

MEETING MINUTES
North Dakota State Board of Accountancy
January 27, 10:00 AM
Via Conference Call

The meeting was called to order by President Patrick Kautzman at 10:00 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 M. Lockard, Assistant Attorney General

1. Minutes (November 5, 2021) Motion to approve the November 5, 2021 minutes. [Motion: Schmitz; 2nd Erickson; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

2. Financial Report (October 1 – December 31)

a. Approve disbursements (October 1 – December 31) Motion to approve disbursements and financial statements: (October 1 – December 31). [Motion: Schmitz; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

b. Financial oversight update (Secretary): Laura reported that the financials looked appropriate.

c. Bank of North Dakota - Motion to detach the credit card account from Bank of North Dakota and close the credit card account. The checking account will remain open. [Motion: Schmitz; 2nd Adair; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

Motion to amend agenda to allow parties of complaint to be heard. [Motion: Schmitz; 2nd Erickson; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

3. Complaints

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

Members of the public were asked to leave the meeting. Parties involved in the complaint remained in the meeting to make remarks and were asked to leave so the board could deliberate. The board entered executive session at 10:11 am

The board left executive session at 10:34 am

Disciplinary Cases - Potential Executive Session N.D.C.C. 44-04-19.1- None discussed.

2021-19 Motion to table case 2021-19 upon further investigation. [Motion: Holt; 2nd Erickson; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

4. CPE Audit. A CPA selected for the 2022 random audit failed to report any evidence of completion for the CPE reported on his license renewal form. Motion to suspend the CPA's license for 60 days and require evidence of CPE courses reported or within that time period. If documentation is not provided to the board within 60 days his license may be subject to be revoked and /or fine up to \$1,000.00. [Motion: Schmitz; 2nd Adair; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

5. Peer Review completion and follow up: The board reviewed peer review reports for those that were a fail or pass with deficiency. Motion to fine McKenna & Assoc \$250 for submitting peer review report late (the firm was not granted an extension by the AICPA. There was no reasonable cause for the late submission. [Motion: Schmitz; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

6. State Board Appointment Motion to submit Laura Adair, CPA, Lisa Giese, CPA, Brian Peterson, CPA, and Craig Hashbarger, CPA, to the governor for consideration of board appointment starting Jul y1, 2022. [Motion: Schmitz; 2nd Erickson; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

7. Candidates and Licensees

a. Reinstatement Requests Motion to approve reinstatements [Motion: Schmitz; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

b. Special Requests Motion to approve special application issues [Motion: Holt; 2nd Schmitz; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)] Motion to approve testing accommodation [Motion: Erickson; 2nd Adair; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

c. Exam Applications – ratify October 22, 2021, to December 31, 2021, Motion to ratify new exam applications [Motion: Holt; 2nd Erickson; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

d. New Licensees - ratify October 22, 2021, to December 31, 2021, Motion to ratify New Licensees [Motion: Schmitz; 2nd Erickson; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

8. Other business

a. Software update Mandy reported that the new software is now live. Office staff is testing the system and hope to go live with candidates and licensees within the next week or two.

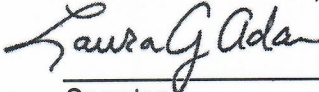
b. Compensation Comparison – Sheri: She reported her findings of comparative salary from the OMB.

c. HR Request- Allowed to be heard in executive session

d. Miscellaneous- Quickbooks- Request to move from Sage accounting software to Quickbooks at the end of the fiscal year and allowing Ritter Adair to assist in the file migration. Motion to approve move from Sage to Quickbooks. [Motion: Schmitz; 2nd Erickson; unanimous]. [Roll call: Kautzman (y), Adair (y), Schmitz (y), Erickson (y) Holt (y)]

Nd.gov email addresses- Board members will let Pene know what their preferred email address is.

9. Adjourn 11:29 AM


Secretary

06/13/22
Date