

**ACCOUNTING EXAMINING BOARD
VIRTUAL/TELECONFERENCE MEETING MINUTES
FEBRUARY 17, 2015**

PRESENT: Christine Anderson (*In-person*), Todd Craft (*arrived at 8:47 a.m.*), Gerald Denor, Kathleen LaBrake, Glenn Michaelsen (*In-person*), John Scheid (*In-person*)

EXCUSED: Joseph Braunger

STAFF: Brittany Lewin, Executive Director; Kimberly Wood, Bureau Assistant; and other DSPS Staff

CALL TO ORDER

John Scheid, Board Chair, called the meeting to order at 8:36 a.m. A quorum of five (5) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda

- Under Item C: Administrative Matters (Open Session) **ADD:**
 - **C.4.** “Newsletter Requests” with the following sub-bullets:
 - C.4.a. Newsletter Draft
 - C.4.b. Postcard Samples
 - **C.5.** National Association of State Boards of Accountancy (NASBA) Accountancy Licensee Database
- Under Item H: Speaking Engagement(s), Travel, or Public Relation Request(s) **ADD:**
 - Travel Report – Jerry Denor: CPE Committee
- Under Item K: Credentialing Matters, move the following applicants from **K.1.** “Application Reviews” – Experience to **K.2.** “Applications for Review and Approval of Licensure”
 - Alia Nicole C.
 - Li, Richard Yining
 - Mertes, Benjamin
 - Wanek, Brian

MOTION: Christine Anderson moved, seconded by Glenn Michaelsen, to adopt the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 13, 2014

MOTION: Gerald Denor moved, seconded by Glenn Michaelsen, to approve the minutes of November 13, 2014 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Election of Officers

Chair

NOMINATION: Glenn Michaelsen nominated John Scheid for the Office of Chair.

Brittany Lewin called for nominations three (3) times.

John Scheid was elected as Chair by unanimous consent.

Vice Chair

NOMINATION: Gerald Denor nominated Todd Craft for the Office of Vice Chair.

Brittany Lewin called for nominations three (3) times.

Todd Craft was elected as Vice Chair by unanimous consent.

Secretary

NOMINATION: John Scheid nominated Gerald Denor for the Office of Secretary.

Brittany Lewin called for nominations three (3) times.

Gerald Denor was elected as Secretary by unanimous consent.

2015 OFFICER ELECTION RESULTS	
Board Chair	John Scheid
Vice Chair	Todd Craft
Secretary	Gerald Denor

Liaisons Appointments and Delegated Authorities

2015 LIAISON APPOINTMENTS	
Credentialing Liaison(s)	Gerald Denor <i>(Alternate: Todd Craft)</i>
DLSC Liaison(s) (including PAP and Monitoring)	Gerald Denor <i>(Alternate: Glenn Michaelsen)</i>
Legislative Liaison(s)	John Scheid, Todd Craft
Newsletter Liaison(s)	John Scheid <i>(Alternate: Gerald Denor)</i>

(Todd Craft joined the meeting at 8:47 a.m.)

2015 SCREENING PANEL APPOINTMENTS	
January-December 2015 <i>(Rotation of 3 members)</i>	John Scheid, Glenn Michaelsen, Todd Craft, Gerald Denor, Kathleen LaBrake

MOTION: Christine Anderson moved, seconded by Todd Craft, that the Board delegates authority to the Chair to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

MOTION: Gerald Denor moved, seconded by Glenn Michaelsen, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, to fill vacant appointment positions, where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

Monitoring Delegation

MOTION: Todd Craft moved, seconded by John Scheid, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" document as presented in the February 17, 2015 agenda packet. Motion carried unanimously.

Credentialing Delegation

MOTION: Glenn Michaelsen moved, seconded by Christine Anderson, to delegate authority to the Credentialing Liaison(s) to address all issues related to credentialing matters. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS DISCUSSION AND CONSIDERATION

Public Hearing - Clearinghouse Rule 15-002

MOTION: Glenn Michaelsen moved, seconded by Todd Craft, to authorize the Chair to approve the Legislative Report and draft for Clearinghouse Rule 15-002 for submission to the Governor's Office and Legislature. Motion carried unanimously.

**CREDENTIALING MATTERS
DISCUSSION AND CONSIDERATION**

Peer Review Process

MOTION: Christine Anderson moved, seconded by Kathleen LaBrake, request DSPS staff to compare the list of licensed accounting firms and the peer review report described in Accy 9.03, and provide a report at the next meeting, and annually thereafter. Motion carried unanimously.

SPEAKING ENGAGEMENT(S), TRAVEL, OR PUBLIC RELATIONS REQUESTS

NASBA Annual Conference for Executive Directors and Board Staff

MOTION: Christine Anderson moved, seconded by Glenn Michaelsen, to request that Brittany Lewin attend the NASBA Annual Conference for Executive Directors and Board Staff on March 24-26, 2015 in Tampa, FL and to authorize travel. Motion carried unanimously.

NASBA CPE Committee

MOTION: Christine Anderson moved, seconded by Glenn Michaelsen, to authorize Gerald Denor to attend the NASBA CPE Committee Meetings and to authorize travel. Motion carried unanimously.

CLOSED SESSION

MOTION: Gerald Denor moved, seconded by Todd Craft, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85 (1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.). John Scheid, Chair, read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Christine Anderson-yes; Todd Craft-yes; Gerald Denor-yes, Kathleen LaBrake-yes; Glenn Michaelsen-yes; John Scheid-yes. Motion carried unanimously.

The meeting convened to Closed Session at 11:54 a.m.

RECONVENE TO OPEN SESSION

MOTION: John Scheid moved, seconded by Gerald Denor, to reconvene into open session. Motion carried unanimously.

The meeting reconvened into Open Session at 12:11 p.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: Todd Craft moved, seconded by Gerald Denor, to affirm all votes made in closed session. Motion carried unanimously.

CREDENTIALING MATTERS

Application Reviews – Experience

MOTION: Christine Anderson moved, seconded by Glenn Michaelsen, to approve the applications of those listed below for Certified Public Accountant Certification and Licensure once all requirements for licensure have been met.

- | | |
|-------------------------|------------------------|
| 1. Alsuhaibani, Azzam | 13. Mars, Aaron |
| 2. Baugher, Jonathan D. | 14. Muller, Jamie |
| 3. Bongo, Fabrice | 15. Nelson, Danielle |
| 4. Ciha, Cory J. | 16. Plachter, Brad |
| 5. Cyffka, Peter J. | 17. Raab, Zachary |
| 6. Davis, Lindsey Rae | 18. Ryterski, Kevin |
| 7. Froehlich, Joseph E. | 19. Shea, Emily A. |
| 8. Hopper, Melissa M. | 20. Small, Cullen |
| 9. Jerome, Cecily | 21. Stauss, Reginald |
| 10. Lashkova, Anna | 22. Theiry, Cameron M. |
| 11. Lopez, Michael D. | 23. Wierschem, Steven |
| 12. Malfroid, Daniel | |

Motion carried unanimously.

MOTION: Gerald Denor moved, seconded by Todd Craft, to delegate authority to Kathleen LaBrake to work with DSPS staff to review and make the final credentialing decision regarding the following applicants who need to supply additional information.

- | | |
|--------------------------|-----------------------|
| 1. Ladwig, Ryan J. | 6. Seitz, Paul J. |
| 2. Gehrlein, Thomas | 7. Shiery, Douglas G. |
| 3. Jones, Sarah E. | 8. Singh, Aplinderjit |
| 4. Klink, Nicole A. | 9. Vladimirova, Iana |
| 5. McDougall, Michael R. | |

Motion carried unanimously.

Application Reviews: Approval for Licensure as a Certified Public Accountant

MOTION: Glenn Michaelsen moved, seconded by Christine Anderson, to approve the applications of those listed below for Certified Public Accountant Certification and Licensure once all requirements for licensure have been met.

- | | |
|----------------------|--------------------|
| 1. Abbas, Derek | 4. Askew, Jason |
| 2. Alia, Nicole C. | 5. Biersach, Andja |
| 3. Andersen, Kyle R. | 6. Boetcher, Aaron |

- | | |
|--------------------------|-----------------------------|
| 7. Bullis, Adrienne R. | 38. Matuszak, Michael |
| 8. Carpenter, Michael A. | 39. McLenighan, Lorna K. |
| 9. Cooper, Matthew W. | 40. Mertes, Benjamin |
| 10. Cox, Mitchel | 41. Millard, Kurt A. |
| 11. Daugherty, Ann L. | 42. Munzenmaier, Britta N. |
| 12. Denis, Mark | 43. Novotny, Thomas P. |
| 13. Doyle, Colin | 44. Ourada, Christopher |
| 14. Dreikosen, Nathan J. | 45. Pearson, Samantha |
| 15. Ellis, Krysta F. | 46. Pfeffer, Shanna |
| 16. Farrar, Mathew | 47. Rubendall, Jordan |
| 17. Feider, Sara R. | 48. Rutkowski, Michael |
| 18. Gates, Matthew | 49. Scherwinski, Christa C. |
| 19. Hanke, Brooke | 50. Schoen, Emily |
| 20. Hanke, Phillip | 51. Schrank, Ryan P. |
| 21. Harrison, Joseph T. | 52. Schultz, Alex J. |
| 22. Heger, Nicholas J. | 53. Schweitzer, Laura A. |
| 23. Hermansen, Leigh | 54. Serpe, Kathryn E. |
| 24. Hunt, Kristina | 55. Shong, Laura A. |
| 25. Ibach, James R. | 56. Strennen, Shaina L. |
| 26. Janke, Chad | 57. Squire, Daniel P. |
| 27. Juedes, Mark A. | 58. Taylor, April R. |
| 28. Kelly, Courtney A. | 59. Tovar, Sergio L. |
| 29. Kolbe, Luke D. | 60. Van Roy, Allison M. |
| 30. LaCrosse, Allen | 61. Wanek, Brian |
| 31. Ladsten, Maria | 62. Williamson, Abigail |
| 32. Leonard, Brittany F. | 63. Wilkins, Ali J. |
| 33. Li, Richard Yining | 64. Woelfel, Joseph R. |
| 34. Malloy, Patrick F. | 65. Wuest, Brittany M. |
| 35. Manley, Maranda | 66. Yuan, Yingying |
| 36. Mann, Angela L. | 67. Zeasman, Michelle |
| 37. Markee, William | 68. Zimdars, Matthew R. |
- Motion carried unanimously.

ADJOURNMENT

MOTION: Christine Anderson moved, seconded by John Scheid, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:14 p.m.