



THE MINNESOTA BOARD OF ACCOUNTANCY

**BOARD MEMORANDUM**

October 23, 2015

TO: All Board Members  
Christopher Kaisershot, Assistant Attorney General

FROM: Gregory S. Steiner, CPA, Board Chair

SUBJECT: **OCTOBER 23, 2015, BOARD MEETING MINUTES**  
9:50 AM  
GOLDEN RULE BUILDING, Suite 295 (2<sup>nd</sup> floor)

The Board held its regularly scheduled meeting on the above-mentioned date, time and location.

- 1) CALL TO ORDER  
Attendance:  
Gregory S. Steiner, CPA, Board Chair  
Sharon A. Jensen, CPA (Absent)  
Thomas A. Lydon, CPA  
Kathleen K. Mooney, CPA  
Charles Selcer, CPA (Absent)  
Mark A. Sellner, CPA  
Scott Van Binsbergen, Public Member  
Michael M. Vekich, CPA  
Alan J. Wilensky, Public Member

OTHERS:  
Doreen Frost, Executive Director  
Sara Datko, Complaint Specialist  
Kay Weiss, Communications Specialist  
Laurie Nistl, OASI

GUESTS:  
Nina Person, CliftonLarsonAllen, LLP  
Geno Fragnito, Minnesota Society of Certified Public Accountants (MNCPA)  
Nick de Julio, Minnesota Association of Public Accountants (MAPA)

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- 2) APPROVAL OF THE SEPTEMBER 21, 2015, BOARD MEETING MINUTES
  - A) **MSP: to approve the September 21, 2015 meeting minutes.**
  
- 3) COMPLAINT COMMITTEE REPORT (Michael Vekich, Committee Chair)

The Complaint Committee requests a closed session to deal with disciplinary matters.

  - A) **MSP: To close session to address enforcement actions under Minnesota Statutes 214 (2014).**
  - B) **MSP: To reopen the meeting.** The Board issued the following Orders:
    - 1) In the Matter of Jane Ann Deese, the Board issued a Stipulation and Consent Order and Order to Reinstate.
    - 2) In the Matter of Laura Marie Hahn, the Board issued a Stipulation and Consent Order and Order to Reinstate.
    - 3) In the Matter of Lexy Jenkins Wikenheiser, the Board issued a Stipulation and Consent Order and Order to Reinstate.

**MP: To Approve and Adopt Committee recommendations.**
  
- 4) EXECUTIVE COMMITTEE REPORT (Gregory S. Steiner, Board Chair)
  - A) Strategic Planning Implementation. Complaint and Executive Activity Worksheets finalized [**ATTACH. 4B(1) and 4B(2)**]; other Committees with Worksheets have now met to finalize their Worksheets.
  - B) Rules Hearing Response – Discussed.
  
- 5) EXECUTIVE DIRECTOR'S REPORT (Doreen Frost, Executive Director)
  - A) Budget and Revenue Reports – Discussed.
  - B) Open appointments – Anyone interested in serving on the Board or being reappointed should submit applications to the Secretary of State.
  - C) Staffing Update: The receptionist position has been fulfilled. Sue Lick, formerly with the Minnesota Racing Commission, begins November 2.
  - D) Renewal Statistics – Discussed.
  - E) Updated Board Manual from the Office of the Attorney General was distributed electronically.
  
- 6) EXAMINATION & CREDENTIALING COMMITTEE MEETING REPORT (Kate Mooney, Committee Chair)
  - A) Approved the applications of 62 Minnesota candidates, five transfer candidates, eight reciprocal candidates, and one RAP application.
  - B) The Exam & Credentialing Committee Strategic Planning Activity Worksheet was discussed.

**MP: To Approve and Adopt Committee recommendations.**
  
- 7) CONTINUING PROFESSIONAL EDUCATION COMMITTEE REPORT (Mark Sellner, Committee Chair)
  - A) Approved four petition for waiver from Board of Accountancy Rules
  - B) Denied six petitions for waiver from Board of Accountancy Rules.
  - C) CPE Committee Strategic Planning Activity Worksheet was discussed.
  - D) Rulemaking package to clarify limits on CPE late reporting fees was discussed. (Hold over motion until Firm Credentialing Committee report.)

**MP: To Approve and Adopt Committee recommendations.**

- 8) FIRM CREDENTIALING COMMITTEE REPORT (Mark Sellner, Committee Chair)
- A) Approved seven Minnesota firm permits.
  - B) Approved three firm name change requests.
  - C) Approved one DBA request.
  - D) Accepted 17 quality review reports; three were referred to staff for more followup.
  - E) One peer review due date was changed.
  - F) Removing QROC from Rules, since it is redundant to the work of the Firm Credentialing Committee, was discussed.
- MP: To create Rule package to clarify CPE late fee limits and remove reference to the QROC.**
- MP: To Approve and Adopt Committee recommendations.**
- 9) UNFINISHED BUSINESS
- A) Strategic Planning Draft Report – Discussed.
- 10) NEW BUSINESS
- A) Board Newsletter, Fall 2015 Issue – Discussed.
  - B) Private Data on Individuals. Effect of Minnesota data privacy on Board participation in NASBA Accountancy Licensee Database (ALD) discussed.
  - C) Criminal Background Checks. Lynette Dufresne from AELSLAGID will create process for handling this requirement of temporary licensure for both Boards.
  - D) Election process for December 11, 2015 Board Meeting – Discussed.
  - E) Committee Interest Forms. Deadline to return form is November 30<sup>th</sup> if seeking an office and wishing to have name on the ballot. Nominations will also be taken from the floor.
  - F) 2015 Q-3 CPA Exam Report – NASBA Report **(FYI Only)**
  - G) Retired CPA Status - AICPA Memo **(FYI Only)**
  - H) New Licenses Report **(ATTACH. 10H) (FYI Only)**
  - I) NASBA meeting discussed. Greg Steiner, Sharon Jensen, Alan Wilensky, Charles Selcer, and Doreen Frost will attend and report back at the next Board meeting.
- 11) PUBLIC COMMENT
- A) None
- 12) ADJOURNED: 10:20 a.m. Next meeting is December 11, 2015.

  
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Gregory S. Steiner, CPA, Chair