

**Illinois Board of Examiners (ILBOE) Meeting
Board Minutes-October 23, 2019-10:00 AM
1120 E Diehl Road, Room 165
Naperville, IL 60563**

Members Present: Simon Petravick, Chair, CPA; Larry Wojcik, Vice-Chair, CPA, JD; Thomas Homer, JD; Sara Mikuta, CPA and Brian Whitlock, CPA, JD

Staff: Russ Friedewald, Executive Director
Mary E. Fitzgerald, Business Manager
Tia Marie France, Assistant Director of Certification
Lianne Mace, Domestic Credential Evaluator

Call to Order-First Meeting

Chairperson Petravick called the meeting to order at 10:04 AM.

1. Approval of July 24, 2019 Minutes

ACTION Mr. Whitlock motioned to accept the July 24, 2019 board meeting minutes. Ms. Mikuta seconded the motion. Motion passed on unanimous voice vote.

2. Report of the Chair- Dr. Simon Petravick

- a. Chairperson Petravick requested that the Administrative, Candidacy and Finance Committees submit updated charges and that the Education and Strategic Planning Committees submit charges for formal approval. He also suggested that a Curriculum Committee be added formally.
- b. Chairperson Petravick discussed the items listed on the National Association of State Boards of Accountancy's (NASBA) Annual Meeting agenda being held October 27-30, 2019.
- c. Chairperson Petravick handed out a membership grid and stated that the Board should create a member pipeline with assistance from the Illinois CPA Society (ICPAS). Vice-Chair Wojcik suggested inviting potential members to meetings and Ms. Mikuta reminded members to be cognizant of public membership.
- d. Chairperson Petravick and the Board discussed the Illinois CPA candidate data in relation to the "supply and demand of accounting students", which is a topic at NASBA's Annual Meeting.

3. Report of the Executive Director-Mr. Russ Friedewald

- a. Mr. Friedewald formally announced the resignation of Ms. France and introduced Ms. Mace as her successor as Assistant Director of Certification.

ACTION

- b. Mr. Friedewald presented Chairperson Petravick and the Board with the 19Q3 scores for approval. Motion to approve was made and carried unanimously. Mr. Friedewald and the Board compared the 19Q3 & 18Q3 data.
- c. Mr. Friedewald stated that in-house edits to the Administrative Rules need to be reviewed by the Board. An Administrative Committee meeting is TBD for January 2020 in order to submit a copy to legal counsel for review.
- d. Mr. Friedewald stated that the external testing conducted by Nettitude listed minor findings on the report for the ILBOE and the in-house record system provider, MicroPact. The in-house issues have been corrected and the ones related to MicroPact are still pending. The internal testing will proceed when the ILBOE's new servers are in place.
- e. Mr. Friedewald stated that all of the Board members' Prometric site visit authorization forms are received. He also discussed NASBA's site visit checklist and visit procedures. The Board will set a visit schedule pertaining to the next three years.
- f. Mr. Friedewald, Ms. Fitzgerald and the Board discussed the credit card fees charged by the University (NIU). Mr. Friedewald stated that paperwork regarding the related legal procedures surrounding the fees has been submitted to legal counsel for review.
- g. Mr. Friedewald and Ms. France updated the Board on recent and upcoming college and university presentations and Ms. France discussed the pipeline activities that have occurred since the last Board meeting.

ILBOE COMMITTEE AND TASK FORCE REPORTS

4. Administrative Committee- Mr. Brian Whitlock

Mr. Whitlock and Dr. Petravick discussed the Committee charges. Dr. Petravick requested the Administrative Committee to seek input from the Committees with no Committee Charges to develop proposed charges in order that everyone will know what the responsibilities of those Committees are.

5. Candidacy Committee- Ms. Rhonda Kodjayan

A Summary of previous appeals were distributed.

6. Education Advisory Task Force- Dr. Simon Petravick

Chairperson Petravick discussed with the Board the updated audit process regarding the accepted templates used for approval of Business Communication, Business Ethics and Research and Analysis in Accounting (no longer required as of January 1, 2019 for new evaluation applications submitted on or after that date).

Chairperson Petravick also discussed the agenda for the upcoming Educators Conference being held on April 17, 2019 and asked for suggestions. Vice-Chair Wojcik suggested allotting some time at the educator conference for the educators to provide feedback.

7. Executive Committee- Dr. Simon Petravick

Chairperson Petravick stated that the succession plan needs updating and a meeting is TBD.

8. Finance Committee- Mr. Larry Wojcik

Chairperson Petravick, Mr. Wojcik , Ms. Fitzgerald and the Board discussed the current financial statements in addition to the administrative fees remitted to NIU.

9. Strategic Planning-Mr. Tom Homer

No Report

AICPA/NASBA COMMITTEE REPORTS

10. Bylaws Committee-Mr. Thomas Homer

No Report

11. CBT Administration Committee-Mr. Russ Friedewald

No Report

12. Diversity Committee-Ms. Rhonda Kodjayan

No Report

13. Education Committee-Mr. Simon Petravick

No Report

14. Ethics Committee-Mr. Jim Kelley & Mr. Larry Wojcik

Mr. Wojcik discussed the current Committee issues include staff augmentation relative to firms loaning staff to clients which could potentially create a conflict. Another issue relates to non-compliance of laws and regulations.

15. Regulatory Response Committee-Ms. Sara Mikuta

Ms. Mikuta discusses her role on the Committee.

ACTION Executive Session

Board members went into executive session to discuss ILBOE personnel matters.

Board came out of executive session at 1:15 PM

17. Unfinished Business-None

18. New Business-None

Chairperson Petravick adjourned the meeting at 1:17 PM.