

Vermont Secretary of State
Office of Professional Regulation
BOARD OF PUBLIC ACCOUNTANCY
AUGUST 22, 2006
MINUTES

1. The meeting was called to order at 9:15 a.m.

Members present: Pamela J. Douglass, CPA, Chairperson; Lee M. Spivey Jr., CPA, Vice Chair; Claire LaVoie, CPA, Secretary and Cairn G. Cross, Public Member.

OPR Staff present: Carla Preston, Unit Administrator and Patty Skinner, Administrative Assistant.

Others Present: Harold Atkinson with Chittenden Corporation, Peter Raymond with BISCHA, Insurance Division and Jan Westervelt.

2. The Chair called for the approval of the July 18th, 2006 meeting. Mr. Spivey made a motion, seconded by Ms. LaVoie, to approve the Minutes as corrected. Mr. Cross was absent at the July 18, 2006 meeting. Motion passed unanimously.

3. **Hearings/Stipulations – N/A**

4. **Complaints/Follow-up cases – N/A**

5. **Reports**

- a. Report of Concluded Investigation – AC04-0205. Ms. LaVoie made a motion, seconded by Mr. Spivey, to except the recommendation of the Investigative Team to conclude the case without charges. Motion passed unanimously.

- b. Report of Concluded Investigation – AC10-0106. Mr. Spivey made a motion, seconded by Mr. Cross, to except the recommendation of the Investigative Team to conclude the case without charges. Motion passed unanimously.

6. **The Board reviewed and discussed the following applications for licensure:**

Mr. Cross made a motion, seconded by Ms. LaVoie, to approve the following applicants for licensure based on their completed applications. Motion passed unanimously.

Olivia D’Avanzo – Examination
Evan Li – Examination
Linda LaFrance – Examination
Stephen Polak, CPA, PLC – Firm
Erica Knuth – Endorsement

Christopher Caswell – Endorsement
Linda P. Murphy – Examination
Bart Bezio – Examination
Kirk P. Wischart, CPA, LLC – Firm
Thomas Salmon, CPA - Firm

The Board reviewed the applications listed below and noted that documents were either missing or unacceptable to complete their applications. Applicants will be notified of the Board's findings.

Constance Littlefield (Reinstatement) The Board could not approve Ms. Littlefield's application as submitted. To complete her application for reinstatement, Ms. Littlefield will need to complete 4 hours of ethics based on the AICPA Code of Conduct or the Vermont Statutes and Rules and 8 hours of auditing and accounting, totaling 80 hours for the past two years.

Bettina C. Astore (Reinstatement) The Board could not approve Ms. Astore's application as submitted. To complete her application for reinstatement, Ms. Astore will have to show 3 more hours of current CPE. The CPE's must be within two years of the date of application (3/7/06).

Barbara Eigel (Reinstatement) The Board could not approve Ms. Eigel's application as submitted. To complete her application for reinstatement, Ms. Eigel will need to show proof of taking a 4 hours ethics course based on the AICPA Code of Conduct or the Vermont Statutes and Rules.

Maciej S. Zalesinski (Examination) The Board could not approve Mr. Zalesinski's application as submitted. Mr. Zalesinski will have to show proof of work experience using US GAAP other than with Marsh Management.

7. AICPA Correspondence

8. NASBA Correspondence

a. The Board reviewed and noted all NASBA correspondence

9. Correspondence

a. The Board reviewed and noted the miscellaneous correspondence

10. Public Comments

Howard Atkinson of the Chittenden Corporation came before the Board to outline The Chittenden's Internal Audit Department structure, and how it might meet the requirements for Supervised Experience as defined in Board Rule 5.9 and 5.10.

Some of the key components were the Chief Auditor reports directly to the Board of Directors, the Senior Audit Manager supervises all the financial audit work, and is a current CPA in the State of Vermont. The Audit Plan implemented is risk-based, and approved by the Audit Committee of the Board of Directors. The internal auditors assess risk, create programs, confirm balances, and report on financial position, internal control and compliance. The Department has a time reporting system in place to track the audit and attest hours, by functions. Chittenden realizes that the Board does not endorse any particular program, but wanted the opportunity to present the structure as related to the requirements, and get feedback from the Board as to any definite changes that need to be made in order to have the experience count towards the experience requirements.

Peter Raymond (BISCHA) Director of Finance Examination – Captives, presented the general structure and process at his department in BISHCA. Most of the examination team members are supervised by CPA's. They also plan audits on a risk-based system, confirm balances, create work programs, document testing, and report of financial position and compliance. They report independently to the companies themselves. Since the companies are also audited by outside auditors, findings that are different or conflict with the outside audit findings create some tension. There is follow-up on all findings. There is a feeling that they function perhaps more independently than the outside auditors in that there is no competition for the work, no sacrifice in fees as fees are immediately paid. He responded to the Board's questions. The Board emphasized that a CPA applicant would need to work under the supervision of a currently licensed CPA.

Jan Westervelt – was present and discussed issues regarding the reinstatement of his license with the Board members.

11. Other Board Business

- a. Mr. Spivey plans on attending the Northeast Regional Meeting in Hartford, CT on October 10, 2006.
- b. The Board discussed the process and criteria for obtaining a new board member.
- c. Ms. Preston reported that there were 16 pending Accountancy cases, two of which were closed at today's meeting.

- 12.** There being no further business, Mr. Spivey made a motion, seconded by Ms. LaVoie, to adjourn the meeting at 1:30 p.m.