

MEETING MINUTES
North Dakota State Board of Accountancy
April 28, 2020, 11:00 AM
Via Conference Call

1. The meeting was called to order by President Michael Schmitz at 11:00 am.

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

Mike Schmitz, President	Mandy Harlow, Executive Director
Faye Miller, Secretary	Pene DeMaster, Board Staff
Laura Adair, Board Member	Tara B. Brandner, Assistant Attorney General
Patrick Kautzman, Board Member	
Sheri Erickson, Board Member	

2. REVIEW AND APPROVAL OF MINUTES:

The minutes from January 28, 2020, February 18, 2020, and March 24, 2020 were moved for approval with amendments. [Motion: Miller; 2nd Adair; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]

3. FINANCIAL REPORT:

- a. DISBURSEMENT APPROVAL: January 1-March 31. Motion to approve disbursements [Motion: Miller; 2nd Kautzman; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]
- b. FINANCIAL OVERSIGHT UPDATE: Faye Miller, Secretary approved the current financial statements. Bremer account open now and using it, and the US Bank account closed last week. [Motion: Miller; 2nd Kautzman; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]
- c. BUDGET: Mandy brought a proposed budget to the board for review and approval. Motion to accept budget as is. [Motion: Kautzman; 2nd Erickson; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]

4. PERFORMANCE EVALUATIONS:

Pene and Mandy sent performance evaluations of each other to the Board for review. The Board will conduct an evaluation of Mandy and discuss at a special meeting closer to June.

5. COVID-19

- a. Update CPA Exam: Fargo and Grand Forks Prometric sites will open for testing as of May 1. These centers have room for social distancing. The board considered extensions of NTS and test credit once testing commences.
- b. Executive Orders: Executive order 2020-07 is mainly applicable to health care and behavior care not the Board of Accountancy. Sherre Sattler and Clarence Sitter of the ND CPA Society ask the Board to consider relaxing licensing renewals this season by keeping the form deadline same as CPE deadline. The deadline to submit requests passed March 24, 2020.
- c. CPE: The question brought to the board was, is there any talk of COVID-19 webcasts on legislation, tax changes, etc. being qualified for CPE? AAG Brandner does not believe the board has the right to allow the webcasts that do not meet requirements set forth by the board to qualify as CPE.

6. CPE

- a. CPE Audit:
 - i. Patrick- 2020-3 He wishes to relinquish his license as he is short 2.5 credits claimed. Moved to disciplinary actions.
 - ii. Laura- 2020-4 He cannot obtain CPE certificates for several courses taken moved to disciplinary actions
 - iii. Faye- not complete

- b. Sheri accreditation count as CPE? – No discussion.

7. OTHER BUSINESS

- a. EMPLOYEE POLICY MANUAL: Tabled
- b. Reinstatements: Cho Wo Lam- INVRL Motion to reinstate [Motion: Kautzman; 2nd Erickson; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]
- c. Special application issues: Wyatt Erickson appealed to the board to gain credit for course taken as Management Information Systems internship to count toward Accounting credits required on the CPA application. Motion to allow Wyatt Erickson’s internship credits to count provided he submits proof of the internship to the board and duties performed. [Motion: Kautzman; 2nd Adair; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]
- d. Exam Applications- Ratify: Motion to approve exam applications January 25, 2020 through April 17, 2020. [Motion: Miller; 2nd Kautzman; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]
- e. New Licensees- Ratify: Motion to approve new licensees [Motion: Miller; 2nd Kautzman; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]
- f. MISCELLANEOUS: The switch from US Bank account to Bremer Bank account is now complete. The US Bank Account is now closed. The Bremer account will help facilitate an online portal for exam application fees.

8. COMPLAINTS

- a. INVESTIGATIONS: EXECUTIVE SESSION PURSUANT TO N.D.C.C. 43-02.2-10, the Board recessed at 12:56 PM to Executive Session to discuss complaints. Public members were asked to leave the call. The Board reconvened to regular session at 1:22 PM.
- b. DISCIPLINARY CASES:
 - i. 2017-10: No Action taken
 - ii. 2019-9 Did not pay the \$1000.00 fee to board. It would not be cost effective to take legal action. Office staff will send another letter to remind him that fine needs to be paid and inform Florida Board of Accountancy that he is holding out without a license in FL. [Motion: Erickson; 2nd Kautzman; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]
 - iii. 2019-10 Completed CPE but did not pay the fine. Motion to offer to reduce fee to \$250.00 [Motion: Erickson; 2nd Adair; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]
 - iv. 2020-3 CPE audit: He wishes to relinquish his license as he is short 2.5 credits claimed. – Motion to fine \$1000.00 and complete CPE within two weeks of notification. [Motion: Kautzman; 2nd Erickson; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]
 - v. 2020-4 CPE audit: He cannot obtain CPE certificates for several courses taken. Motion to fine \$1000.00 and complete minimum requirement CPE (18 hrs) or provide proof of prior CPE claimed within two weeks of notification [Motion: Adair; 2nd Miller; unanimous]. [Roll call: Schmitz (y), Miller (y), Kautzman (y), Adair (y), Erickson (y)]

- 9. Adjourn 1:35 pm.

Secretary

Date