

MEETING MINUTES
North Dakota State Board of Accountancy
January 25, 2024, 9:00 am
Eide Bailly, Fargo, ND

The meeting was called to order by President Patrick Kautzman at 9:03 AM.

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

Patrick Kautzman, President	Mandy Harlow, Executive Director
David Holt, Secretary	Pene DeMaster, Staff (Not Present)
Mike Schmitz, Board Member	Austin Lafferty, Assistant Attorney General
Tammy Gerszewski, Board Member	
Lisa Giese, Board Member	

1. Minutes (October 19, 2023, December 13, 2023, and January 17, 2024)

Motion to approve meeting minutes (October 19, 2023, December 13, 2023, and January 17, 2024) [Motion: Holt; 2nd Giese; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]

2. Financial Report (October 1-December 31) Disbursements (October 1-December 31)– Motion to approve financial report and disbursements [Motion: Gerszewski; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]

Financial oversight update (Secretary) – Dave updated the Board on his review of the financial statements.

3. Rule Change Update – The Administrative Rules Hearing is scheduled for March 5th. Motion to have Mandy Harlow testify for the committee on behalf of the rule change. [Motion: Giese; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]

4. 2023 CPE Audit – Table at this time. Call a special meeting in February.

5. 2023 Renewal Issues –

- a. Thibedeau – Deny Renewal [Motion: Holt; 2nd Giese; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]
- b. Kaur – NA
- c. Huang/Zhang – revoke previous action-move to involuntarily relinquish [Motion: Gerszewski 2nd Giese; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]
- d. Powers – revoke settlement agreement offer/accept explanation by licensee [Motion: Holt; 2nd Gerszewski; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]
- e. Keying Wang – revoke settlement agreement offer/accept explanation by licensee [Motion: Holt; 2nd Giese; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]

6. State Board Appointment -After discussion the Board will put forth the following three names for the open Appointment 7/1/2024. Steve Britsch, Toby Kommer and Lyndsey Roemmich [Motion: Gerszewski; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]

7. Quarterly Business

- a. **Reinstatements** – Motion to approve listed reinstatements. [Motion: Holt; 2nd Gerszewski; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]
- b. **Special Requests** - NA
- c. **Exam Applications** – Ratify 10/1/2023-12/31/2023 Motion: Gerszewski; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]
- d. **New Licensees** – Ratify 10/1/2023-12-31/2023 Motion: Holt; 2nd Giese; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]

8. Other Business

a. NASBA PLTF Exposure

i. The Board discussed. No action at this time.

b. PCAOB Documents – KPMG

i. The Board discussed. No action at this time.

c. ESOP

i. AAG Lafferty gave an update.

d. ED Conference

e. Motion to send Pene to the ED Conference in Nashville, March 2024. [Motion: Holt; 2nd Giese; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]

f. **Miscellaneous** – The State Auditor’s Office contacted the Board office asking if the Board required Professional Liability Insurance for firms. The Board discussed this at felt if this was required there would need to be several parameters that needed to be required as well. The Board did not feel it was something they would require but instructed Mandy to ask other states if they require this when a firm renews.

9. Complaints -

Investigations – Executive Session N.D.C.C. 43-02.2-10; N.D.C.C 44-04-19.2(1)

2021-19 – Motion to close no reasonable basis. [Motion: Giese; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]

2023-04 - Motion to close case with no reasonable basis for disciplinary action. [Motion: Holt; 2nd Giese; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]

Disciplinary Cases

2023-3 – Motion to accept peer review and dismiss conditional license Motion to close case based on no reasonable basis for disciplinary action. [Motion: Holt; 2nd Gerszewski; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (n/a), Gerszewski (y) Giese (y)]

10. Adjourn

Adjourn 11:43 AM

Secretary

Date

MEETING MINUTES
North Dakota State Board of Accountancy
February 20, 2024, 4:00 pm
Via Teams

The meeting was called to order by President Patrick Kautzman at 4:00 pm.

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

Patrick Kautzman, President	Mandy Harlow, Executive Director
David Holt, Secretary	Pene DeMaster, Staff
Mike Schmitz, Board Member	Austin Lafferty, Assistant Attorney General
Tammy Gerszewski, Board Member	
Lisa Giese, Board Member-not in attendance	

1. 2023 CPE AUDIT

Todd Erickson – issue with NDGDA Conference Reduce credit hours by 13 credit hours due to improper documentation. He has enough credits to meet the Continuing Education requirements.

Karen Borr – Missing certificates – name wasn't on documentation. Request documentation with more information.

Mitchell Byrne – verification issue Reduce credit hours by 20 credits due to improper documentation. He has enough credits to meet the Continuing Education requirements.

William Cawley n/a- passed away 2.3.2024.

Dennis Dahlen – short 6 ethics over the last 3 years - Motion to fine \$500 and given 15 days from receipt of letter to complete the deficient credits. [Motion: Schmitz; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (y), Gerszewski (y) Giese (n/a)]

Ashely Renard – Reduce credit hours by 2 credits due to improper documentation. She has enough credits to meet the Continuing Education requirements.

Kate Barone – short 2 ethics credits, made up on 10/31/23 Motion to fine \$500. [Motion: Schmitz; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (y), Gerszewski (y) Giese (n/a)]

Charles Mayer – short 3/120 made up after 6/30/23 – Tabled to research if he was disciplined by MN.

2. ADJOURN

Adjourn 4:47 PM

Secretary

Date

MEETING MINUTES
North Dakota State Board of Accountancy
April 18, 2024, 10:00 am
Eide Bailly, Fargo, ND

The meeting was called to order by Treasurer David Holt at 10:00 am.

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

Patrick Kautzman, President Not in attendance	Mandy Harlow, Executive Director
David Holt, Secretary	Pene DeMaster, Staff
Mike Schmitz, Board Member via Teams General	Austin Lafferty, Assistant Attorney
Tammy Gerszewski, Board Member	
Lisa Giese, Board Member	

1. Conversation with the Labor Commissioner- The North Dakota Labor Commissioner called into the board meeting to ask follow-up questions of the survey completed by the Board. The Executive Director answered most questions along with board members and Board staff. When the questioning was completed the Commissioner commended the Board for its efficient operation.
2. MINUTES (January 17, January 25, and February 20, 2024) – Motion to approve minutes (January 17, January 25, and February 20, 2024) [Motion: Giese; 2nd Gerszewski; unanimous]. [Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]
3. FINANCIAL REPORT – (January 1, 2024 – March 31, 2024) – Motion to approve disbursements (January 1, 2024 – March 31, 2024) [Motion: Gerszewski; 2nd Giese; unanimous]. [Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]
Motion to approve financial report (January 1, 2024 – March 31, 2024) [Motion: Schmitz; 2nd Giese; unanimous]. [Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]
Financial oversight update (Secretary)- David Holt reported on his oversight of the finances.
4. 2024 BUDGET Motion to approve budget as presented. Patrick will conduct an evaluation of the Executive Director and Board Staff prior to salary raise approval- [Motion: Schmitz; 2nd Giese; unanimous]. [Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]
5. RULE CHANGE UPDATE ESOPS- AAG Lafferty reported on potential rule change for ESOPS bill 1031. Motion to direct AAG Lafferty to go before the legislative council to discuss the 1031 bill to address ownership issues and to add language that may restrict ESOP ownership so that a CPA owns control of firm. [Motion: Schmitz; 2nd Giese; unanimous]. [Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]
6. NASBA/ED/LEGAL CONFERENCE UPDATES- Mandy Harlow and AAG Lafferty reported on their experience at the NASBA Conference.
7. QUARTERLY BUSINESS
Reinstatements- Motion to approve reinstatement request Kelcee Knoepfle [Motion: Gerszewski; 2nd Giese; unanimous]. [Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]
Brown- Board Staff was instructed to wait for former licensee to apply for reinstatement.

Exam Applications – Ratify January 1 – March 31, 2024, Motion to ratify exam applications January 1 – March 31, 2024 [Motion: Gerszewski; 2nd Holt; unanimous].

[Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]

New Licensees – Ratify January 1 – March 31, 2024, Motion to ratify new licensees January 1 – March 31, 2024 [Motion: Gerszewski; 2nd Giese; unanimous]. [Roll call:

Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]

Special Exam Requests - None

Miscellaneous - None

8. COMPLAINTS

Investigations – Executive Session N.D.C.C. 43-02.2-10; N.D.C.C 44-04-19.2(1)

Board Member David Holt indicated he had a professional and financial relationship with the licensee involved in the complaint and recused himself from the matter. Motion to affirm Board Member David Holt recusal from case 2024-2. [Motion: Schmitz; 2nd Gerszewski; unanimous]. [Roll call: Kautzman (n/a), Holt (a), Schmitz (y), Gerszewski (y) Giese (y)]

David Holt exited the room,

Motion to enter executive session 11:57 am. [Motion: Gerszewski; 2nd Giese; unanimous]. [Roll call: Kautzman (n/a), Holt (a), Schmitz (y), Gerszewski (y) Giese (y)]

Motion to exit Executive Session 12:07 pm [Motion: Schmitz; 2nd Giese; unanimous].

[Roll call: Kautzman (n/a), Holt (a), Schmitz (y), Gerszewski (y) Giese (y)]

David Holt entered the room.

Motion to enter a second executive session 12:11 pm (cases 2024-1, 2024-3 and possible case). [Motion: Schmitz; 2nd Gerszewski; unanimous]. [Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]

Motion to exit the second executive session 12:34 pm. [Motion: Gerszewski; 2nd Giese; unanimous]. [Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]

2024-2 – Motion to dismiss complaint 2024-2 against all parties. [Motion: Giese; 2nd Gerszewski; unanimous]. [Roll call: Kautzman (n/a), Holt (a), Schmitz (y), Gerszewski (y) Giese (y)]

2024-1 - Motion to fine licensee \$250 and require 2 additional hours of continuing education focused on ethics, these additional hours would not count toward normal CPE requirements, and licensee would have 30 days from entering into settlement agreement to comply. [Motion: Gerszewski; 2nd Schmitz; unanimous]. [Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]

Possible Cases

NEW

Disciplinary Cases

2024-3 Motion for the North Dakota State Board of Accountancy to open a case against licensee. [Motion: Giese; 2nd Holt; unanimous]. [Roll call: Kautzman (n/a), Holt (y), Schmitz (y), Gerszewski (y) Giese (y)]

Possible complaint (2024-4) The Board directed AAG Lafferty to send a letter to Baker Tilly to request names and contact information of the individuals involved who perform work in North Dakota.

Peer Review Update: The Board directed Mandy Harlow to check in with licensee on May 31 to ensure the peer review was completed.

Adjourn 12:38 PM

Secretary

Date

MEETING MINUTES
North Dakota State Board of Accountancy
June 13, 2024, 9:00 am
Virtual

The meeting was called to order by President Patrick Kautzman at 9:00 AM.

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

Patrick Kautzman, President

Mandy Harlow, Executive Director

David Holt, Secretary

Mike Schmitz, Board Member

Austin Lafferty, Assistant Attorney General

Tammy Gerszewski, Board Member

- 1. Investigations – Executive Session N.D.C.C. 43-02.10; N.D.C.C. 44-04-19.2(1)** Board entered into executive session at 9:30 am. At that time all members of the public were asked to leave the meeting. The Board, Board’s Council and Board Staff were in attendance. Adjourn Executive Session at 9:22 am.

2024-3

Motion to table at this time. Mandy will inform Board of renewal status at July 1 [Motion: Schmitz; 2nd Gerszewski; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (y), Gerszewski (y)]

- 2. Annual Review/Compensation**

Motion for Patrick to discuss ED review with Mandy [Motion: Schmitz; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (y), Gerszewski (y)]

Motion for Mandy to amend the budget, and approve the changes to reflect wage increases decided by the Board [Motion: Gerszewski; 2nd Holt; unanimous]. [Roll call: Kautzman (y), Holt (y), Schmitz (y), Gerszewski (y)]

Adjourn 9:42 AM

Secretary

Date

MEETING MINUTES
North Dakota State Board of Accountancy
July 22, 2024, 10:00 am
Eide Bailly, Fargo, ND

The meeting was called to order by Patrick Kautzman at 10:02 am.

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

David Holt, President	Mandy Harlow, Executive Director
Tammy Gerszewski, Secretary	Pene DeMaster, Staff
Patrick Kautzman, Board Member	Austin Lafferty, Asst. Attorney General
Lisa Giese, Board Member	
Steve Britsch, Board Member	

1. New Board Member- Steven Britsch, CPA welcomed by Patrick was appointed to the board by Governor Burgum.
2. Officer Selection – Motion to nominate David Holt for President. Motion amended to include the nomination of Tammy for Secretary. [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]
3. MINUTES (April 18, 2024, and June 13, 2024) – Motion to approve minutes (April 18, 2024, and June 13, 2024) [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]
4. FINANCIAL REPORT – (April 1, 2024- June 30, 2024) – Motion to approve disbursements (April 1, 2024- June 30, 2024) [Motion: Giese; 2nd Kautzman; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)] Motion to approve financial report (April 1, 2024- June 30, 2024) [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)] Financial oversight update (Secretary)- David Holt reported on his oversight of the finances. Noted that unexpectedly high numbers due to the large volume of exam candidates this year and an increase in investment income. Recommended increasing those in the budget next year.
5. Regional Meeting Update – Lisa
 - a. SPP – Lisa reported on the NASBA Regional Meeting on the SPP.
 - b. Private Equity Ownership – Lisa reported on Private Equity Ownership.

Motion to alter agenda and move to complaints. [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)] Cory Berry joined the meeting via teams and requested to speak before the board. President David Holt granted Cory's request.

Cory Berry requested the board reopen 2024-1 and reconsider the case based on the information he spoke of today. Motion to reopen case 2024-1 [Motion: Giese; 2nd Kautzman; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

Executive Session N.D.C.C. 43-02.2-10; N.D.C.C 44-04-19.2(1) Motion to enter executive session. [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

Moved into executive session at 11:03 am. The board members, executive director, council and board staff were in attendance. Exited executive session at 11:23 am.

2024-1 Motion to offer the same terms as the original agreement and update the deadline to the agreement. [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

2024-6 Motion to dismiss [Motion: Giese; 2nd Kautzman; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

6. 2024 Renewals

- a. Short Hours – Special meeting will be held in August to review licensees with short CPE hours.
- b. Late Fee Forgiveness – Motion to deny request for fee abatement [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

7. QUARTERLY BUSINESS

- a. Reinstatements- Motion to approve reinstatement request Alison Suko, Sashi Bagri, Olivia Byerley, Amogh Anilkumar, Kelcee Knoepfle, Katheryn Roll [Motion: Giese; 2nd Britsch; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]
- b. Exam Accommodations Request – None
- c. Exam Applications – Ratify April 1, 2024 – June 30, 2024, Motion to ratify exam applications April 1, 2024 – June 30, 2024 [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]
- d. New Licensees – Ratify April 1, 2024 – June 30, 2024, Motion to ratify new licensees April 1, 2024 – June 30, 2024 [Motion: Giese; 2nd Kautzman; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

8. Other Business

- a. Convention – Patrick and Steve plan to attend the ND CPA convention in August and will present the packets to the exam passers.
- b. ND CPA Society – Letter of recommendation for future law and rule changes. Letter to request new licensee contact information. Motion to approve request on an annual basis. [Motion: Kautzman; 2nd Britsch; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]
- c. Firm Requests – Firms are requesting an administrative access to licensee accounts to complete annual renewal and continuing education forms. On the advice of the legal counsel the licensees must log into their own accounts to complete such forms.
- d. ESOP Bill – AAG Lafferty reported on the updated language in the ESOP bill going into the legislative session addressing the conflict in the ND Century Code.
- e. FARB – not discussed

9. COMPLAINTS

Investigations – Executive Session N.D.C.C. 43-02.2-10; N.D.C.C 44-04-19.2(1)

AAG Lafferty recused himself from case 2024-05 as he is related to the complainant. AAG Allison served as legal counsel for case 2024-05. The board entered executive

session at 12:08 pm. The board members, executive director, AAG Lafferty, and board staff were in attendance. Exited executive session at 12:21 pm.

2024-5 Motion to dismiss. Legal counsel will send letters to both parties. [Motion: Kautzman; 2nd Britsch; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

The board entered executive session at 12:24 pm. The board members, executive director, AAG Lafferty, and board staff were in attendance. Exited executive session at 1:05 pm.

2024-3 Motion to offer conditional licensure with the terms discussed in executive session. [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

2024-4 Motion to dismiss [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

2024-7 Motion to dismiss. Legal counsel will send letters to both parties. [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

2024-8 Motion to dismiss. Legal counsel will send letters to both parties. [Motion: Kautzman; 2nd Britsch; unanimous]. [Roll call: Holt (y), Gerszewski (na), Kautzman (y), Giese (y) Britsch (y)]

10. Adjourn 1:06 PM

Secretary

Date

MEETING MINUTES
North Dakota State Board of Accountancy
August 14, 2024, 1:00 PM
Via Teams

The meeting was called to order by David Holt at 1:00 pm.

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

David Holt, President
Tammy Gerszewski, Secretary
Patrick Kautzman, Board Member
Lisa Giese, Board Member
Steve Britsch, Board Member

Mandy Harlow, Executive Director
Pene DeMaster, Staff
Austin Lafferty, Asst. Attorney General

1. 2024 Renewal Season – Ratify
 - a. Renewed Licensees – Motion to approve [Motion: Kautzman; 2nd Gerszewski; unanimous]. [Roll call: Holt (y), Gerszewski (y), Kautzman (y), Giese (y) Britsch (y)]
 - b. Renewed Firms – Motion to approve [Motion: Kautzman; 2nd Britsch; unanimous]. [Roll call: Holt (y), Gerszewski (y), Kautzman (y), Giese (y) Britsch (y)]
 - c. Retired Licensees – Motion to approve [Motion: Gerszewski; 2nd Britsch; unanimous]. [Roll call: Holt (y), Gerszewski (y), Kautzman (y), Giese (y) Britsch (y)]
 - d. Involuntarily Relinquished Licensees - Motion to approve [Motion: Giese; 2nd Kautzman; unanimous]. [Roll call: Holt (y), Gerszewski (y), Kautzman (y), Giese (y) Britsch (y)]
2. Short CPE Motion to fine all those listed except Mr. Binu, \$500 for delinquent CPE. [Motion: Kautzman; 2nd Gerszewski; unanimous]. [Roll call: Holt (y), Gerszewski (y), Kautzman (y), Giese (y) Britsch (y)] Motion to Fine Mr. Binu \$500 and 14 days to provide proof of CPE course (amended- to include CPE requirements in ND statute/rule) [Motion: Gerszewski; 2nd Britsch; unanimous]. [Roll call: Holt (y), Gerszewski (y), Kautzman (y), Giese (y) Britsch (y)]
3. Reinstatements – Motion to approve reinstatements [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (y), Kautzman (y), Giese (y) Britsch (y)]
4. COMPLAINTS

2024-1 Motion to forward this matter to the Attorney General's Civil Litigation Department to pursue formal disciplinary action, finding reasonable cause that Cory Berry violated NDCC 43-02.2-16, and requesting the ALJ assess a \$250 fine, the completion of 2 continuing education credits related to ethics, and requesting attorney fees and costs. [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (y), Kautzman (y), Giese (y) Britsch (y)]

5. Adjourn 1:44 PM Motion to adjourn meeting 1. Giese 2. Gerszewski

Secretary

Date

MEETING MINUTES
North Dakota State Board of Accountancy
October 17, 2024, 10:00 am
Eide Bailly, Fargo, ND

The meeting was called to order by President David Holt at 10:00 am.

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

David Holt, President	Mandy Harlow, Executive Director
Tammy Gerszewski, Secretary not in attendance	Pene DeMaster, Staff
Patrick Kautzman, Board Member	Austin Lafferty, Assistant Attorney General
Lisa Giese, Board Member	
Steve Britsch, Board Member	

1. Motion to amend agenda to include communication from former complainant. [Motion: Kautzman; 2nd Britsch; unanimous].
2. MINUTES July 22, 2024, and August 14, 2024 – Motion to approve minutes July 22, 2024, and August 14, 2024 [Motion: Giese; 2nd Kautzman; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]
3. FINANCIAL REPORT – July 1, 2024 – September 30, 2024 – Motion to approve disbursements July 1, 2024 – September 30, 2024 [Motion: Britsch; 2nd Kautzman; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]
Motion to move \$150,000 from BND to Stifel [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]
Financial oversight update (Secretary)- Mandy read from Tammy's report on her oversight of the financials.
4. 2023 AUDIT Motion to approve audit draft as presented with the correction of the spelling of Lisa Giese's last name. [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]
5. ESOP BILL – Motion to indicate to the legislature that the board's position on the bill is neutral. [Motion: Britsch; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]
Motion to authorize Mandy to speak on behalf of the board at the legislative hearing. [Motion: Giese; 2nd Kautzman; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]
6. PEER REVIEW completion and follow up – Motion to direct Mandy to send follow up letters to firms who have Pass with Deficiencies. [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]
7. NASBA BUSINESS
Exposure Draft – Motion to authorize Mandy to draft letter on the board's behalf to NASBA informing them of the board's intentions and opinions to oppose the competency model of licensure support broadening experience. [Motion: Giese; 2nd Britsch; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]
UAA Changes – No response
The Hazards of Redefining Mobility – Mandy updated the board on an email sent by NASBA and other state boards discussions.
8. QUARTERLY BUSINESS
Reinstatements- Motion to approve reinstatement request Ping Du [Motion: Kautzman; 2nd Britsch; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]

Exam Applications – Ratify July 1, 2024 – September 30, 2024. Motion to ratify exam applications July 1, 2024 – September 30, 2024 [Motion: Giese; 2nd Kautzman; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]

New Licensees – Ratify July 1, 2024 – September 30, 2024, Motion to ratify new licensees July 1, 2024 – September 30, 2024 [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]

OTHER BUSINESS

9. CPE Audit – Motion to send Binu Zacharias a letter based on current information the board is not able to award any CPE credit. He must either provide sufficient documentation and/or support or take new course(s) that fulfill the requirements within 30 days from receipt of letter as amended by Mr. Kautzman [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]

State Board Committee Updates – Mandy updated board on her committee meetings at NASBA.

Litigation Updates – Counsel Katie Carpenter appeared electronically to introduce herself and explain the litigation process and where the Board is currently in the process. The next step is the hearing or a response from Cory Berry.

EY Update – The letter received from EY to state board was deemed an FYI. No action was taken.

PCAOB Update – No action was taken.

Office Furniture – Motion to approve a maximum of up to \$5,000 for new office furniture. [Motion: Kautzman; 2nd Giese; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]

Email- Another email sent by former complainant. Motion to authorize legal to send a response to the inquiry stating there is no violation of the board rule or statute. [Motion: Kautzman; 2nd Britsch; unanimous]. [Roll call: Holt (y), Gerszewski (n/a), Kautzman (y), Giese (y) Britsch (y)]

10. 2025 MEETING DATES

January 14, 2025, Grand Forks, Brady Martz, 9:00 am

April 22, 2025, Fargo, Eide Bailly, 10:00 am

July 15, 2025, Grand Forks, Brady Martz, 9:00 am

August 7, 2025, via Teams, 9:00 am

October 21, 2025, Fargo, Eide Bailly, 10:00 am

11. ADJOURN Motion to adjourn meeting [Motion: Kautzman; 2nd Britsch]

Adjourn 11:50 AM


Secretary

1/14/25
Date

MEETING MINUTES
North Dakota State Board of Accountancy
November 5, 2024, 1:00 PM
Via Teams

The meeting was called to order by President David Holt

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

David Holt, President	Mandy Harlow, Executive Director
Tammy Gerszewski, Secretary	Pene DeMaster, Staff
Patrick Kautzman, Board Member not in attendance	Austin Lafferty, Assistant Attorney General
Lisa Giese, Board Member	
Steve Britsch, Board Member	

1. Litigation Update – Motion to accept settlement agreement including the board paying their own attorney’s fee. [Motion: Britsch; 2nd Gerszewski; unanimous]. [Roll call: Holt (y), Gerszewski (y), Kautzman (n/a), Giese (y) Britsch (y)]

Adjourn 1:04 PM


Secretary

11/14/25
Date

MEETING MINUTES
North Dakota State Board of Accountancy
November 26, 2024, 9:00 AM
Via Teams

The meeting was called to order by President David Holt at 9:01 AM

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

David Holt, President
Tammy Gerszewski, Secretary
Patrick Kautzman, Board Member
Lisa Giese, Board Member
Steve Britsch, Board Member

Mandy Harlow, Executive Director
Pene DeMaster, Staff
Austin Lafferty, Assistant Attorney General

1. Finalize Exposure Draft Response –. The board discussed the exposure draft response letter. The meeting was adjourned so Mandy could add the board's comments and will reconvene at 3:30 PM to approve the final draft.

Adjourn 9:44 AM


Secretary

1/14/25
Date

MEETING MINUTES
North Dakota State Board of Accountancy
November 26, 2024, 3:30 PM
Via Teams

The meeting was called to order by President David Holt at 3:30 PM

BOARD MEMBERS AND ADMINISTRATIVE STAFF ATTENDANCE

David Holt, President
Tammy Gerszewski, Secretary
Patrick Kautzman, Board Member
Lisa Giese, Board Member
Steve Britsch, Board Member

Mandy Harlow, Executive Director
Pene DeMaster, Staff
Austin Lafferty, Assistant Attorney General

Finalize Exposure Draft Response – Motion to approve the board's response to the exposure draft and send to NASBA. [Motion: Britsch; 2nd Kautzman; unanimous]. [Roll call: Holt (y), Gerszewski (y), Kautzman (y), Giese (y) Britsch (y)]

Adjourn 3:36 PM


Secretary


Date