



VIRTUAL/TELECONFERENCE
ACCOUNTING EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Brad Wojciechowski (608) 266-2112
March 9, 2022

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A. Adoption of Agenda (1-4)**
- B. Approval of Minutes of December 1, 2021 (5-7)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introductions, Announcements and Recognition
- E. Administrative Matters – Discussion and Consideration**
 - 1. Department, Staff and Board Updates
 - 2. Annual Policy Review **(8-11)**
 - 3. Election of Officers, Appointment of Liaisons and Alternates and, Delegation of Authorities **(12-19)**
 - 4. Board Members – Term Expiration Dates
 - a. Denor, Gerald E. – 7/1/2017
 - b. Friedman, Michael E. – 7/1/2023
 - c. Misey, Robert – 7/1/2025
 - d. Phillips, Joan – 7/1/2023
 - e. Reinemann, John – 7/1/2025
 - f. Schlichting, David K. – 7/1/2022
 - g. Strautmann, Susan M. – 7/1/2024
- F. Legislation and Policy Matters – Discussion and Consideration
- G. Administrative Rule Matters – Discussion and Consideration
 - 1. Pending or Possible Rulemaking Projects
- H. Board Chair Meeting and Options to Address Department Resources – Discussion and Consideration**
- I. DSPS Fee Schedule Process – Discussion and Consideration**

J. Education and Examination Matters – Discussion and Consideration

1. 2022-2023 Candidate Fees for the Uniform Certified Public Accountant (CPA) Examination **(20-22)**

K. Credentialing Matters – Discussion and Consideration

1. Certified Public Accountants Certified and Licensed Since Last Review Meeting
2. Firms Licensed Since Last Review Meeting **(23-25)**
3. Accounting Renewal Licensing Counts **(26)**
4. Accounting Information Systems (AIS), Information Technology, and Statistics Course Requirements

L. Speaking Engagements, Travel, or Public Relation Requests, and Reports – Discussion and Consideration (27)

1. Consider Attendance: National Association of State Boards of Accountancy (NASBA) 40th Annual Conference for Executive Directors and Board Staff – April 25-27, 2022 in Clearwater Beach, FL
2. Consider Attendance: NASBA Eastern Regional Meeting on June 27-29, 2022, in White Sulpher Springs, WV
3. Report on NASBA Great Lakes Regional Meeting on February 17, 2022, Virtual
4. Report on NASBA Education Committee Meeting on January 6, 2022, Virtual

M. COVID-19 – Discussion and Consideration

N. Discussion and Consideration of Items Added After Preparation of Agenda

1. Introductions, Announcements and Recognition
2. Administrative Matters
3. Election of Officers
4. Appointment of Liaisons and Alternates
5. Delegation of Authorities
6. Education and Examination Matters
7. Credentialing Matters
8. Practice Matters
9. Legislative and Policy Matters
10. Administrative Rule Matters
11. Liaison Reports
12. Board Liaison Training and Appointment of Mentors
13. Informational Items
14. Division of Legal Services and Compliance (DLSC) Matters
15. Presentations of Petitions for Summary Suspension
16. Petitions for Designation of Hearing Examiner
17. Presentation of Stipulations, Final Decisions and Orders
18. Presentation of Proposed Final Decisions and Orders
19. Presentation of Interim Orders
20. Petitions for Re-Hearing
21. Petitions for Assessments
22. Petitions to Vacate Orders
23. Requests for Disciplinary Proceeding Presentations
24. Motions
25. Petitions
26. Appearances from Requests Received or Renewed
27. Speaking Engagements, Travel, or Public Relation Requests, and Reports

O. Public Comments

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.).

P. Deliberation of Items Added After Preparation of the Agenda

1. Education and Examination Matters
2. Credentialing Matters
3. DLSC Matters
4. Monitoring Matters
5. Professional Assistance Procedure (PAP) Matters
6. Petitions for Summary Suspensions
7. Petitions for Designation of Hearing Examiner
8. Proposed Stipulations, Final Decisions and Order
9. Proposed Interim Orders
10. Administrative Warnings
11. Review of Administrative Warnings
12. Proposed Final Decisions and Orders
13. Matters Relating to Costs/Orders Fixing Costs
14. Case Closings
15. Board Liaison Training
16. Petitions for Assessments and Evaluations
17. Petitions to Vacate Orders
18. Remedial Education Cases
19. Motions
20. Petitions for Re-Hearing
21. Appearances from Requests Received or Renewed

Q. Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

R. Vote on Items Considered or Deliberated Upon in Closed Session if Voting is Appropriate

S. Open Session Items Noticed Above Not Completed in the Initial Open Session

ADJOURNMENT

NEXT MEETING: JUNE 8, 2022

**VIRTUAL/TELECONFERENCE
ACCOUNTING EXAMINING BOARD
Virtual, 4822 Madison Yards Way, Madison
Contact: Brad Wojciechowski (608) 266-2112
March 9, 2022**

10:00 A.M. OR IMMEDIATELY FOLLOWING THE FULL BOARD MEETING

A quorum of the Accounting Examining Board may be present; however, no board business will be conducted.

MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreter services for the deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE
ACCOUNTING EXAMINING BOARD
MEETING MINUTES
DECEMBER 1, 2021**

PRESENT: Gerald Denor, Michael Friedman, Robert Misey, Joan Phillips, John Reinemann, David Schlichting, Susan Strautmman

STAFF: Brad Wojciechowski, Executive Director; Jon Derenne, Legal Counsel; Sofia Anderson, Administrative Rule Coordinator; Megan Glaeser, Bureau Assistant; and other DSPS Staff

CALL TO ORDER

Michael Friedman, Chairperson, called the meeting to order at 9:01 a.m. A quorum of seven (7) members was confirmed.

ADOPTION OF AGENDA

Amendments to the Agenda

- Under Item “H. Authority to Wave CPE Requirements”, AMEND:
 - “H. Authority to **Waive** ~~Wave~~ CPE Requirements”

MOTION: David Schlichting moved, seconded by Robert Misey, to adopt the Agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES OF SEPTEMBER 1, 2021

MOTION: Joan Phillips moved, seconded by Robert Misey, to approve the minutes of September 1, 2021 as published. Motion carried unanimously.

INTRODUCTIONS, ANNOUNCEMENTS AND RECOGNITION

MOTION: Michael Friedman moved, seconded by David Schlichting, to recognize and thank Gerald Denor for his years of service to the Accounting Examining Board and the State of Wisconsin. Motion carried unanimously.

CREDENTIALING MATTERS

Certified Public Accountants Certified and Licensed Since the Last Review Meeting

MOTION: Joan Phillips moved, seconded by David Schlichting, to accept all certified public accountants that have been certified and licensed since the last Board meeting. Motion carried unanimously.

Firms Licensed Since the Last Review Meeting

MOTION: Robert Misey moved, seconded by Gerald Denor, to accept all public accounting firms that have been licensed since the last Board meeting. Motion carried unanimously.

CLOSED SESSION

MOTION: John Reinemann moved, seconded by Gerald Denor, 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.). Michael Friedman, Chairperson read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Gerald Denor-yes; Michael Friedman-yes; Robert Misey-yes; Joan Phillips-yes; John Reinemann-yes; David Schlichting-yes; and Susan Strautmann-yes. Motion carried unanimously.

The meeting convened to Closed Session at 10:41 a.m.

DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC) MATTERS

Proposed Stipulations, Final Decisions and Orders

MOTION: Gerald Denor moved, seconded by Joan Phillips, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings of the following cases:

1. 18 ACC 020 – Natasha Chambers, Chambers CPA LLC
2. 19 ACC 016 – William Markee

Motion carried unanimously.

RECONVENE TO OPEN SESSION

MOTION: Robert Misey moved, seconded by John Reinemann, to reconvene into open session. Motion carried unanimously.

The meeting reconvened into Open Session at 10:50 a.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

MOTION: Gerald Denor moved, seconded by Joan Phillips, to affirm all motions made and votes taken in closed session. Motion carried unanimously.

(Be advised that any recusals or abstentions reflected in the closed session motions stand for the purposes of the affirmation vote.)

ADJOURNMENT

MOTION: Susan Strautmann moved, seconded by Robert Misey, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:53 a.m.

DRAFT

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Kimberly Wood, Program Assistant Supervisor-Adv. on behalf of Division of Policy Development Executive Directors		2) Date when request submitted: 12/13/2021 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: All Boards			
4) Meeting Date: First Meeting of 2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Annual Policy Review	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Please be advised of the following Annual Policy Review items: <ol style="list-style-type: none"> 1. Attendance/Quorum: Thank you for your service and for your commitment to meeting attendance. If you cannot attend a meeting or if you have scheduling conflicts impacting your attendance, please let us know ASAP. Timely notification is appreciated as quorum is required for our Boards, Sections and Councils to meet pursuant to Open Meetings Law. 2. Walking Quorum: Board/Section/Council members must not collectively discuss the body's business outside of a properly noticed meeting. Should several members of a body do so, the members could be violating the open meetings law. 3. Agenda Deadlines: Please communicate agenda topics to your Executive Director before the agenda submission deadline which is at 12:00 pm, 8 business days prior to a meeting. (Attachment: Timeline of a Meeting) 4. Travel Voucher and Per Diem Submissions: Please submit all Per Diem and Reimbursement claims to DSPS within 30 days of the close of each month in which expenses are incurred. (Attachments: Per Diem Example, Travel Voucher Example) 5. Lodging Accommodations/Hotel Cancellation Policy: Lodging accommodations are available to eligible members. Standard eligibility: member must leave home before 6:00 a.m. to attend a meeting by the scheduled start time. <ul style="list-style-type: none"> • If a member cannot attend a meeting it is their responsibility to cancel their reservation within the applicable cancellation timeframe. If a meeting is changed to occur remotely or is cancelled or rescheduled DSPS staff will cancel or modify reservations as appropriate. 6. Inclement Weather Policy: In the event of inclement weather the agency may change a meeting from an in-person venue to one that is executed remotely. 			
11) Authorization			
Kimberly Wood		12/13/2021	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Timeline of a Meeting

8 business days prior to the meeting: All agenda materials are due to the Department by 12:00 pm, 8 business days prior to the meeting date.

7 business days prior to the meeting: The draft agenda page is due to the Executive Director. The Executive Director transmits to the Chair for review and approval.

5 business days prior to the meeting: The approved agenda is returned to the Bureau Assistant for agenda packet production and compilation.

4 business days prior to the meeting: Agenda packets are posted on the DSPS Board SharePoint site and on the Department website.

Agenda Item Examples:

- Approval of the Agenda and Minutes (from the last meeting)
- Open Session Items
 - Public Hearings (on Admin Rules)
 - Administrative Matters
 - Legislation and Policy Matters
 - Administrative Rules Matters
 - Credentialing Matters
 - Education and Exam Issues
 - Public Agenda Requests
 - Current Issues Affecting the Profession
 - Public Comments
- Closed Session items
 - Deliberations on Proposed Disciplinary Actions
 - Stipulations
 - Administrative Warnings
 - Case Closings
 - Monitoring Matters
 - Professional Assistance Procedure (PAP) Issues
 - Proposed Final Decisions and Orders
 - Orders Fixing Costs/Matters Relating to Costs
 - Credentialing Matters
 - Education and Exam Issues

Thursday of the Week Prior to the Meeting: Agendas are published for public notice on the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

1 business day after the Meeting: "Action" lists are distributed by staff detailing board actions on closed session business.

5 business days after the Meeting: "To Do" lists are distributed to staff to ensure that board decisions are acted on and/or implemented within the appropriate divisions in the Department. Minutes approved by the board are published on the the Public Notices and Meeting Minutes website: publicmeetings.wi.gov.

Department of Safety and Professional Services

PER DIEM REPORT

INSTRUCTIONS: Claimant records board-related activities by entering the date of an activity, the duration of time spent in that activity, the relevant purpose code (see purpose code descriptions below), where the activity is conducted, and the type of activity performed. Only one (1) \$25.00 per diem payment can be issued on any given calendar day.

Purpose Codes:

- A. Official meetings including video/teleconference calls** (automatic day of per diem): i.e., board, committee, board training or screening panels; **Hearings**, i.e., Senate Confirmation, legislative, disciplinary or informal settlement conferences; **Examinations and Test Development Sessions**, i.e., test administration, test review or analysis events, national testing events, tour of test facilities, etc.)
- B. Other** (One (1) per diem will be issued for every five (5) hours spent in category B, per calendar month): i.e., review of disciplinary cases, consultation on cases, review of meeting materials, board liaison work e.g., contacts regarding Monitoring, Professional Assistance Procedure, Credentialing, Education and Examinations

NAME OF EXAMINING BOARD OR COUNCIL EXAMPLE EXAMINING BOARD			BOARD OR COUNCIL MEMBER'S NAME MARY SUNSHINE	
Activity Date MM/DD/YY	Duration of Activity Hours/Minutes	Purpose Code A or B	Where Performed City/Location (Home, Work, DSPS)	Activity Describe Activity Performed (see purpose codes)
12/2/20	2 hrs	B	Pleasant Prairie/Home	Review of screening panel materials
12/3/20	2 hr / 30 mins	B	Pleasant Prairie/Home	Review of screening panel materials
12/10/20	1 hr	A	Pleasant Prairie/Home	Screening Panel Meeting - Teleconference
12/12/20	1 hr / 30 mins	B	Pleasant Prairie/Home	Case consultation
12/13/20	1 hr	B	Pleasant Prairie/Home	Liaison: Application Review
12/16/20	6 hrs	A	Madison/DSPS	Board Member Training
				<p>The 5-hour rule applies to "B" code activities. Add the 'B' codes within the calendar month and then divide by five (5) hours to calculate your per diem payment. In this case the total is seven (7) hours which equals one (1) day of per diem.</p> <p>Each 'A' code is an automatic day of per diem regardless of time spent in that activity. Ms. Sunshine is eligible for two (2) additional days of payment.</p> <p>Department staff completes the fields titled "Total Days Claimed".</p>
CLAIMANT'S CERTIFICATION			Comments:	
The undersigned certifies, in accordance with § 16.53, Wis. Stats., that this account for per diem, is just and correct; and that this claim is for service necessarily incurred in the performance of duties required by the State, as authorized by law.				
<i>Mary Sunshine</i> Claimant's Signature		1/4/2021 Date		
Supervisor			Date	

EMPL ID: 100012345-0

To be completed by Department staff: TOTAL DAYS CLAIMED: 3 @ \$25.00 = 75.00

Travel Voucher

Staple Receipts Face Up On Backside

Safety & Professional Services											
Department/ Division	Example Examining Board			Emp ID	100012345	Z					
State Officer/Employee Name	Mary Sunshine			Address	2424 Happy Road						
Mo/Yr	From/To:			City	Pleasant Prairie	State WI Zip-Code 53158					
FY	FUND	BUSINESS UNIT	DEPART	APPR CLASS	OBJECT	PROJECT	BALANCE SHEET ACCT	REPORTING CATEGORY	PROJECT NUMBER	AMOUNT	
2021	10000	16500	1651300200	12100	7340000	16500P1<BRD ID>					
				12800		16500P2<TRD ID>					
				22100							
TOTALS											

Official Business		Travel Points		HDQS-TIME		Personal Vehicle	Lodging	Meals, including tips			Other Allowable Expenses		Total Allowable Expenses			
Date	Purpose of Trip	From	To	Depart	Return	Miles		Morning	Noon	Evening	Item	Amount	Taxable	Non-Taxable		
Use	Board Meeting	Home base	Madison	Report times you left		Miles	P-card	\$8.00	\$10.00	\$20.00			Report	Report		
separate		Madison	Home base	and returned home if		must be		Maximum in-state amounts					meal cost	meal cost		
lines for	You must identify			meals are claimed		split.	Enter		or				here if there	here if there		
each leg	the purpose of					Cannot	"P-card"	\$10.00	\$15.00	\$25.00			is NO	IS an		
of your	your trip.					place	when hotel	Maximum out-of-state amounts					overnight	overnight		
trip.						roundtrip	is provided						stay.	stay.		
						total on	by DSPS	Must leave	Must leave	Must return						
						one line.		home	home	home after						
								before	before	7:00 p.m.						
								6:00 a.m.	10:30 a.m.							
									and return							
									home after							
									2:30 p.m.							
LEGEND:						Staff can fill in these areas.										
						Board Member MUST fill in these areas										
*Item billed directly to the state agency						Sub-Totals										
										Mileage Costs						
							Miles at	0.510 cents/mile				Totals				
										Total Expenditure						
										Less Travel Advance						
										Net Amount Due						

Claimant's Statement § 16.53 Wisconsin Statutes

I declare, under penalties, that all claimed travel expenses are true and correct and are in conformity with Wisconsin statute 16.53 and related agreements. This claim represents reasonable and actual expenses necessarily incurred by me personally in the performance of official duties and no portion was previously reimbursed to me by the State or any other source.

I certify that all expenses on this voucher conform to statutory, departmental or applicable collective bargaining provisions, and were necessary in the official performance of duties required by the State Expenditures are determined to be reasonable and proper, and that sufficient funds are available to pay this claim.

Date _____ Claimant's Signature _____

Agency Head or Authorized Representative _____

I certify that this travel claim is reasonable, proper, and in conformity with applicable statutes, travel schedule amounts, and/or collective bargaining agreements.

Date _____ Supervisor's Signature _____

Audited in accordance with S. 16.53 Wisconsin Statutes and allowed by the provisions of chapter 20.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Kimberly Wood, Program Assistant Supervisor-Adv.		2) Date when request submitted: 2/28/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Accounting Examining Board			
4) Meeting Date: 3/9/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Administrative Matters <ul style="list-style-type: none"> • Election of Officers, Appointment of Liaisons and Alternates, Delegation of Authorities 	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: <ol style="list-style-type: none"> 1) The Board, Council or Section should conduct Election Officers: Chairperson, Vice Chairperson & Secretary 2) The newly elected Chairperson should review and appoint/reappoint Liaisons and Alternates as appropriate 3) The Board should review and then consider its existing delegated authorities including any modification of these delegations and any proposals for additional delegations. <ol style="list-style-type: none"> a. Credentialing Delegations b. Monitoring Delegations 			
11) Authorization <hr/> <div style="display: flex; justify-content: space-between;"> <i>Kimberly Wood</i> 2/28/2022 </div> <hr/> <div style="display: flex; justify-content: space-between;"> Signature of person making this request Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Supervisor (Only required for post agenda deadline items) Date </div> <hr/> <div style="display: flex; justify-content: space-between;"> Executive Director signature (Indicates approval for post agenda deadline items) Date </div>			
Directions for including supporting documents: <ol style="list-style-type: none"> 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting. 			

ACCOUNTING EXAMINING BOARD

2021 Elections and Liaison Appointments

Election of Officers

ELECTION RESULTS	
Chairperson	Michael Friedman
Vice Chairperson	David Schlichting
Secretary	Susan Strautmann

Appointment of Liaisons and Alternates

LIAISON APPOINTMENTS	
Credentialing Liaison(s)	David Schlichting, Susan Strautmann
Monitoring and Professional Assistance Procedure (PAP) Liaison(s)	Michael Friedman <i>Alternate: David Schlichting</i>
Continuing Education Liaison	Susan Strautmann, Robert Misey
Legislative Liaison(s)	Michael Friedman, John Reinemann
Travel Liaison(s)	Michael Friedman
Communications Liaison(s)	Michael Friedman
Screening Panel Team 1	Michael Friedman, Robert Misey, David Schlichting
Screening Panel Team 2	Joan Phillips, John Reinemann, Susan Strautmann

Delegation of Authorities

Document Signature Delegations

MOTION: Gerald Denor moved, seconded by John Reinemann, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to sign documents on behalf of the Board in order to carry out its duties. Motion carried unanimously.

MOTION: Joan Phillips moved, seconded by Gerald Denor, in order to carry out duties of the Board, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Board hereby delegate to the Executive Director or DPD Division Administrator, the authority to sign on behalf of a board member as necessary. Motion carried unanimously.

Delegated Authority for Urgent Matters

MOTION: Joan Phillips moved, seconded by Michael Friedman, that in order to facilitate the completion of urgent matters between meetings, the Board delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

Delegation to Chief Legal Counsel Due to Lack/Loss of Quorum

MOTION: Gerald Denor moved, seconded by John Reinemann, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two consecutive meetings. Motion carried unanimously.

Monitoring Delegations

Delegation of Authorities for Monitoring

MOTION: John Reinemann moved, seconded by Gerald Denor, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the March 3, 2021 agenda materials on pages 25-26. Motion carried unanimously.

Delegation of Authorities for Legal Counsel to Sign Monitoring Orders

MOTION: Gerald Denor moved, seconded by John Reinemann, to delegate to Board Legal Counsel the authority to sign Monitoring orders that result from Board meetings on behalf of the Board Chairperson. Motion carried unanimously.

Credentialing Authority Delegations

Delegation of Authority to Credentialing Liaison

MOTION: Gerald Denor moved, seconded by Michael Friedman, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Board and to act on behalf of the Board in regard to credentialing applications or questions presented to them, including the signing of documents related to applications. Motion carried unanimously.

Delegation of Authority to DSPS When Credentialing Criteria is Met

MOTION: Gerald Denor moved, seconded by David Schlichting, to delegate credentialing authority to the Department to act upon applications that meet all credentialing statutory and regulatory requirements without Board or Board liaison review. Motion carried unanimously.

Delegation of Authority for Predetermination Reviews

MOTION: Gerald Denor moved, seconded by Joan Phillips, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

Delegation of Authority for Conviction Reviews

MOTION: Gerald Denor moved, seconded by Joan Phillips, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of accounting. Motion carried unanimously.

Delegation to DSPS When Applicant's History Has Been Previously Reviewed

MOTION: Gerald Denor moved, seconded by John Reinemann, to delegate authority to Department staff to approve applications where criminal background checks have been approved for a previous accounting credential and there is no new conviction record. Motion carried unanimously.

Delegation of Authority for Endorsement Reviews

MOTION: Gerald Denor moved, seconded by Robert Misey, to delegate authority to the Department Attorneys to review and approve endorsement applications in which the out of state license requirements are substantially equivalent to the Board's requirements. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Gerald Denor moved, seconded by David Schlichting, to delegate authority to the Department's Attorney Supervisors to serve as the Board's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

Voluntary Surrenders

MOTION: Joan Phillips moved, seconded by Gerald Denor, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

Continuing Education Liaison(s) Delegation

MOTION: Joan Phillips moved, seconded by Michael Friedman, to delegate authority to the Continuing Education Liaison(s) to address all issues related to continuing education. Motion carried unanimously.

Authorization for DSPS to Provide Board Member Contact Information to National Regulatory Related Bodies

MOTION: Joan Phillips moved, seconded by Gerald Denor, to authorize the Department staff to provide national regulatory related bodies with all board member contact information that the Department retains on file. Motion carried unanimously.

Optional Renewal Notice Insert Delegation

MOTION: Gerald Denor moved, seconded by Robert Misey to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving board member in that succession) to provide a brief statement or link relating to board-related business within the license renewal notice at the Board's or Board designee's request. Motion carried unanimously.

Legislative Liaison(s) Delegation

MOTION: Michael Friedman moved, seconded by Gerald Denor, to delegate authority to the Legislative Liaison(s) to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Travel Liaison(s) Delegation

MOTION: Gerald Denor moved, seconded by David Schlichting, to delegate authority to the Travel Liaison(s) to approve any board member travel. Motion carried unanimously.

Communications Liaison(s) Delegation

MOTION: David Schlichting moved, seconded by Gerald Denor, to delegate authority to the Communications Liaison(s) to address any matters related to Board communications. Motion carried unanimously.

Roles and Authorities Delegated for Monitoring

The Monitoring Liaison (“Liaison”) is a Board/Section designee who works with department monitors (“Monitor”) to enforce Board/Section orders as explained below.

Authorities Delegated to the Monitoring Liaison

The Liaison may take the following actions on behalf of the Board/Section:

1. Grant a temporary reduction in random drug screen frequency upon Respondent’s request if he/she is unemployed and is otherwise compliant with Board/Section order. The temporary reduction will be in effect until Respondent secures employment in the profession. The Department Monitor (“Monitor”) will draft an order and sign on behalf of the Liaison.
2. Grant a stay of suspension if Respondent is eligible per the Board/Section order. The Monitor will draft an order and sign on behalf of the Liaison.
3. Remove the stay of suspension if there are repeated violations or a substantial violation of the Board/Section order. In conjunction with removal of any stay of suspension, the Liaison may prohibit Respondent from seeking reinstatement of the stay for a specified period of time. The Monitor will draft an order and sign on behalf of the Liaison.
4. Grant or deny approval when Respondent proposes continuing/disciplinary/remedial education courses, treatment providers, mentors, supervisors, change of employment, etc. unless the order specifically requires full-Board/Section approval.
5. Grant a maximum of one 90-day extension, if warranted and requested in writing by Respondent, to complete Board/Section-ordered continuing/disciplinary/remedial education.
6. Grant a maximum of one extension or payment plan for proceeding costs and/or forfeitures if warranted and requested in writing by Respondent.
7. Grant a maximum of one extension, if warranted and requested in writing by Respondent, to complete a Board/Section-ordered evaluation or exam.
8. Grant full reinstatement of licensure if Respondent has fully complied with all terms of the order without deviation. The Monitor will draft an order and obtain written authorization from the Liaison to sign on their behalf.
9. Grant or deny a request to appear before the Board/Section in closed session.
10. The Liaison may determine whether Respondent’s petition is eligible for consideration by the full Board/Section.
11. *(Except Pharmacy and Medical)* Accept Respondent’s written request to surrender credential. If accepted by the Liaison, Monitor will consult with Board Counsel to determine if a stipulation is necessary. If a stipulation is not necessary, Monitor will draft an order and sign on behalf of the Liaison. If denied by the Liaison, the request to surrender credential will go to the full Board for review.

12. Grant Respondent's petition for a reduction in drug screens per the standard schedule, below. If approved, Monitor will draft an order and sign on behalf of the Liaison. Orders that do not start at 49 screens will still follow the same standard schedule.
- a. Initial: 49 screens (including 1 hair test, if required by original order)
 - b. 1st Reduction: 36 screens (plus 1 hair test, if required by original order)
 - c. 2nd Reduction: 28 screens plus 1 hair test
 - d. 3rd Reduction: 14 screens plus 1 hair test
13. (*Dentistry only*) Ability to approve or deny all requests from a respondent.
14. The Liaison may approve or deny Respondent's request to be excused from drug and alcohol testing for work, travel, etc.

Authorities Delegated to the Department Monitor

The Monitor may take the following actions on behalf of the Board/Section, draft an order and sign:

- 1) Grant full reinstatement of licensure if education is the sole condition of the limitation and Respondent has submitted the required proof of completion for approved courses.
- 2) Suspend the license if Respondent has not completed Board/Section-ordered education and/or paid costs and forfeitures within the time specified by the Board/Section order. The Monitor may remove the suspension and issue an order when proof of completion and/or payment have been received.
- 3) Suspend the license (or remove stay of suspension) if Respondent fails to enroll and participate in an Approved Program for drug and alcohol testing within 30 days of the order, or if Respondent ceases participation in the Approved Program without Board approval. This delegated authority only pertains to respondents who must comply with drug and/or alcohol testing requirements.
- 4) **Grant or deny approval when Respondent proposes treatment providers [, mentors, supervisors, etc.] unless the Order specifically requires full-Board/Section or Board designee approval.**


Authorities Delegated to Board Legal Counsel

Board Legal Counsel may take the following actions on behalf of the Board/Section:

- 1. Sign Monitoring orders that result from Board/Section meetings on behalf of the Board/Section Chair.
-

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Brad Wojciechowski on behalf of Chairperson Mike Friedman		2) Date when request submitted: 02/23/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Accounting Examining Board			
4) Meeting Date: 03/09/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Education and Examination Matters • 2022-2023 Candidate Fees for the Uniform CPA Examination	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
10) Describe the issue and action that should be addressed: Review and discuss the attached document regarding 2022-2023 candidate fees for the Uniform CPA Examination			
11) Authorization			
		02/23/2022	
Signature of person making this request		Date	
Supervisor (Only required for post agenda deadline items)		Date	
Executive Director signature (Indicates approval for post agenda deadline items)		Date	
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the Agenda Items folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



PROMETRIC



February 15, 2022

Dear State Board Chair/President and Executive Director:

This letter will officially communicate information regarding candidate fees for the Uniform CPA Examination (“Examination”) during 2022 and 2023.

Prometric Fees

As announced in last year’s January 29, 2021 fee letter, effective January 1, 2022, the bi-annual COLA adjustment, in conjunction with the requirements of the Agreement, went into effect. As such, the Prometric hourly fee increased from \$20.94 to \$21.21 and the Prometric security fee per exam section increased from \$6.23 to \$6.31 on January 1, 2022. Such fees will be effective for 2022 and 2023.

AICPA Fees

The AICPA fee per examination section will remain at \$110.00 through 2022, as previously communicated. The AICPA fee per examination section will increase from \$110.00 to \$120.00 beginning January 1, 2023, due primarily to decreased candidate volumes.

NASBA Fees

The NASBA fee per examination section will remain at \$25.00 through 2022, as communicated in 2021. The NASBA fee per examination section will increase from \$25.00 to \$27.00 beginning January 1, 2023, due primarily to decreased candidate volumes.

Implementation Schedule

The following table summarizes the current 2022 fees and the 2023 fees.

Fee Schedule	NASBA Section Fee	AICPA Section Fee	Prometric Hourly Fee	Prometric Security Fee
2022	\$25.00	\$110.00	\$21.21	\$6.31
2023	\$27.00	\$120.00	\$21.21	\$6.31
Candidate Cost by Section*	AUD	REG	FAR	BEC
2022	\$226.15	\$226.15	\$226.15	\$226.15
2023	\$238.15	\$238.15	\$238.15	\$238.15

* Costs are for standard seat time.

Patricia Hartman, Director, Client Services at NASBA will provide information on the implementation of the new fee schedule in March 2022.

Sincerely,



Michael Decker
AICPA Vice President, Examinations
and Pipeline



Samantha Sappington
Prometric Vice President, North
American Account Management



Colleen K. Conrad
NASBA Executive Vice President
& Chief Operating Officer

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: James Kuehn, LPPA		2) Date When Request Submitted: 2/23/22 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Accounting Examining Board			
4) Meeting Date: 3/9/22	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Credentialing Matters 1. Certified Public Accountants Certified and Licensed Since Last Review Meeting 2. Firms Licensed Since Last Review Meeting	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (<u>Fill out Board Appearance Request</u>) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Informational – No Action: List of Certified Public Accountants certified and licensed, and firms licensed since last review meeting on 12/1/2021			
11) Signature of person making this request James Kuehn		Authorization	Date 2/23/2022
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

1. Certified Public Accountants Certified and Licensed Since Last Review Meeting:

1. 28325-1; Wang, Zhifei
2. 28326-1; Moran, Amy
3. 28327-1; Cappaert, Connor
4. 28328-1; Andonov, Anton
5. 28329-1; Pipaliya, Jemini
6. 28330-1; Malicki, Adam
7. 28331-1; Predayna, Samuel
8. 28332-1; Bekkum, Taylor
9. 28333-1; Koster, Cheyenne
10. 28334-1; Wernimont, Elizabeth
11. 28335-1; Wackman, Samuel
12. 28336-1; Galbraith, Ellen
13. 28337-1; Hengst, Benjamin
14. 28338-1; Presti, Meagan
15. 28339-1; Singh, Abijeet
16. 28340-1; Molitor, Jack
17. 28341-1; Smigielski, Tina
18. 28342-1; Axelton, Zhuoli
19. 28343-1; Ulness, Parker
20. 28344-1; Johnson, Holly
21. 28345-1; Teske, Connor
22. 28346-1; Jacobs, Jessica
23. 28347-1; Czaplinski, Shannon
24. 28348-1; Burgoyne, Joseph
25. 28349-1; Schuettpelz, Ashley
26. 28350-1; Wulfkuhle, Samuel
27. 28351-1; Scheunemann, Danielle
28. 28352-1; Morrissey, Autumn
29. 28353-1; Newell, Ricky
30. 28354-1; Weltzien, Matthew
31. 28355-1; Desautles, Rachel
32. 28356-1; Schaefer, Kelsey
33. 28357-1; Pritzl, Sarah
34. 28358-1; Dechant, Tanner
35. 28359-1; Crusing, Nicole
36. 28360-1; Kuss, Erich
37. 28361-1; Thayer, Maria
38. 28362-1; Cubinski, Samuel
39. 28363-1; Richmond, Matthew
40. 28364-1; Batcher, Matthew
41. 28365-1; Stanwick, Austin
42. 28366-1; Klein, James
43. 28367-1; Brisky, Ty
44. 28368-1; Morris, Ella
45. 28369-1; Van Wie, Zachary
46. 28370-1; Raymond, Jessica
47. 28371-1; Knoerr, Sarah
48. 28372-1; Miller, Linda
49. 28373-1; Parlier, Charles
50. 28374-1; Lange, Charles
51. 28375-1; Watzka, Ryley
52. 28376-1; Franck, Alyse
53. 28377-1; Gerum, Addison
54. 28378-1; Carlson, Adam
55. 28379-1; Galloway-Landon, Artis
56. 28380-1; Holentunder, Tyler
57. 28381-1; Wendland, Anna
58. 28382-1; Rabay, Jessica
59. 28383-1; Bailitz, Ronald
60. 28384-1; Boerke, Alejandro
61. 28385-1; Janssen, Noah
62. 28386-1; Sontag, Bryant
63. 28387-1; Dieckman, Darian
64. 28388-1; Kalof, Alexander
65. 28389-1; O'Keefe, Kiera
66. 28390-1; Oukrop, Nathan
67. 28391-1; Berenson, Molly
68. 28392-1; Thostenson, Kayleigh
69. 28393-1; Bartlett, David
70. 28394-1; Speder, Cassandra
71. 28395-1; Eineke, Brian
72. 28396-1; Klessig, Rebecca
73. 28397-1; Kloppenburg, Amy
74. 28398-1; Hall, Ashley
75. 28399-1; DeRudder, Bailey
76. 28400-1; Wanta, Lauren
77. 28401-1; Nelson, Emmett
78. 28402-1; Gennrich, Nathaniel
79. 28403-1; Brester, Brett
80. 28404-1; Gross, Kyle
81. 28405-1; Pudelko, Ryan
82. 28406-1; Brey, Allison
83. 28407-1; Sluis, Kayla
84. 28408-1; Knight, Alyssa
85. 28409-1; Babel, Matthew
86. 28410-1; Larsen, Alexis
87. 28411-1; Hallberg, Joshua
88. 28412-1; Schulting, Ethan
89. 28413-1; Pericak, Lauren
90. 28414-1; Collins, Cara
91. 28415-1; Heim, Kevin
92. 28416-1; Boyer, Jacob


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|--|--------------------------------------|
| 93. 28417-1; Klein, Jacob | 113. 28437-1; Klieforth, Mitchell |
| 94. 28418-1; Alles, Cora | 114. 28438-1; Shah, Alexis |
| 95. 28419-1; Kauth, Alyssa | 115. 28439-1; Jerabek, Austin |
| 96. 28420-1; Mirsberger,
Michael | 116. 28440-1; Ballweg,
Samantha |
| 97. 28421-1; Kumbier, Zachary | 117. 28441-1; Heinzen, Preston |
| 98. 28422-1; Birschbach, Carissa | 118. 28442-1; Reamer, Anthony |
| 99. 28423-1; Baumgard, Steven | 119. 28443-1; Jagodinsky,
Jordan |
| 100. 28424-1; Menting, Riley | 120. 28444-1; Janicki, Michael |
| 101. 28425-1; Lang, Patrick | 121. 28445-1; Gethers, Amanda |
| 102. 28426-1; Macpherson,
Katherine | 122. 28446-1; Manca, Celeste |
| 103. 28427-1; Bhatt, Nidhi | 123. 28447-1; Hendrickson,
Barrie |
| 104. 28428-1; Bardon, Cara | 124. 28448-1; Heckman, Austin |
| 105. 28429-1; Sveda, John | 125. 28449-1; Fuller, Devon |
| 106. 28430-1; Stellmacher, Grant | 126. 28450-1; Moll, Susan |
| 107. 28431-1; Urban, Adam | 127. 28451-1; Guan, Chunfang |
| 108. 28432-1; Eron, Cole | 128. 28452-1; Bilderback, Elisa |
| 109. 28433-1; Kassebaum, Eric | 129. 28453-1; Owen, Emily |
| 110. 28434-1; Hoffman, Kylie | 130. 28454-1; Kershaw, Eric |
| 111. 28435-1; Schultz, Jaime | |
| 112. 28436-1; Zimmerman,
Jeffrey | |

2. Firms Licensed Since Last Review Meeting

1. 1621-3; Joel B Forbes CPA LLC
2. 1622-3; Hjortness CPA SC
3. 1623-3; Reginald K Boldon CPA LLC
4. 1624-3; Pente Financial Services
5. 1625-3; Cara C. Collins, CPA, LLC
6. 1626-3; Integrity Audit & Tax, LLC
7. 1627-3; Chamberlain | Otte
8. 1628-3; Ann Binzak, CPA LLC


**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Brad Wojciechowski on behalf of Chairperson Mike Friedman		2) Date when request submitted: 02/23/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>													
3) Name of Board, Committee, Council, Sections: Accounting Examining Board															
4) Meeting Date: 03/09/2022	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Credentialing Matters 1) Accounting Renewal Licensing Counts													
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A													
10) Describe the issue and action that should be addressed: Accounting renewal licensing counts <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;">1) Number who have completed CPE</td> <td style="text-align: right;">10,410</td> </tr> <tr> <td>2) Number who will complete in next 12 months</td> <td style="text-align: right;">921</td> </tr> <tr> <td>3) Number who obtained license in first 12 months of 24-month period</td> <td style="text-align: right;">389</td> </tr> <tr> <td>4) Number who obtained license during second 12 months of 24-month period</td> <td style="text-align: right;">382</td> </tr> <tr> <td>5) Number of inactive holders</td> <td style="text-align: right;">70</td> </tr> <tr> <td>Total renewed:</td> <td style="text-align: right;">11,359</td> </tr> </table>				1) Number who have completed CPE	10,410	2) Number who will complete in next 12 months	921	3) Number who obtained license in first 12 months of 24-month period	389	4) Number who obtained license during second 12 months of 24-month period	382	5) Number of inactive holders	70	Total renewed:	11,359
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Total renewed:	11,359														
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 60%;">  </div> <div style="width: 35%; text-align: right;"> 02/23/2022 </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of person making this request</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Supervisor (Only required for post agenda deadline items)</div> <div style="width: 35%; text-align: right;">Date</div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Executive Director signature (Indicates approval for post agenda deadline items)</div> <div style="width: 35%; text-align: right;">Date</div> </div>															
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**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and title of person submitting the request: Brad Wojciechowski on behalf of Chair Michael Friedman		2) Date when request submitted: 02/22/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: Accounting Examining Board			
4) Meeting Date: 03/09/2022	5) Attachments: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	6) How should the item be titled on the agenda page? Speaking Engagements, Travel, or Public Relation Requests, and Reports <ul style="list-style-type: none"> Consider Attendance: 40th Annual Conference for Executive Directors and Board Staff – Clearwater Beach, FL Consider Attendance: NASBA Eastern Regional Meeting, June 27-29, 2022 – White Sulpher Springs, West Virginia Report on NASBA Great Lakes Regional Meeting on February 17, 2022, Virtual Report on NASBA Education Committee Meeting on January 6, 2022, Virtual 	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: N/A	
Describe the issue and action that should be addressed: 1) 40 th Annual Conference for Executive Directors and Board Staff – Clearwater Beach, FL 2) NASBA Eastern Regional Meeting, June 27-29, 2022 – White Sulpher Springs, West Virginia a) Will be live and zoom b) Who wants to go c) Who will pay 3) Review of Great Lakes Regional Meeting on February 17, 2022, Virtual a) Peer reviews: is there a problem getting enough people to do the peer reviews b) Digital records: is DSPS getting everything electronically c) Do we need assistance from NASBA 4) Report on NASBA Education Committee Meeting on January 6, 2022, Virtual Conference Attendance Motion Language: to designate <Board/Staff Member Name>, as the Board's delegate, to attend the <Conference/Event Title> on <Conference/Event Date> in <Conference/Event City and State>.			
11) Authorization <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">  <hr/> Signature of person making this request </div> <div style="text-align: center;"> 02/22/2022 <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;"> <hr/> Supervisor (Only required for post agenda deadline items) </div> <div style="width: 35%;"> <hr/> Date </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 60%;"> <hr/> Executive Director signature (Indicates approval for post agenda deadline items) </div> <div style="width: 35%;"> <hr/> Date </div> </div>			
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