

**WYOMING BOARD OF CERTIFIED PUBLIC ACCOUNTANTS**

Minutes of December 14, 2010

Regular Session

**PRESENT:** Five Board members were in attendance at the meeting and included: Pat McGuire, Chair; Tracy Boner, Secretary; Ken Kehn; Jim Anderson and Gerry Marburger. Chair McGuire opened regular session at 1:34 p.m.

Others present: Pamela Ivey; Renee Brower; Michael Liesch, Bill Benskin, Linda Doering and Ken Nelson, Office of Attorney General.

**Comments/Agenda Additions:**

Three items were added to the agenda by Ms. Ivey. The items were:

- Website Updates and “New Look”
- Montana Board of Public Accountants Letter to Blue Ribbon Panel
- Exempt Status Request

**Minutes:**

Mr. Anderson moved the Board approve the November 16, 2010 meeting minutes. Second Mr. Marburger. Carried.

**Administrative:**

**Interim Renewal Statistics:**

Ms. Ivey is gathering data periodically to determine baseline numbers to track renewal activity for future reference. Numbers will be monitored regularly through the end of the renewal season.

As of December 14, 2010, the following outstanding renewal statistics are reported:

- Active Certificates: 93 outstanding
- Inactive Certificates: 17 outstanding
- Firm Permits: 51 outstanding
- Total Revenue Outstanding: \$38,155

**Business Office Coordinator Recruitment Update:**

Ms. Ivey reported that 246 applications were received. Thirteen applicants were interviewed. Three applicants were invited for a second interview. Two accepted the invitation.

The third declined as she was considering an opportunity in the department in which she currently works.

Stephanie Jones was offered the position and has accepted. She has over 2 years of experience working in State government and her operational and database experience will be a benefit to the Agency. Stephanie will begin work on January 3, 2011 and will work alongside Rosie Weston for a month before Rosie's retirement on February 1, 2011.

**Policy Determination:**

Mr. Marburger made a motion to adopt the following policy. Mr. Kehn seconded. Carried.

*From time-to-time, the Board will be presented with recommendations regarding actions to be taken with respect to matters which have been investigated. The Board member assigned to investigate the matter (Investigative Board Member/IBM or Executive Director) will provide a written recommendation with language to this effect:*

*"After a thorough investigation into the matter and after consultation with the assigned prosecutorial attorney with the Office of Attorney General, I recommend the Board dismiss the docket/dismiss the docket and issue an advisory letter/(or whatever other action is appropriate to the situation)."*

*The written recommendation would be signed by the IBM, or Executive Director if applicable, and the assigned prosecutorial attorney from the Office of Attorney General involved in the matter. The recommendation would be presented to the Board for consideration during Executive Session. No details of the case will be written or discussed and any formal action on the part of the Board will take place during its regular open session.*

**Expiring Board Member Terms:**

Two Board seats will be vacated when Ms. Boner and Mr. Marburger complete their terms on June 30, 2011. The Board will brainstorm ideas at the January meeting. The Executive Director, on behalf of the Board, will write a letter to the Governor's office in support of individuals who have shown interest in serving on the Board. The letter of support should be sent to the Governor's office no later than mid-April to early May for his consideration.

**Executive Director Follow up of Items from November Meeting:**

Ms. Ivey reported that Ms. Karen Turner, NASBA Regional Director, will attend the May, 2011 Board meeting that will take place in Casper. She is interested in meeting all Board members in person.

Ms. Ivey also reported that the Best Practices Investigations Manual that Board members heard about at the NASBA annual meeting is still in development. When the manual is complete our Board will be provided instructions and authorization to access it on-line.

Mr. Marburger excused himself from the remainder of the meeting at this time.

**Website Updates and “New Look”:**

Ms. Ivey shared progress toward revising the current website to be simplified and easier to use. The text content of the current website is being used and will be reorganized in response to feedback that the site is not intuitive and is sometimes difficult to use.

The work is being performed as a joint effort between Ms. Ivey and an IT developer assigned to the Agency. The work is being distributed over time so that it is covered by the monthly IT subscription cost that is being charged to the Board. By managing the project in this way, the Board could avoid expending additional funding which would be billed at a rate of \$85.00 per hour.

**Montana Board of Public Accountants Letter to Blue Ribbon Panel:**

A position endorsement letter from the Montana Board was received by the Board office. The Board considered the letter and determined that, while it is of interest that the Montana Board is taking a position regarding standard setting, it is not within the scope of the Wyoming Board’s duties to do so. No action taken.

**Exempt Status Request:**

The request by a licensee who is also a licensed and practicing attorney for an exemption was considered by the Board. The attorney/licensee is requesting an inactive status exemption pursuant to Chapter 3, Section 7 of Board Rules and Regulations because he is a licensed and practicing attorney in the state of Wyoming.

The form and responses the licensee provided to the Board do not provide enough clarity and details for the Board to take action at this time.

Ms. Ivey was asked to write a letter to the licensee asking for more information. Once the information is received, the Board will consider the request at the next regularly scheduled meeting.

**Executive Session:**

Mr. Kehn moved the Board convene for executive session to discuss disciplinary matters and the docket report at 2:34 p.m. Second Ms. Boner. Carried.

**Recommendations from Executive Session:**

Regular session was called to order at 2:46 p.m. by Chairman McGuire.

Ms. Boner moved the Board dismiss docket #2010-19. Second Mr. Anderson. Carried.

Mr. Kehn moved the Board adjourn the meeting at 2:48 p.m. Second Mr. Anderson. Carried.

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Tracy Boner, Secretary

cc: Board Members  
Society  
Michael Liesch  
Linda Doering  
Matt Fermelia  
Ken Nelson  
Mike Lewis