

**MEETING AGENDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY MEETING
November 17, 2008
Conference Call**

Monday, November 17, 2008

The meeting was called to order at 9:05 A.M. by Mr. Gunn, Acting Chair. The roll was called by Mr. Gunn, Acting Chair and reflected the following persons present.

BOARD MEMBERS		STAFF	
Teresa Borcheck	Present	Veloria Kelly	Present
Cynthia Borders-Byrd	Present	June Carroll	Present
Rick Carroll	Present	Vy Hayes	Present
Maria Caldwell	Excused Absence	Dawn Lopresto-Davis	Present
William Durkin	Present		
Marshall Gunn	Present		
Frank Puissegur	Present		
David Tipton	Present		
John Quinlan	Present		

Mary Ellen Clark, Esquire, Assistant Attorney General and Board counsel was present. Eric Hurst, Esquire, Assistant General Counsel, Department of Business and Professional Regulation was present. Others present were; Kathy Anderson, John Johnson, and Adam Potts, of the Florida Institute of Certified Public Accountants, Tanya Davis, Stam Stathis, Dave Dennis and Bryon Shinn, Long Range Planning Committee Members. Jennifer Meale, Communications DBPR.

Motion was made by Mr. Quinlan, seconded by Mr. Tipton, to approve the October 21, 2008 minutes. Upon vote, the motion passed unanimously. Motion was made by Mr. Quinlan, seconded by Mr. Tipton, to approve additions. Upon vote, the motion passed unanimously.

I. **Petitions for Variance or Waiver and Reconsiderations**

Petition for Variance or Waiver of Rule 61H1- 28.0052(1)(b), Michael Pucek Danahar.

Motion was made by Mr. Durkin, seconded by Mr. Quinlan, to approve extend expiration of FAR until March 1, 2009. Upon vote, the motion passed unanimously.

II. **Administrative**

2. Consider the Unlicensed Activity spending plan.

Jennifer Meale from DBPR's Communication informed the Board that there were no changes from last year to the Unlicensed Activity spending plan, and that last year had been successful. Ms. Meale stated that the Department had met with the Florida Institute of CPA's regarding the Public Service Announcements. The Public Service Announcements will run

again this year between January and mid April. There will be advertisements in the Business Journal website. The total budget consist of \$125,000 with \$100,000 going towards the Public Service Announcements, \$10,000 for advertising on the Business Journal Web sites during tax session, \$10,000 for advertising with Google AdWords, radio, online newspapers and advertisements, \$3,000 for Florida Public Broadcasting, and \$2,000 for educational items, to be used at tradeshow and outreach events. Ms. Meale stated that this year's budget was reduced by \$20,000 from last year's.

3. Review of Statement of Estimated Regulatory Cost – 61H1-27.0041 One Year of Work Experience.

This item was postponed until the December 4, 2008 Board meeting.

4. Long Range Planning

Budget Proviso Language

2006-2007 DBPR Annual Report

Board of Accountancy Statement of Revenue – June 30, 2008

Board of Accountancy Operating Account Financial Reports – June 30, 2008

Cost Allocation Data Worksheet for period ending June 30, 2008

DBPR Cost Allocation Plan Methodology

Board of Accountancy – 2nd Quarter Proposed Spending Plan for 2008-2009

Summary of Board Operating Account Financial Statements – June 30, 2002

Summary of Board Operating Accounting Financial Statements – June 30, 2001

Motion was made by Mr. Carroll, seconded by Mr. Tipton, to approve the August 12, 2008 minutes from the Long Range Planning Committee meeting. Upon vote, the motion passed unanimously.

The Long Range Planning Committee discussed the Budget Proviso Language. Mr. Gunn, chair of the Committee reminded everyone that the report to the Legislation was due by February 1, 2009. The Committee decided Mr. Gunn, as chair would send a letter to the Legislation to inform them of the time line of information and data that the Board has received from the Department's staff, and the fact that the Committee is diligently working on this project. It was suggested that in this letter the dates that the information received from the Department's staff be included.

The Committee discussed the Customer Contact Center and the allocation method. Ms. Kelly informed the Committee, Board staff also receives global e-mails from the Customer Contact Center on a daily basis that is forwarded to Board staff to answer and we are being charged for this service. Ms. Kelly was asked if she could provide stats for the December 3rd meeting regarding the number of calls received. It was discussed that if the Board could control the IVR with what messages are being sent out, and the information was accurate, it would limit the phone calls.

The Committee discussed the level of service, the Board is providing. Ms. Kelly told Committee members that the exam and reactivation applications have increased, she gave an example of this; August 2007 there were 137 exam applications received, and in August 2008 there were 203 exam applications received. There was discussion as to how many full time employees would be needed, if the board office takes over answering the phones, and all other services except for revenue, and renewals. Committee members would like to know what the Department will charge for processing checks for the Board office.

Committee members discussed what it was that they are paying for with the services they are being provided from Education and Testing. They've asked Ms. Kelly to get this information with the break down from the Department.

The Committee discussed a proposed budget and ways to reduce cost. They determined they would use the 2008-2009 budget proposal prepared by Board staff, give the cost of utilities, cost of four (4) full time employees, including their benefit packages, remove the cost associated with the Central Intake Unit and Customer Contact Center. The four full time employees at Board office would eliminate the need for these two services.

The Committee stated they would like to know the cost associated with administering the Law and Rules exam as well as the cost associated with the Continuing Education reporting form. Mr. Gunn said that at the NASBA Annual Meeting he attended this was brought up by other states who are also looking at doing away with these items, due to budget constraints. The Committee also discussed their concerns with the issue of non-compliance with the audit, if the Continuing Education reporting form goes to check the box.

5. Other Business

Mr. Quinlan asked Ms. Kelly about the Review of Statement of Estimated Regulatory Cost of 61H1- 27.0041 One Year of Work Experience. Ms. Kelly informed him that she has been working on this.

6. Future meetings

This was an informational item.

7. Adjourn

There being no further business the meeting was adjourned at 10:25 a.m.

Mr. Gunn, Acting Chair

