

OKLAHOMA ACCOUNTANCY BOARD**MINUTES OF REGULAR MEETING**

December 19, 2014

The Oklahoma Accountancy Board (OAB) convened in regular session on Friday, December 19, 2014, at the Oklahoma Accountancy Board, 201 NW 63rd Street; Suite 210, Oklahoma City, OK 73116. A recording of the meeting is on file in the OAB office. Members present at Call to Order:

Mike Sanner, CPA, Chair
Jay Engelbach, CPA, Vice Chair
Jody Manning, Secretary
David Greenwell, CPA, Member
Marc Delametter, CPA, Member
Karen Cunningham, Member

Board staff present at the meeting: Randy Ross, Executive Director; LaLisa Semrad, Enforcement Coordinator; and Rebekah Flanagan, Administrative Assistant. Assistant Attorney General John Crittenden was also present.

Note: Member Ley arrived at approximately 9:32 AM.

Agenda Item #1a – Call To Order: At approximately 9:31 AM. Chair Sanner called the meeting to order.

Agenda Item #1b – Declaration of Quorum: Chair Sanner declared a quorum.

Agenda Item #1c – Announcement of Legal Meeting Notice: Executive Director Ross confirmed the notice of the meeting was filed with the Secretary of State and the agenda for the meeting was properly posted in compliance with the Open Meeting Act.

Agenda Item #1d – Announcement of Absences and Action, if Necessary, to Determine Whether Absence(s) Were Unavoidable Pursuant to Title 59, Section 15.3(B)(5): There were no absences.

Agenda Item #2 – Announcement of Visitors: The following visitors were present for the appropriate time: Daryl Hill, representing the OSCPA; and Dean Taylor, representing the OSA.

Agenda Item #3 – Public Comment Period: Executive Director Ross advised the Board that he had not received any requests for public comment.

Agenda Item #4 – Consent Agenda: The Consent Agenda contained five items for the OAB's consideration; (1) Approve the Minutes of the November 21, 2014, Regular Meeting of the OAB; (2) Take official notice of the preliminary OAB financial statements for FY 2015, for the month ended November 30, 2014; (3) Take official notice of the experience verification applications which have been approved by the Executive

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Director; and (4) Approve the actions taken by the Executive Director on applications and registrations filed since the previous meeting; and (5) Approve the verification of the administrative posting to the OAB's records and certification of scores for Window 4/2014 Examination, October and November 2014.

Motion by Manning that the Board approve the Consent Agenda. Second by Greenwell.

Affirmative Votes: Sanner, Engelbach, Greenwell, Ley, Delametter, Cunningham and Manning.

Agenda Item #5 – Discussion and possible action on Administrative Actions and recommendations and report from the Enforcement Committee:

ADMINISTRATIVE CONSENT ORDERS:

Case No. 2037 – Michael Todd Francis, CPA

This case was opened as a result of a referral by the CPE Coordinator that Respondent did not report any CPE for 2012 and 2013, resulting in Respondent being 69 hours short of the 120-hour minimum for the three year period 2010-2012 and 95 hours short for 2011-2013. An Administrative Consent Order was offered by the Enforcement Committee and accepted by the Respondent whereby Respondent is assessed a fine of \$1,000, plus costs and attorney fees in the amount of \$258.48, which must be paid within 30 days from the effective date of this Order. In addition, Respondent must complete 95 hours of CPE to apply to the shortage within 120 days. Any failure by the Respondent to comply with any of the terms of this Order shall result in an immediate hearing before the Board. In addition, a proven violation of the ACO, the Act or the Board's Rules authorizes the Board to take such other and further action as the Board may deem appropriate under the Act. The Enforcement Committee recommends the Administrative Consent Order in this case be approved by the Board.

OAB Records Summary

CPE Status: Registrant is not in compliance. Registrant reported 26 hours for 2010 (includes 4 hours ethics); 25 hours for 2011 (includes 4 hours ethics); and 0 hours for 2012 and 2013.

Peer Review Status: N/A.

Case No. 2038 – Wanda Karen Coleman, CPA

This case was opened as a result of a referral by the CPE Coordinator that Respondent was 17 hours short of the 120-hour minimum for the three year period 2010-2012. An Administrative Consent Order was offered by the Enforcement Committee and accepted by the Respondent whereby Respondent is assessed a fine of \$500, plus costs and attorney fees in the amount of \$258.48, which must be paid within 30 days from the effective date of this Order. In addition, Respondent must complete 17 hours of CPE to apply to the shortage within 30 days. Any failure by the Respondent to comply with any of the terms of this Order shall result in an immediate hearing before the Board. In

addition, a proven violation of the ACO, the Act or the Board's Rules authorizes the Board to take such other and further action as the Board may deem appropriate under the Act. The Enforcement Committee recommends the Administrative Consent Order in this case be approved by the Board.

OAB Records Summary

CPE Status: Registrant is not in compliance. Registrant reported 20 hours for 2010 (includes 0 hours ethics); 27 hours for 2011 (includes 4 hours ethics); and 56 hours for 2012 (includes 0 hours ethics).

Peer Review Status: N/A.

Case No. 2039 – John Thomas Hanley, CPA

This case was opened as a result of a referral by the CPE Coordinator that Respondent was 17 hours short of the 120-hour minimum for the three year period 2011-2013. An Administrative Consent Order was offered by the Enforcement Committee and accepted by the Respondent whereby Respondent is assessed a fine of \$500, plus costs and attorney fees in the amount of \$276.48, which must be paid within 30 days from the effective date of this Order. Respondent has already completed 17 hours of CPE to apply to the shortage. Any failure by the Respondent to comply with any of the terms of this Order shall result in an immediate hearing before the Board. In addition, a proven violation of the ACO, the Act or the Board's Rules authorizes the Board to take such other and further action as the Board may deem appropriate under the Act. The Enforcement Committee recommends the Administrative Consent Order in this case be approved by the Board.

OAB Records Summary

CPE Status: Registrant is now in compliance (after adjustment). Registrant reported 43 hours for 2011 (includes 4 hours ethics); 34 hours for 2011 (includes 0 hours ethics); and 43 hours for 2012 (includes 4 hours ethics).

Peer Review Status: N/A.

Case No. 2040 – James H. Morton, CPA

This case was opened as a result of a referral by the CPE Coordinator that Respondent was 71.5 hours short of the 120-hour minimum for the three year period 2010-2012, and 52 hours short for the three year period 2011-2013. An Administrative Consent Order was offered by the Enforcement Committee and accepted by the Respondent whereby Respondent is assessed a fine of \$1,000, plus costs and attorney fees in the amount of \$312.48, which must be paid within 30 days from the effective date of this Order. In addition, Respondent must complete 71.5 hours of CPE to apply to the shortage within 90 days. Any failure by the Respondent to comply with any of the terms of this Order shall result in an immediate hearing before the Board. In addition, a proven violation of the ACO, the Act or the Board's Rules authorizes the Board to take such other and further action as the Board may deem appropriate under the Act. The Enforcement

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Committee recommends the Administrative Consent Order in this case be approved by the Board.

OAB Records Summary

CPE Status: Registrant is not in compliance. Registrant reported 20 hours for 2010 (includes 2 hours ethics); 22.5 hours for 2011 (includes 2 hours ethics); 6 hours for 2012 (includes 0 hours ethics); and 39.5 hours for 2013 (includes 2 hours ethics).

Peer Review Status: N/A.

Motion by Engelbach that the Board approve Administrative Consent Orders in the following case no's: 2037, 2038, 2039 and 2040. Second by Greenwell.

Affirmative Votes: Sanner, Engelbach, Greenwell, Ley, Delametter, Cunningham and Manning.

FILES TO CLOSE:

File 1993 – CPA

This file was originally closed in 2010, but was re-opened when new information was presented pointing towards misconduct by the registrant while acting as Trustee for a client. The registrant wishes to cancel registrant's certificate due to health issues; therefore, the Enforcement Committee recommends that the file be closed with a note to registrant's file requiring a show cause hearing to reinstate.

OAB Records Summary

CPE Status: Registrant is in compliance. Registrant reported 52 hours for 2011 (includes 2 hours ethics); 43 hours for 2012 (includes 4 hours ethics); and 40.5 hours for 2013 (includes 4 hours ethics).

Peer Review Status: N/A.

Motion by Engelbach that the Board close the following file: 1993. Second by Greenwell.

Affirmative Votes: Sanner, Engelbach, Greenwell, Ley, Delametter, Cunningham and Manning.

Agenda Item #6 – Discussion and possible action on National Association of State Boards of Accountancy Regional Directors' Focus Questions: Discussion took place among the Board.

Member Ley requested a change be made to reflect input being given by all Board members.

Motion by Cunningham that the Board authorize the Executive Director to submit the NASBA Regional Directors' Focus Questions to Kolton Baker. Second by Manning.

Affirmative Votes: Sanner, Engelbach, Greenwell, Ley, Delametter, Cunningham and Manning.

Agenda Item #7 – Discussion and possible action on report from Peer Review Committee:

- 2014 fourth quarter report from Peer Review Oversight Committee

Motion by Ley that the Board approve the PROC report as presented. Second by Engelbach.

Affirmative Votes: Sanner, Engelbach, Greenwell, Ley, Delametter, Cunningham and Manning.

Agenda Item #8 – Discussion and possible action on report from the Executive Director:

Updates

- Revised 2015 meeting schedule for the OAB has been posted to the website and filed with the Secretary of State
- Update of ERISA DOL compliance verification project:
 - 52 letters sent to firms giving 30 days to supply additional information regarding the performance of ERISA audits in OK
 - Four known violations from OK firms; one OK firm requiring further investigation through the DOL
 - Email sent 12/11/2014 clearing 19 Oklahoma firms of any violations
 - Two possible violations from non-Ok firms (further investigation through the DOL needed)
 - To date, staff has cleared three out-of-state firms
 - Staff continues to monitor for the responses of 24 out-of-state firms for any violations
 - One self-reported firm
- I attended an open meeting and open records seminar.
- Presentation was made to the Tulsa Chapter of OSCPA regarding changes in the profession and OAB compliance, education and outreach efforts.
- Representative Gary Banz will be our House sponsor on the Attest legislation.
- I Visited with both OSCPA and OSA regarding the attest legislation.
- Beginning January 1, 2015 we will have staff available from 7:30 AM through 5:00 PM. This will be on a trial basis until June 30.

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- Carlos Johnson and I met with Chris Bruehl, the Governors appointment secretary, to discuss upcoming Board appointments.
- I registered with the ethics commission as required. At this time the internal policy is that the Executive Director will be the only staff person dealing with the legislature on any legislation.

Expenditures made by the Executive Director between \$2,500 and \$5,000 since the preceding Board meeting:

- Jody Manning; NASBA's 107th Annual Meeting - \$2,759.66
- Randy Ross; NASBA's 107th Annual Meeting - \$2,897.19
- BEP One; Dec 2014 Rent - \$4,392.00
- State Auditor and Inspector; Auditing Services for Nov 2014 - \$4,105.00

Expenditures made by the Executive Director with approval of the Chair between \$5,000 and \$10,000 since the preceding Board meeting:

- NA

Agenda Item #9 – Chair's Announcements: There were no announcements.

Agenda Item #9b – Announce date and time of the next meeting: It was noted that the next meeting is scheduled to be held on Friday, January 23, 2015, at the Oklahoma Accountancy Board, 201 NW 63rd Street; Suite 210, Oklahoma City, OK 73116.

Agenda Item #10 – Adjourn: There being no further business to come before the Board, Chair Sanner entertained a motion to adjourn.

Motion by Cunningham to adjourn the meeting. Second by Delametter.

Affirmative Votes: Cunningham, Engelbach, Ley, Greenwell, Sanner, Delametter and Manning.

The meeting was adjourned at approximately 10:33 AM.

Mike Sanner, Chair

Date

ATTEST:

Jody Manning, Secretary Date

APPENDIX I

Actions Approved by the Executive Director As of December 19, 2014

APPLICATIONS FOR CERTIFICATION (Successful Candidates):

Austin A. Fugitt
 Laura K Hagen
 Cory D. Jenkins
 Elena Irina Marica
 Justin Pierce
 Douglas Allen Yost, Jr.

APPLICATIONS FOR RECIPROCAL CPA CERTIFICATES:

Chad Ray Tyler (Delaware)

APPLICATIONS FOR REINSTATEMENT OF CPA CERTIFICATES:

Patricia Harris	7630
Tracy Ray	14557
Elizabeth Siela	15267

INITIAL FIRM REGISTRATIONS OF PROFESSIONAL CORPORATIONS:

Littleton Ruef & Associates PC

INITIAL FIRM REGISTRATIONS OF PROFESSIONAL LIMITED LIABILITY COMPANIES:

Ashley Everett, CPA, PLLC
 CPAOKC, P.L.L.C.
 Dean-Richman Results, PLLC
 Grant & Katie Johnson, CPA, PLLC
 Langley-Littlefield-Ober Certified Public Accountants, PLLC
 Steven G. Wade, CPA, PLLC

CERTIFICATES SURRENDERED BY REGISTRANTS:

CPAs:

No Longer Practicing in Oklahoma:

Robert Hinckley	6827	Issued May 26, 1983
Melinda Irwin	12274	Issued July 30, 1993
Matthew Lopez	16313	Issued February 13, 2007
Christi Woods	13494	Issued August 5, 1996

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No Longer Residing in Oklahoma:

Rachel Domnick	17450	Issued April 23, 2013
Justin Jorns	16290	Issued March 23, 2007
Connie Nice	17582	Issued November 15, 2013

Retired:

James Cottingham	5247	Issued July 25, 1980
Penelope Garrison	9496	Issued July 23, 1987
Bradley Williams	5166	Issued January 28, 1980

DECEASED REGISTRANTS:

CPAs:

Bill Amend	1170	Issued January 31, 1957
Bill Horne, Sr.	856	Issued January 23, 1953
Joseph Weddington	5163	Issued January 28, 1980

INDIVIDUALS AUTOMATICALLY REVOKED AS A RESULT OF NON-COMPLIANCE WITH 68 O.S. § 238.1 AND 59 O.S. § 15.14:

CertNo.	Name	Revocation Date
9147	Renee D. Sharman	Dec 1, 2014
11649	Blondel Cecilia Steward	Dec 1, 2014
14588	James Small Weber	Dec 1, 2014
15862	Harold Eugene Jackson	Dec 1, 2014

EXPERIENCE VERIFICATION ACTIVITY SINCE THE PREVIOUS BOARD MEETING

Experience verification applications approved by the Executive Director as of December 12, 2014

Joshua M. Bentley
Austin A. Fugitt
Candice R. Hall
Natalie K. Jarred
Mazen H. Kilani
Michael C. Miller
Cassie Mongold
Ian J. Morris
Hillary E. Nolan
Eric A. Sellers
Jonathon C. Wycoff
Douglas A. Yost Jr.