

Julie I. Brown, Secretary

Ron DeSantis, Governor

April 16, 2021
Board of Accountancy
Department of Business and Professional Regulations
Best Western Gateway
Grand Hotel and Conference Center
4200 NW 97th Boulevard
Gainesville, FL 32606

Notice

Friday April 16, 2021

The training began at 9:00 a.m. Roger Scarborough, Director initiated the training meeting by leading a series of introductions of all staff and Board Members present and reflected the following persons present:

Board Members

Steve Platau (Chair)	Present
Brent Sparkman	Present
Jason Lafser	Present
Tracy Keegan	Excused Absence
Shireen Sackreiter	Present
Michelle Maingot	Excused Absence
William Blend	Present
William Benson	Present

Staff

Roger Scarborough	Present
June Carroll	Present
Kevin Brown	Present
Ashley Bordeaux	Present
Karan Lee	Present
Trencia Jenkins	Present
Barbara Whitney	Present
Danielle Collins	Present
Amber Bowman	Present

Rachelle Munson, Senior Assistant Attorney General and Board Counsel; Brande Miller, Deputy General Counsel - Professions, Department of Business and Professional Regulation.

1. Welcome and Introductory Remarks

Mr. Scarborough opened the training session by introducing himself and provided the Board with an overview of the various sections that comprise the Division Staff.

2. Board Chair Comments

Mr. Platau welcomed all persons present and thanked the Board Members for attending this meeting as well as the presenters for their diligence in preparing their presentations.

3. Exams and Licensure

Ms. Lee opened the Exams and Licensure training by providing an overview of the OnBase and Versa Regulation applications that are utilized by the Division Staff to conduct daily business transactions. Ms. Lee additionally explained the processes for processing applications for Ethics Providers and courses, Petitions, and her role as the Committee on Continuing Professional Education Liaison.

Ms. Jenkins presented to the Board the process for processing applications for Licensure by Endorsement, Firms, and Temporary Permits. Ms. Jenkins also elaborated on her role as the Clay Ford Scholarship Committee Liaison.

Ms. Whitney presented to the Board the process for processing Initial License Applications and Null and Void requests. Ms. Whitney additionally presented her role as the Education Advisory Committee Liaison.

Mr. Scarborough recognized Ms. Whitney as the 2020 Department of Business and Professional Regulation, Division of Certified Public Accounting Person of the Year. The Board and Division Staff acknowledged and thanked Ms. Whitney for her contributions to the Division and wished her the best of luck on her upcoming retirement.

4. Enforcement

Ms. Collins and Ms. Bowman presented the Board with the process of processing a complaint received by the Division. They provided the Board with an account of how the complaints are sorted, investigated, and if able, prosecuted. They provided numerous examples to illustrate how the Division would respond to a given type of complaint.

Ms. Miller additionally entertained questions from the Board and provided perspective on how the Office of the General Counsel interacts with the Division Staff in regard to prosecuting complaints. Ms. Miller also provided the Board information on the Probable Cause Panel and how the selection process works. Ms. Miller also addressed the Rule and Statutory requirements of the Panel.

5. Administration

Ms. Carroll introduced the Administration Team. Ms. Carroll acknowledged Ms. Paula Watkins was unable to attend this meeting due to conducting Division Business.

Ms. Bordeaux presented to the Board the logistical needs of the Division. Aspects of these needs included the processing of Wall Certificates for new licensees, managing the Division website, processing incoming mail, telephonic customer service and OnBase escalation, purchases and supplies acquisition and Public Records.

Mr. Brown presented to the Board the details of his position within the Division. Mr. Brown highlighted his custodianship of the Board, processing public notices for the meeting, developing the Board Materials, securing court reporters, processing travel requests for the Board, processing Final Orders and discipline, and processing and tracking fines and costs.

6. Other Comments

Ms. Munson provided input on Board Member Interaction and other aspects of her role as Board Counsel. Ms. Munson also encouraged the Board to seek guidance from herself and the Ethics Commission in the event ethics questions were to arise.

7. Conclusion

Mr. Platau provided his closing remarks in regard to the training.

The training concluded at 12:00 p.m.



Steven Platau, Chair

May 17, 2021
Date