

**BOARD OF ACCOUNTANCY
MEETING MINUTES**

Meeting Date: July 12, 2022
Meeting Location: This meeting occurred virtually through exclusively remote participation pursuant to Section 2 (a.) (ii) of the Board's Remote Participation Policy adopted by the Board on November 9, 2021.

Time Meeting Scheduled to Begin: 8:00 a.m.
Time Meeting Began: 8:03 a.m.

I. CALL TO ORDER

The following members were present:

Carl Chatto
Lannie Moffatt
Michael Nickerson

The following member was absent:
None.

Staff Present:

Catherine Carroll, Board Manager
Matthew Kaply, Board Manager
Matthew Fournier, Planning and Research Associate
Tyler Robinson, Office Specialist I

AAG Present:

Thomas Sturtevant

II. AGENDA MODIFICATIONS AND APPROVAL

A motion was made to approve the agenda.

Motion: Michael Nickerson
Second: Lannie Moffatt
Motion Carried

III. MINUTES REVIEW AND APPROVAL

A motion was made to approve the minutes of the May 17, 2022 meeting, as modified. The modification clarified the total sum of the penalty regarding complaint case presentation 2021-ACC-17212.

Motion: Michael Nickerson
Second: Lannie Moffatt
Motion Carried

IV. COMPLAINT PRESENTATIONS

a. 2021-ACC-17676 and 2021-ACC-17685

A motion was made to table action until the litigation in the Pennsylvania case is resolved and to direct staff to send a letter to the respondent and the complainants to keep the board apprised of the final resolution of the litigation.

Motion: Lannie Moffatt
Second: Carl Chatto
Abstained: Michael Nickerson

- b. 2022-ACC-18263
A motion was made to dismiss the complaint.

Motion: Lannie Moffatt
Second: Carl Chatto
Abstained: Michael Nickerson

- c. 2022-ACC-18321
A motion was made to dismiss the complaint.

Motion: Lannie Moffatt
Second: Carl Chatto
Abstained: Michael Nickerson

- d. 2021-ACC-17786
A motion was made to issue a Letter of Guidance to the licensee to reinforce the need to comply with two of the Board's Code of Professional Conduct. Specifically, the licensee must maintain "Objectivity" by offering a conflict waiver to clients, when applicable, and must act with "Due Care" by providing a disclaimer on any reports that are not to be considered as professionally prepared. The Letter of Guidance is to remain in the licensee's file for 10 years.

Motion: Lannie Moffatt
Second: Carl Chatto
Abstained: Michael Nickerson

- e. 2021-ACC-17587
A motion was made to set the case for hearing and to offer a Consent Agreement. The terms of the Consent Agreement would be to issue a Reprimand and monetarily penalize the licensee with a \$500.00 fee for violating the Board's "Lack of Due Care" Code of Conduct, \$1,000.00 fee for violating the Board's "Lack of Integrity" Code of Conduct, and \$1,000.00 fee for violating the Board's "Public Interest" Code of Conduct totaling to \$2,500.00 to be paid in full within 60 days of the final execution of the Consent Agreement. Additionally, a term would impose the licensee to complete at least eight hours of Continuing Education in a course on time or practice management by November 30, 2022 and provide evidence of completion of the Continuing Education within 10 days of completing the Continuing Education.

Motion: Carl Chatto
Second: Lannie Moffatt
Abstained: Michael Nickerson

V. BOARD ADMINISTRATOR'S REPORT

Catherine Carroll reported on the Commissioner's efforts working with the staff of the Governor in filling vacant and soon-to-be vacant seats of the board. August 1st marks the start of the annual renewal season for individual and firm licensees. September 30th is the last day to renew licenses, timely. Catherine announced her retirement from state service effective September 1st and thanked the board for having her as their board manager for 10 wonderful years. Catherine announced Matthew Kaply is the board's new manager. Catherine stated that Matt and the other newest members of the unit and will provide outstanding services to this board.

VI. OPPORTUNITY FOR PUBLIC COMMENT

None provided.

VII. ADJOURN

A motion was made to adjourn at 10:56 a.m.

Motion: Michael Nickerson

Second: Lannie Moffatt

Motion Carried