

ACCOUNTING EXAMINING BOARD
Room 121C, 1400 East Washington Avenue, Madison
Contact: Brittany Lewin (608)266-2112
MEETING MINUTES
February 11, 2016

PRESENT: Christine Anderson, Todd Craft, Gerald Denor (*via GoToMeeting*), Kathleen LaBrake (*via GoToMeeting*), Glenn Michaelsen, John Scheid

EXCUSED: Joseph Braunger

STAFF: Brittany Lewin, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other DSPS Staff

CALL TO ORDER

John Scheid, Board Chair, called the meeting to order at 9:04 a.m. A quorum of six (6) members was confirmed.

ADOPTION OF AGENDA

MOTION: Christine Anderson moved, seconded by Gerald Denor, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF NOVEMBER 10, 2015

MOTION: Todd Craft moved, seconded by Glenn Michaelsen, to approve the minutes of November 10, 2015 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

ELECTION OF OFFICERS

BOARD CHAIR

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

Brittany Lewin called for nominations three (3) times.

John Scheid was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: John Scheid 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: Glenn Michaelsen 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.

2016 ELECTION RESULTS	
Board Chair	John Scheid
Vice Chair	Todd Craft
Secretary	Gerald Denor

LIAISON APPOINTMENTS

2016 LIAISON APPOINTMENTS	
Screening Panel	Gerald Denor, Kathleen LaBrake, Glenn Michaelsen, Todd Craft, John Scheid
Credentialing Liaisons	Christine Anderson, Kathleen LaBrake, Gerald Denor
Monitoring and Professional Assistance Procedure (PAP) Liaison	Glenn Michaelsen Alternate – Gerald Denor
Legislative Liaison	John Scheid, Todd Craft
Newsletter Liaison	Gerald Denor Alternate – John Scheid
Travel Liaison	John Scheid

MOTION: Christine Anderson moved, seconded by Kathleen LaBrake, to affirm the Chair's appointment of liaisons for 2016. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Todd Craft moved, seconded by Gerald Denor, that, 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, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

Document Signature Delegation

MOTION: Glenn Michaelsen moved, seconded by Christine Anderson, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Glenn Michaelsen moved, seconded by Christine Anderson, to delegate authority to the Credentialing Liaisons to make all credentialing decisions. Motion carried unanimously.

Legislative Liaison Delegation

MOTION: Christine Anderson moved, seconded by Gerald Denor, to delegate authority to the Legislative Liaisons to speak on behalf of the Board regarding legislative matters. Motion carried unanimously.

Monitoring Delegation

MOTION: Todd Craft moved, seconded by Kathleen LaBrake, to affirm the Chair's appointment of Glenn Michaelsen as the Monitoring Liaison, and Gerald Denor as the alternate, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor; document as presented. Motion carried unanimously.

Travel Delegation

MOTION: Gerald Denor moved, seconded by Christine Anderson, to delegate authority to approve any Board Member travel to the Travel Liaison. Motion carried unanimously.

(Gerald Denor excused himself and disconnected at 10:24 a.m.)

SPEAKING ENGAGEMENTS, TRAVEL, OR PUBLIC RELATION REQUESTS**NASBA Annual Conference for Executive Directors and Board Staff**

MOTION: Glenn Michaelsen moved, seconded by Todd Craft, to request Brittany Lewin to attend the NASBA Annual Conference for Executive Directors and Board Staff on March 15-17, 2016 in Tucson, AZ and to authorize travel. Motion carried unanimously.

NASBA Eastern Regional Meeting

MOTION: Christine Anderson moved, seconded by John Scheid, to designate Kathleen LaBrake and Gerald Denor to attend the NASBA Eastern Regional Meeting on June 7-9, 2016 in Asheville, NC and to authorize travel. Motion carried unanimously.

NASBA Annual Meeting

MOTION: Todd Craft moved, seconded by Kathleen LaBrake, to designate John Scheid, Gerald Denor and Glenn Michaelsen to attend the NASBA Annual Meeting on October 30-November 2, 2016 in Austin, TX and to authorize travel. Motion carried unanimously.

CLOSED SESSION

MOTION: John Scheid moved, seconded by Christine Anderson, 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, Board 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; Kathleen LaBrake-yes; Glenn Michaelsen-yes and John Scheid-yes. Motion carried unanimously.

The meeting convened to Closed Session at 10:52 a.m.

RECONVENE TO OPEN SESSION

MOTION: Christine Anderson moved, seconded by Todd Craft, to reconvene into open session. Motion carried unanimously.

The meeting reconvened into Open Session at 11:38 a.m.

VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

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

CREDENTIALING MATTERS

Application Reviews

MOTION: Kathleen LaBrake 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. Motion carried unanimously.

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|-----------------------|------------------------|
| 1. Anderson, Laura | 29. McIntosh, Jenni |
| 2. Barats, Eduard | 30. Miles, Timothy |
| 3. Berry, Matthew | 31. Miller, Edwin |
| 4. Booth, Kevin | 32. Mirsky, Andrew |
| 5. Boucher, Joseph | 33. Mlsna, Brittany |
| 6. Butendorf, Kori | 34. Morrison, Britany |
| 7. Castro, Amber | 35. Oram, Karen |
| 8. Courtney, Daniel | 36. Pahl, Jennifer |
| 9. Demario, Katelynn | 37. Pieper, Jessie |
| 10. Etheridge, Todd | 38. Pomazal, Kevin |
| 11. Felhofer, Nathan | 39. Poss, Bryant |
| 12. Fox, John | 40. Raskin, Eugene |
| 13. Geray, Felicia | 41. Rasmussen, Bryce |
| 14. Hagan, Brian | 42. Remiker, Robert |
| 15. Haselton, Keith | 43. Rooker, Justin |
| 16. Hayes, Lauren | 44. Rossi, Ryan |
| 17. Holewinski, Jin | 45. Schroeder, Pamela |
| 18. Hurlbut, Nathan | 46. Simon, Nicholas |
| 19. James, Kathryn | 47. Smocke, Justin |
| 20. Jefferies, Kelsey | 48. Stini, Jason |
| 21. Jin, Shu | 49. Stutsman, Krissie |
| 22. Kappeler, Marta | 50. Thompson, Mallory |
| 23. Kemmerling, James | 51. Wang, Min |
| 24. Kolb, Jordan | 52. Winkler, Eric |
| 25. Kosa, Adam | 53. Van Lanen, Matthew |
| 26. Kraus, Kelly | 54. Van Pelt, Aron |
| 27. Kuester, Heather | 55. Zawila, Steven |
| 28. Le May, Amanda | |

MOTION: John Scheid moved, seconded by Todd Craft, to table the applications of Thomas Blend and Nicholas Fuchs. Motion carried unanimously.

MOTION: Glenn Michaelsen moved, seconded by Kathleen LaBrake, to approve the firm licensure of Mathe CPA LLC once all requirements are met. Motion carried unanimously.

Endorsement Applicants Under Wis. Stat. § 442.05

MOTION: Todd Craft 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. Motion carried unanimously.

1. Alexandrou, Andreas
2. Bantz, William
3. Benjamin, Heather
4. Haumersen, Alissa
5. Jochims, Joshua
6. Lapworth, Jonathan
7. Nelson, Michelle
8. O’Sullivan, Jessica
9. Passaglia, Linda
10. Quackenboss, Ashley
11. Ranguette, Renea
12. Richey, Jon
13. Salkowski, Brian

Applications for Approval of Licensure

MOTION: John Scheid moved, seconded by Kathleen LaBrake, to approve the applications of those listed below for Certified Public Accountant Certification and Licensure once all requirements for licensure have been met. Motion carried unanimously.

1. Anderson, Joclyn
2. Anderson, Rebecca
3. Bailey, Sean
4. Bauer, Andrew
5. Bemis, Brady
6. Bestick, Samantha
7. Bohne, Chad
8. Boutelle, James
9. Broenen, Chloe
10. Brownlow, Miranda
11. Canadeo, Andrea
12. Coonen, Courtney
13. Costello, Morgan
14. Court, Ali
15. Dati, Alex
16. Duessing, Amanda
17. Dunbar, Nicole
18. Frigo, Maria
19. Grunke, Wesley
20. Hall, Clenton
21. Heim, Brian
22. Henika, Michael
23. Jensen, Nicole
24. Johannsen, Travis
25. Justin, Joshua
26. Kenas, Gregory
27. Kindler, Sarah
28. Kritner, Michael
29. Loomis, Katie
30. Loose, Sara
31. Miller, Samuel
32. Moriarty, Emily
33. Murray, Heather
34. Nett, Jamie
35. Niemczyk, Chelsi
36. Olson, Kimberly
37. Oszman, Zachary
38. Otero, Tess
39. Peterson, Christopher
40. Peterson, Lynn
41. Porzondek, Claryce
42. Quandt, Samantha
43. Raza, Syed
44. Rheinschmidt, Andrew
45. Richmond, Alicia
46. Rogers, Cassandra
47. Scheffer, Stacy
48. Schneider, Kelly
49. Schuh, Stefanie
50. Selix, Claire
51. Singletary, Brigitte
52. Sippl, Michelle
53. Swiecichowski, Emily
54. Van Asten, Brandon
55. Van Hoorn, Michael
56. Videen, Abby
57. Witt, Nathan
58. Wojciechowski, Aaron
59. Wolters, Jessica
60. Yaeger, Joseph
61. Zimmer, Kellan

**DELIBERATION ON DIVISION OF LEGAL SERVICES AND COMPLIANCE (DLSC)
MATTERS**

Proposed Stipulations, Final Decisions and Orders

14 ACC 025 – John W. Torgerson

MOTION: Glenn Michaelsen moved, seconded by Todd Craft, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against **John W. Torgerson** DLSC case number **14 ACC 025**. Motion carried unanimously.

15 ACC 012 – Linda A. Swift

MOTION: Christine Anderson moved, seconded by Kathleen LaBrake, to adopt the Findings of Fact, Conclusions of Law and Order in the matter of disciplinary proceedings against **Linda A. Swift** DLSC case number **15 ACC 012**. Motion carried unanimously.

ADJOURNMENT

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

The meeting adjourned at 12:00 p.m.