

**Vermont Secretary of State  
Office of Professional Regulation  
BOARD OF ACCOUNTANCY  
Location: 89 Main Street, 3<sup>rd</sup> Floor, Montpelier, VT 05602**

**Approved Minutes**

**April 26, 2016**

**Members present:** Joshua Partlow, Thomas Shortle, Steve Love and John Borch by phone

**Members absent:** Danny Coane

**Staff present:** Aprille Morrison, Tara Grenier, Gabriel Gilman, Carla Preston and Rachel Allen

Ms. Grenier introduced herself to the Board members present. She is the new OPR Licensing Administrator.

1. The Chair called the meeting to order at 9:08 am.
  
2. **Approval of the Minutes of the January 26, 2016 meeting.** Mr. Shortle made a motion to approve the minutes with a correction to the second under December minutes approval. Mr. Love seconded the motion. Motion passed.
  
3. **Reports/Follow-up cases.** Case Managers Report by Carla Preston  
  
Ms. Preston informed the Board they currently have seventeen (17) cases. One (1) is on hold, three (3) are recommended for closing and will be reviewed at today's meeting, two (2) are ready for Investigative Team meeting, five (5) are under investigation, five (5) are pending charges and one (1) is pending a hearing.
  
4. **Hearings/Stipulations/Concluded Investigations:**  
  
Report of Concluded Investigation in the matter of docket #'s 2015-458 and 2015-459. Mr. Love made a motion to accept the report as presented. Mr. Partlow seconded the motion. Mr. Love, Mr. Partlow and Mr. Borch approved the motion. Mr. Shortle did not participate in the vote as he was the Investigative Team member.  
  
Report of Concluded Investigation in the matter of docket # 2015-200. Mr. Love made a motion to accept the report as presented. Mr. Partlow seconded the motion. Mr. Love, Mr. Partlow and Mr. Borch approved the motion. Mr. Shortle did not participate in the vote as he was the Investigative Team member.
  
5. **Correspondence/Discussion items**  
  
Review NASBA Jurisdiction Report: Testing Windows 2016 Q-1. This was an FYI for the Board. Mr. Partlow acknowledged that the Board members already receive this information by e-mail.

Discuss peer-review data collection and related enforcement process. Mr. Gilman requested a discussion with the Board and Rachel Allen, OPR Prosecuting Attorney for the Board about how they would like to handle peer reviews that receive a rating of pass with deficiencies or fail. The Board agreed with Mr. Gilman that any renewals or initial applications that submit a peer review with those ratings will be given to Carla Preston, case manager, who will involve an Investigative Team to discuss action. Ms. Preston also receives the PCAOB letters and is currently sharing them with prosecution to determine whether any action is necessary.

Certified Global Management Accountant (CGMA) designation. Mr. Gilman asked the Board's position as to whether the CGMA designation was misleading to the public or not. The Board's opinion was that it was not misleading.

Administrative Rules and Statutes Changes. Mr. Partlow gave Mr. Gilman information regarding some changes that should be made to the Administrative Rules and definition changes for the Statutes. The Statute changes can be made in the 2017 OPR Bill and Mr. Gilman will work on a draft of updated Administrative Rules that the Board can review and update at subsequent meeting. Board members present also requested Mr. Gilman and Ms. Grenier follow through with obtaining facilitated state board access with New England Peer Review (NEPR) and the Vermont State Labor Board.

Dan Dustin attendance at a Board meeting. Mr. Dustin contacted Mr. Partlow regarding attending an Accountancy Board meeting and discussion the services that NASBA can offer the Board. Mr. Partlow will inform Mr. Dustin that either the June 28<sup>th</sup> or July 26<sup>th</sup> meeting would work for the Board.

Examination fees. This was just an FYI for the Board.

Renewal/Reinstatement Process. Mr. Gilman and Ms. Preston spoke to the Board regarding the current renewal/reinstatement process for licensed accountants and firms. Currently a license renewal sent in would have to wait to be reinstated until reviewed and approved by the Board. Mr. Gilman stated that Title 3, section 127 states that all renewals will be processed and licenses reinstated when all fees, forms and required supporting documentation are complete. Mr. Shortle made a motion that all late renewals be processed and licenses issued administratively with any renewal submitted a year or more after license expiration date coming to the Board for formal approval. Mr. Borch seconded the motion. Motion passed.

Vermont Society Annual meeting. Mr. Partlow informed the members that the Vermont Society of CPA's annual meeting is May 12<sup>th</sup> and they have set aside a time for updates from the State Board. Mr. Love will be in attendance at the meeting and will give the State Board report to attendees.

NASBA Regional Meeting Mr. Partlow informed the members that he and Mr. Borch had planned to attend the meeting, however there is a state wide ban of government and governor appointees for traveling to North Carolina. Ms. Morrison will inform Mr. Borch and Mr. Partlow if anything changes regarding the ban.

Examination application process. Ms. Morrison informed members that the initial application process for examination applicants will be changing. All of the Office of Professional regulation is going paperless and with that Ms. Morrison and Danielle Rubalcaba are working with CPAES/NASBA to get initial applicants to be able to file the Vermont online application instead of the current NASBA application being filed. Once the applicant passes all four parts of the exam NASBA will grant Ms. Morrison with access to a secure site to access examination scores and educational documents.

**6. Licensing – Review the following applications for licensure**

Mr. Love made a motion to approve the following applicants for licensure. Mr. Shortle seconded the motion. Motion passed.

Carson Lemieux – Exam

April Burghdurf – Exam

Jennifer Powers – Endorsement

Sophia Pitt – Score Transfer

Yao Wu – Exam

Linda Sullivan – Endorsement

Songju Kim – Exam

Nancy Mayer – Exam

Blum, Shapiro and Company P.C. – Firm

Wojeski & Company Certified Public Accountants – firm

Nadeau Wadovick LLP – Firm

Kreisher Miller – Firm

Sheehan & Company, CPA, PC – firm

William Giles – Reinstatement – previously reviewed at the December meeting

Min Suk Kim – Exam – previously reviewed at the December meeting.

Mr. Shortle made a motion to reinstate the following licensees. Mr. Love seconded the motion. Motion passed.

Tricia Cote

Kevin Marchand

Sally Britton

Rae L'Esperance

Kaj Beck-Andersen

Grippin, Donlan and Pinkham

Mirela Durakovic

Karyn Hale

**7.** The next regularly scheduled meeting is scheduled for Tuesday, May 24<sup>th</sup>. As there are schedule conflicts the Board will discuss the next date and respond to Ms. Morrison with the new date.

**8. Adjourn.** Mr. Love made a motion to adjourn the meeting at 11:42 am. Mr. Shortle seconded the motion. Motion passed.

**Next Meeting: To be determined**