Cole & Company LLP
  - 8) Randal R Vogt, CPA SP

- 9) Linda M. Muhlenhardt, LTD
- 10) FGMK, LLC
- 11) Nohre & Co. S.C.
- 12) Sterle & Co. Ltd.
- 13) Hermanson & McKnight, LLC
- 14) BerganKDV, Ltd
- 15) Freeman & Bonnema, PLLC
- 16) Meriwether, Wilson and Company PLLC
- 17) Drealan Kvilhaug Hoefker & Co., P.A.
- 18) Dittmer Accounting Services Ltd.
- 19) Edwards & Osmonson, LLC
- 20) Robert L. Minkema, CPA Ltd
- 21) Frederick Borchardt, CPA
- 22) Kelling, Bocovich & Co. Ltd

**MSP: To accept Peer Review Report items: F1 – F22**

- G) Peer Review Reports:
- 1) Wendy Rychley, Chartered  
**MSP: To approve**
  - 2) Pilarski, Sinkel & Hanks LTD  
**Referred to staff**
  - 3) Siddiqui & Basnet LLC  
**Referred to staff**
  - 4) Tostrud & Temp, S.C.  
**MSP: To approve**
- H) The American Institute of CPAs (AICPA) letter to Congress. (FYI)
- I) Minnesota Association of Public Accountants (MAPA) Report on Continuing Professional Education (CPE) Procedures and Programs.  
**MSP: To accept**
- J) New Licenses Report  
**MSP: To approve**

11) PUBLIC COMMENT  
(NONE)

12) ADJOURNED: 1:20 p.m.

**Next Meeting: September 15, 2021 at 10:15 a.m.**



### BOARD MEMORANDUM

July 28, 2021

**TO: Executive Committee**  
Sharon Jensen, CPA, Board Chair  
Charles Selcer, CPA, Vice Chair  
Chas McElroy, CPA, Secretary/Treasurer

**FROM:** Sharon Jensen, CPA, Board Chair

**SUBJECT: JULY 28, 2021 COMMITTEE MEETING MINUTES**  
GOLDEN RULE BUILDING, Suite 295 (Second Floor)  
**8:30 AM**

The Committee met on the above-mentioned date, time, and location.

Others in attendance:

Doreen Johnson, Executive Director

Guests:

Geno Fragnito, Minnesota Society of Certified Public Accountants (MNCPA)

- 1) APPROVAL OF MINUTES FROM MEETING OF MAY 4, 2021.  
**MSP: TO APPROVE**
- 2) UNFINISHED BUSINESS  
Internal Controls report – discussed.
- 3) NEW BUSINESS
  - A) Continuing Professional Education (CPE) audit – discussed progress.
  - B) National Association of State Boards of Accountancy (NASBA) Annual meeting – discussed sending Board members and the Assistant Executive Director.
  - C) Staffing update – discussed.
  - D) Odyssey status update: MN.IT – discussed approval of \$45,000 transfer of funds for Board upgrades.





### CONTINUING PROFESSIONAL EDUCATION COMMITTEE

July 28, 2021

**TO:** Amanda Guanzini, CPA, Committee Chair  
Lance Radziej, CPA  
Godson Sowah, CPA

**FROM:** Amanda Guanzini, CPA, Committee Chair

**SUBJECT: JULY 28, 2021, COMMITTEE MEETING MINUTES**  
81 E. 7<sup>th</sup> Street, Suite 100  
**8:30 A.M.**

The Committee lacked quorum, and no business was conducted.

1) CALL TO ORDER

Amanda Guanzini, CPA, Committee Chair - **Absent**  
Lance Radziej, CPA - **Absent**  
Godson Sowah, CPA

OTHERS IN ATTENDANCE:

Kay Weiss, Assistant Executive Director  
J'Nell Nordin, OAS-I

GUESTS:

Linda Wedul, Minnesota Society of Certified Public Accountants (MNCPA)

2) APPROVAL OF THE MAY 11, 2021, COMMITTEE MEETING MINUTES – Carried over

3) NEW BUSINESS

A) Review Proposed CPE and Related Rules Changes from previous meeting  
– Carried over

B) Review CPE information currently provided by the Board on  
website/newsletters/email – Carried over

C) Status Update, FY18-20 CPE Audit (Holly Salmela) – Carried over

- D) Review committee charges for possible additional strategies or additional action items under current strategies. – Carried over

<b>Goal: Administer a fully automated online CPE Audit program</b> <b>Charge: Continuing Professional Education Committee</b>	
STRATEGY	ACTION ITEMS
Improve online CPE services/ records and notifications of non-compliance to licensees	<ul style="list-style-type: none"> <li>• Monitor the rollout of the NASBA audit tool – <b>addressed; pending major retooling by NASBA.</b></li> </ul>
Respond to changes in CPE Standards	<ul style="list-style-type: none"> <li>• <i>Review UAA and compare to current Board rules</i></li> <li>• Review current Board CPE rules for changes required by Retired Status and other issues – <b>in process</b></li> </ul>
Maintain clear CPE requirements	<ul style="list-style-type: none"> <li>• Review information currently provided on website/newsletters/email – <b>in process</b></li> <li>• Specifically review in relation to CPAs in industry – <b>addressed; no distinction between industry and CPA firm CPE requirements for Active licensees recommended.</b></li> </ul>
Undertake CPE Audits	<ul style="list-style-type: none"> <li>• Perform the CPE audits – <b>in process</b></li> </ul>

**Next Meeting: September 15, 2021, at 8:30 a.m.**

**FIRM CREDENTIAL AND PEER REVIEW COMMITTEE**

July 28, 2021

**TO:** Lance Radziej, CPA, Committee Chair  
Charles McElroy, CPA  
Scott Van Binsbergen

**FROM:** Lance Radziej, CPA, Committee Chair

**SUBJECT: JULY 28, 2021, COMMITTEE MEETING MINUTES**  
Golden Rule Building (85 E. 7<sup>th</sup> Place), Suite 295  
**9:15 A.M**

The Committee met on the above-mentioned date, time and location.

- 1) CALL TO ORDER  
Lance Radziej, CPA, Committee Chair - **Absent**  
Charles McElroy, CPA, Acting Committee Chair  
Scott Van Binsbergen  
  
OTHERS IN ATTENDANCE:  
Sharon Jensen, CPA  
Doreen Johnson, Executive Director  
Holly Salmela, State Program Administrator  
  
GUESTS:  
Geno Fragnito, Minnesota Society of Certified Public Accountants (MNCPA)
- 2) APPROVAL OF THE APRIL 20, 2021, COMMITTEE MEETING MINUTES  
**MSP: To approve the April 20, 2021 Committee Meeting Minutes**
- 3) UNFINISHED BUSINESS
  - A) Review of firm-related rules
    - (1) Firm name-related rules – Deferred.

- (2) Other firm-related rules, beginning from 1105.4150. – Discussed.
  - a. Update 1105.4300 to exempt PCAOB from being subject to PROC oversight.
  - b. Delete ‘under oath’ language in 1105.4900.
  - c. Updated 1105.5400 using UUA language.
  
- (3) Strategy: Monitor Changes at the National Level Regarding Peer Review – Deferred.

Goal: Have an effective Peer Review Oversight program / Firm Mobility Charge: Peer Review/Firms Committee	
STRATEGY	ACTION ITEMS
Monitor changes at the national level regarding Peer Review	<ul style="list-style-type: none"> <li>• <i>Keep Board informed of changes, issues</i></li> </ul>
Understand the effectiveness of Peer Review oversight in surrounding states and its impact on firm mobility	<ul style="list-style-type: none"> <li>• Review PROC reference in statute and applicability/need currently – <b>in process</b></li> </ul>
Ensure Firm Name rules are consistent, fair, and in the public interest	<ul style="list-style-type: none"> <li>• Review rules regarding names – <b>in process</b></li> </ul>

Unrelated to specific goal: General review of all firm-related Rules – **in process**

- 4) NEW BUSINESS
  - A) Discussed having a joint committee meeting with the Laws and Rules Committee to go over statutory changes.
  
- 5) ADJOURN
 

**MSP: To adjourn at 10:00 A.M.**