

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

UnApproved Minutes

September 23, 2014

Members present: Joshua Partlow, Thomas Shortle, Steve Love, John Borch and Danny Coane

Staff present: Aprille Morrison, Colin Benjamin and Peter Comart

1. 9:05 a.m. Called to order
2. **Approval of the Minutes of the August 26, 2014 meeting.** Mr. Shortle made a motion to approve with amendments to section 4b. Mr. Love seconded the motion. Mr. Coane abstained from voting as he was not present at the August meeting. Motion passed.
3. **Reports/Follow-up cases.** Case Managers Report by Aprille Morrison

Ms. Morrison informed the Board they currently have fifteen (15) cases. Four (4) are in the intake process, two (2) are ready for closing (one to be presented at today's meeting), three (3) are currently under investigation, three (3) are ready for Investigative Team meetings, one (1) is pending charges being filed, one (1) has had charges filed and one (1) is on hold.

Report of Concluded Investigation 2014-154. Mr. Coane made a motion to accept the report as presented. Mr. Borch seconded the motion. Motion passed. Mr. Shortle did not participate in the vote as he was the Investigative Team member.

4. **Correspondence/Discussion items**

a. **Ethics Audit Progress.** At the previous month's meeting Carla Preston informed the Board of the status of the February 2014 ethics audit performed by the Office. There were several deficiencies and non-responses from licensees. Ms. Preston assured the Board that she and Ms. Morrison would contact the licensees to request additional information or inform them that they met the requirement for the 2011-2013 renewal period, however they should expect to be audited for the 2013-2015 renewal period for CE completion. There were 52 letters sent to licensees stating they met the requirements however they should plan on being audited next renewal expiration. There were 29 deficiency letters sent requesting additional information or proof that the ethics requirement had been satisfied, of that 29 there were 21 that responded and have since met the requirement and 8 who have yet to respond. There were 12 that did not respond to the initial audit request and of that 12 there have been 2 that have responded. Ms. Morrison will follow up with Ms. Preston on her return to the office.

b. **Inactive Status.** Mr. Benjamin gave the Board a rough timeline of the Title 3 amendment process. The Board followed up with Chris Winters, Director, as to when to expect the draft of changes for review. Mr. Winters is hoping to have this information to the Boards no later than the November meeting.

c. **Budget Review** – Mr. Winters gave the Board a review of their current budget, with a projected view of the upcoming five years. At this time the Board is supported sufficiently by their budget and there are no fee changes to be made.

d. **Forms Review – Firm Applications.** The Board members reviewed the current forms for Accountancy Firms. There were several discussions with Board Counsel regarding current requirements and what is mandatory for a registration form. Ms. Morrison will create a draft for Board Counsel to review and then present to the Board for consideration.

e. **Election of Officers.** Mr. Coane made a motion to keep the current slate of Mr. Partlow as Chair, Mr. Shortle as Vice Chair and Mr. Borch as Secretary for the next year. Mr. Love seconded the motion. Motion passed.

5. Licensing – Review the following applications for licensure

Mr. Shortle made a motion to approve the following applications for licensure or reinstatement. Mr. Borch seconded the motion. Motion passed.

Erika Lamb
Katherine Meyers
Tina Bissonette
CHS Wealth Management & CPAs LLC

Chen Xiang
Robert Holliday
Rachael Gosselin

Meghan Hart
Catherine Harris
David Boucher

6. Adjourn. Mr. Borch made a motion to adjourn the meeting at 11:40 am. Mr. Shortle seconded the motion. Motion passed.

Next Meeting: October 20, 2014