

**MEETING MINUTES**  
**North Dakota State Board of Accountancy**  
**January 28, 2021, 9:00 AM**  
**Via Conference Call**

The meeting was called to order by President Michael Schmitz at 9:00 am.

**BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE**

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

1. **Minutes** - Motion to approve October 22, 2020 and December 14, 2020 minutes [Motion: Kautzman; 2<sup>nd</sup> Erickson; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
2. **Financial Report** – Motion to approve disbursements and financial statements: (October 1, 2020 - December 31, 2020) [Motion: Kautzman; 2<sup>nd</sup> Adair; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]  
Financial oversight update. Patrick Kautzman reported no discrepancies with the financial statements provided by office staff. Motion to change capitalization policy to increase capitalization to \$2500.00 [Motion: Kautzman; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
3. **Employee Policy Manual** – Motion to approve new employee policy manual [Motion: Erickson; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
4. **CPE Audit**- The Board Members discussed what counts as CPE and follow up they had with Auditees. Pene will reach out for further information and report back at the next board meeting
5. **Future State Board Appointment** – Patrick Kautzman’s first term is up June 30, 2021. The Board Members asked Patrick if he would like to continue with a second term. He agreed to a second term. The board will include him with three other names to submit to Governor for appointment. Mandy will send an email to licensees living in North Dakota to allow anyone interested to apply. The deadline to respond will be March 31.
6. **Candidates and Licensee**
  - a. **Reinstatements** - none
  - b. **Special application issues** – motion to deny special requests Youssef [Motion: Kautzman; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)] motion to deny special requests Galbreath [Motion: Erickson; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)] motion to approve special requests Li [Motion: Erickson; 2<sup>nd</sup> Kautzman; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)] motion to approve special requests Xie [Motion: Kautzman; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
  - c. **Exam Applications** - Ratify: Motion to approve exam applications October 14, 2020 to January 22, 2021. [Motion: Kautzman; 2<sup>nd</sup> Erickson; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
  - d. **New Licensees** - Ratify: Motion to approve new licensees October 14, 2020 to January 22, 2021. [Motion: Holt; 2<sup>nd</sup> Kautzman; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]

**7. OTHER BUSINESS –**

- a. **Marijuana Service Policy** - Tabled
- b. **Remote Testing** –No need to change ND law or rule to implement.
- c. **Legislative Session** – AAG Brandner reported on bills that may affect the State HB1166, SB2164, SB2175 and SB2266. No action needed at this time.
- d. **Miscellaneous** Mandy requested that David Holt be added as signatory on bank accounts [Motion: Erickson; 2nd Kautzman; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]

**8. COMPLAINTS**

Investigations – Executive Session N.D.C.C. 43-02.2-10 INVESTIGATIONS: EXECUTIVE SESSION PURSUANT TO N.D.C.C. 43-02.2-10, the Board recessed at 10:20 AM to Executive Session to discuss complaints. Public members were asked to leave the call. Motion to move to executive session [Motion: Kautzman; 2nd Erickson; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)] The Board reconvened to regular session at 10:37 AM.

Disciplinary Cases – Potential Executive Session N.D.C.C. 44-04-19.1

**Existing**

2017-10: No update on case. Waiting on outcome of court case.

2020-3: AAG Brandner reported there was no response to her letter as of today. Motion to remain in voluntarily relinquished status but he can never be licensed in North Dakota again. [Motion: Kautzman; 2nd Erickson; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]

2020-4: AAG Brandner reported there was no response to her letter as of today. Motion to dismiss [Motion: Adair; 2nd Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]

2020-6: tabled

2020-7: tabled

**9. ADJOURN 10:43 AM**

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Secretary

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Date

**MEETING MINUTES**  
**North Dakota State Board of Accountancy**  
**March 8, 2021, 1:30 PM**  
**Via Conference Call**

The meeting was called to order by President Michael Schmitz at 1:30 PM.

<b>BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE</b>
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Mike Schmitz, President	Mandy Harlow, Executive Director
Patrick Kautzman, Secretary	Pene DeMaster, Board Staff
Laura Adair, Board Member	Tara B. Brandner, Assistant Attorney General
David Holt, Board Member	

- 1. Bill HB 1166** – AAG Brandner briefed the Board Members on details of bill HB 1166. Motion to request exemption from bill HB 1166 as North Dakota Board of Accountancy’s law already provides for it. [Motion: Holt; 2<sup>nd</sup> Kautzman; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (not in attendance)]

9. **ADJOURN** 1:43 PM

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Secretary

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Date

**MEETING MINUTES**  
**North Dakota State Board of Accountancy**  
**March 25, 2021, 2:00 PM**  
**Via Conference Call**

The meeting was called to order by President Michael Schmitz at 2:03 PM.

**BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE**

Mike Schmitz, President	Mandy Harlow, Executive Director
Patrick Kautzman, Secretary	Pene DeMaster, Board Staff
Laura Adair, Board Member	Tara B. Brandner, Assistant Attorney General
Joseph Bialke, AAG Litigation Council	

1. **Case 2017-10** – Jesse Walstad, council to CPA in case 2017-10, requested to speak to the board before moving into executive session. The board allowed Mr. Walstad to address the board. Motion to move into executive session [Motion: Kautzman; 2<sup>nd</sup> Adair; unanimous]. [Roll call: Schmitz (y), Holt (not in attendance), Kautzman (y), Adair (y), Erickson (y)]

EXECUTIVE SESSION PURSUANT TO N.D.C.C. 44-04.19-1, the Board recessed at 2:12 PM to Executive Session to discuss 2017-10. Motion to move out of executive session [Motion: Erickson; 2<sup>nd</sup> Kautzman; unanimous]. [Roll call: Schmitz (y), Holt (not in attendance), Kautzman (y), Adair (y), Erickson (y)]

The Board reconvened to regular session at 2:44 PM.

Motion to proceed as discussed in executive session. [Motion: Adair; 2<sup>nd</sup> Kautzman; unanimous]. [Roll call: Schmitz (y), Holt (not in attendance), Kautzman (y), Adair (y), Erickson (y)]

2. **ADJOURN** 2:45 PM

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Secretary

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Date

**MEETING MINUTES**  
**North Dakota State Board of Accountancy**  
**March 11, 2021, 9:00 AM**  
**Via Conference Call**

The meeting was called to order by President Michael Schmitz at 9:00 AM.

**BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE**

Mike Schmitz, President  
Patrick Kautzman, Secretary  
Laura Adair, Board Member  
David Holt, Board Member

Mandy Harlow, Executive Director  
Pene DeMaster, Board Staff  
Tara B. Brandner, Assistant Attorney General  
Joseph Bialke, AAG Litigation Council

1. **Case 2017-10** – Motion to move into executive session [Motion: Erickson; 2<sup>nd</sup> Kautzman; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]

EXECUTIVE SESSION PURSUANT TO N.D.C.C. 44-04.19-1, the Board recessed at 9:01 AM to Executive Session to discuss 2017-10. Motion to move out of executive session [Motion: Erickson; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]

The Board reconvened to regular session at 9:59 AM.

Motion to proceed as discussed in executive session. [Motion: Kautzman; 2<sup>nd</sup> Erickson; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]

9. **ADJOURN** 10:00 AM

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Secretary

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Date

**MEETING MINUTES**  
**North Dakota State Board of Accountancy**  
**April 22, 2021, 9:00 AM**  
**Via Conference Call**

The meeting was called to order by President Michael Schmitz at 9:00 am.

**BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE**

Mike Schmitz, President	Mandy Harlow, Executive Director
Patrick Kautzman, Secretary	Pene DeMaster, Board Staff
Laura Adair, Board Member	
Sheri Erickson, Board Member	
David Holt, Board Member	

1. **Minutes** - Motion to approve the January 28, 2021, March 8, 2021, March 11, 2021, and March 25, 2021 minutes [Motion: Erickson; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
2. **Financial Report** – Motion to approve disbursements and financial statements: (January 1, 2021 -March 31,2021) [Motion: Kautzman; 2<sup>nd</sup> Adair; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]  
Financial oversight update. Patrick Kautzman reported no discrepancies with the financial statements provided by office staff.
3. **2020 Audit** – Patrick had a question about the 2019-20 Audit and the swings in pension funds. Mike explained the swings could be due to the split between the Board of Accountancy and the Society and the lag when the NDPERS audit is released. Motion to accept audit of 2019-2020 [Motion: Kautzman; 2<sup>nd</sup> Erickson; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
4. **2022 Budget** – Motion to accept pending staff compensation discussion [Motion: Kautzman; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
5. **Staff Compensation 2022-** Motion to accept compensation as proposed in 2021-2022 budget [Motion: Kautzman; 2<sup>nd</sup> Erickson; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
6. **Legislative Session 2021 Update** – AAG Brandner was called into legislative session. No new updates currently.
7. **State Board Appointment – Licensee submissions** - The board is in favor of Patrick completing his second term. Motion to submit the following three names to the Governor as nominees for board appointment; Patrick Kautzman, Craig Hashbarger, and Lisa Giese [Motion: Erickson; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
8. **Other Business**
  - a. **Extension Requests** – motion to deny special request Spencer [Motion: Kautzman; 2<sup>nd</sup> Adair; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]  
Motion to approve special requests Gune and Xing [Motion: Erickson; 2<sup>nd</sup> Kautzman; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
  - b. **Reinstatements** – Motion to approve reinstatements – James Dean, Amjad Siddique, David Fred, and Sunil Suresh [Motion: Erickson; 2<sup>nd</sup> Adair; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
  - c. **Special Application Issues** – None

- d. **Exam Applications** - Ratify: Motion to approve exam applications January 23, 2021 to April 14, 2021. [Motion: Holt; 2<sup>nd</sup> Kautzman; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]
- e. **New Licensees** - Ratify: Motion to approve new licensees February 1, 2021 to April 15, 2021 [Motion: Kautzman; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Holt (y), Kautzman (y), Adair (y), Erickson (y)]

**Miscellaneous –**

- a. **Marijuana Service Policy** - Tabled
- b. **Remote Testing** – Mandy provided an update from NASBA Executive Director meeting.
- c. **Peer Review** – A firm has been dropped from the AICPA peer review program. Mandy will investigate whether the firm is still practicing.

**9. COMPLAINTS** - None

Disciplinary Cases – Potential Executive Session N.D.C.C. 44-04-19.1

**10. ADJOURN** 10:05 AM

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Secretary

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Date

**MEETING MINUTES**  
**North Dakota State Board of Accountancy**  
**July 22, 2021, 9:00 AM**  
**Via Conference Call**

The meeting was called to order by President Michael Schmitz at 9:00 am.

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

Patrick Kautzman, President  
Laura Adair, Secretary  
Mike Schmitz, Board Member  
General  
Sheri Erickson, Board Member  
David Holt, Board Member

Mandy Harlow, Executive Director  
Pene DeMaster, Board Staff  
Tara B. Brandner, Assistant Attorney

1. **New Board Member** Patrick Kautzman was appointed by Governor Burgum to continue with the North Dakota State Board of Accountancy for a second 5-year term.
2. **Officer Selection** Motion to approve Patrick Kautzman as President and Laura Adair as Secretary of the North Dakota State Board of Accountancy [Motion: Holt; 2<sup>nd</sup> Erickson; unanimous]. [Roll call: Schmitz (y), Kautzman (y), Adair (y), Erickson (y) Holt (y)]
3. **Minutes (April 22, 2021)** Motion to approve the April 22, 2021, minutes. [Motion: Schmitz; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Kautzman (y), Adair (y), Erickson (y) Holt (y)]
4. **Financial Report (April 1, 2021-June 30, 2021)**
  - a. **Approve disbursements (April 1-June 30)** Motion to approve disbursements and financial statements: (April 1, 2021 – June 30, 2021). [Motion: Schmitz; 2<sup>nd</sup> Adair; unanimous]. [Roll call: Schmitz (y), Kautzman (y), Adair (y), Erickson (y) Holt (y)]
  - b. **Financial oversight update (Secretary)** Patrick reported on the last quarter financials. The transactions appeared to be appropriate. He reported that there was a double 941 tax payment in January for December. A refund has been requested and the account will be cleaned up when it is issued.
  - c. **Yearend Update (Secretary)** The 2020 audit is schedule to begin in August. Mandy and Pene will start prep the last week in July. Pene, Laura and Patrick will schedule a meeting to go over year end journal entries and secretary procedures.
5. **Software Update/Contract** AAG Bradner reported there were terms in the contact that the state could not agree to. She will contact the software company to negotiate terms. Tabled until September Special Meeting.
6. **Marijuana Policy** Motion to approve marijuana policy as drafted and to be published on the North Dakota State Board of Accountancy website [Motion: Schmitz; 2<sup>nd</sup> Adair; unanimous]. [Roll call: Schmitz (y), Kautzman (y), Adair (y), Erickson (y) Holt (y)]
7. **Office Procedures** Motion to relinquish the requirement of references in candidate exam applications, and to cease keeping paper records of board meeting minutes. The meeting minutes will be kept electronically on the North Dakota State Board of Accountancy server and North Dakota State Board of Accountancy website. [Motion: Adair; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Kautzman (y), Adair (y), Erickson (y) Holt (y)]
8. **COVID NTS Extension Requests** Motion to approve extension requests of international candidates who have proven they have a valid restriction to sit for the CPA exam to December 31,



2021. Further motion to allow Mandy and Pene to approve extension requests on a case-by-case basis to be ratified by the board at future meetings. [Motion: Schmitz; 2<sup>nd</sup> Erickson; unanimous]. [Roll call: Schmitz (y), Kautzman (y), Adair (y), Erickson (y) Holt (y)]

**9 2021 Annual Renewals-CPE** Motion to fine the reported CPAs \$500 for either completing CPE after the June 30 deadline or not having completed CPE at all. Those who have not completed CPE will have 14 days from the date of the letter to complete it. [Motion: Schmitz; 2<sup>nd</sup> Erickson; unanimous]. [Roll call: Schmitz (y), Kautzman (y), Adair (y), Erickson (y) Holt (y)]

## 10. Other Business

- a. **Reinstatements** Robert Sipes, Patricia Nowak, David Krishner, Michelle Laveau, and Laura Bisenius
- b. **Exam Accommodation Requests** None
- c. **Exam Applications-Ratify (4/15/2021-7/9/2021)**
- d. **New Licensees-Ratify (4/15/2021-7/9/2021)**
- e. **Special Meeting-CPE issues** Special Meeting set up for September 8, 2021, 9:00am to discuss more CPE issues
- f. **Miscellaneous** Michael Schmitz shared that he was elected to be the new NASBA Central Regional Director.

Motion to approve reinstatements of Robert Sipes, Patricia Nowak, David Krishner, Michelle Laveau, and Laura Bisenius, ratify exam applications 4/15/2021-7/9/2021, ratify new licensees 4/15/2021-7/9/2021 [Motion: Holt; 2<sup>nd</sup> Schmitz; unanimous]. [Roll call: Schmitz (y), Kautzman (y), Adair (y), Erickson (y) Holt (y)]

Patrick discussed when the board should look into ESOPs. He recommended to wait until the board makes a law change to investigate further.

## 11. Complaints

### a. Investigations-Executive Session N.D.C.C. 43-02.2-10

A revoked CPA is possibly still using the CPA designation. AAG Bradner will send a letter to the CPA to request the discontinuation of practicing without a license. [Motion: Erickson; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Kautzman (y), Adair (y), Erickson (y) Holt (y)]

### b. Disciplinary Cases – Potential Executive Session N.D.C.C. 44-04-19.1 None

## 12. Adjourn 10:05 AM

Motion to Adjourn [Motion: Schmitz; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Schmitz (y), Kautzman (y), Adair (y), Erickson (y) Holt (y)]

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Secretary

\_\_\_\_\_  
Date

**MEETING MINUTES**  
**North Dakota State Board of Accountancy**  
**September 8, 2021, 9:00 AM**  
**Via Conference Call**

The meeting was called to order by President Patrick Kautzman at 9:00 am.

**BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE**

Patrick Kautzman, President  
Laura Adair, Secretary  
Mike Schmitz, Board Member  
Sheri Erickson, Board Member  
David Holt, Board Member

Mandy Harlow, Executive Director  
Pene DeMaster, Board Staff  
Annique Lockard, AAG

- 1. Software Update/Contract** AAG Brander and Mandy renegotiated the contract with Certemy. The contract was presented to the board for approval. Motion to approve contract [Motion: Schmitz; 2<sup>nd</sup> Adair; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]
- 2. Extension Requests** Motion to approve Hingorani extension request [Motion: Holt; 2<sup>nd</sup> Schmitz; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)] Motion to deny Zheng extension request [Motion: Schmitz; 2<sup>nd</sup> Adair; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)] Motion to deny Sementsov extension request [Motion: Holt; 2<sup>nd</sup> Erickson; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]
- 3. CPE Issues** Motion to deny request to waive CPE Fine. Mandy will inform the CPA the decision [Motion: Erickson; 2<sup>nd</sup> Schmitz; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)] Motion to fine \$500 and to complete CPE within 14 days of receiving letter if not already completed. [Motion: Erickson; 2<sup>nd</sup> Schmitz; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]
- 4. Complaints**  
Investigations – Executive Session N.D.C.C. 43-02.2-10 INVESTIGATIONS: EXECUTIVE SESSION PURSUANT TO N.D.C.C. 43-02.2-10, the Board recessed at 9:29 AM to Executive Session to discuss complaints. Public members were asked to leave the call. The board reconvened to regular session at 9:54 am.  
**2021-1** motion fine CPA \$500 for failure to return complainant's records per the North Dakota Century Code 43-02.2-17 [Motion: Schmitz; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]  
**2021-11** motion to table until next meeting [Motion: Schmitz; 2<sup>nd</sup> Adair; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]
- 5. Adjourn 10:01 AM**  
Motion to [Motion: Erickson; 2<sup>nd</sup> Holt; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

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Secretary

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Date