

THE VIRGINIA BOARD OF ACCOUNTANCY

The Virginia Board of Accountancy (VBOA) met on Friday, November 7, 2008 in Board Room 1 of the Perimeter Center, 9960 Mayland Drive, Richmond, Virginia 23233.

CALL TO ORDER: Chairman Calderone called the meeting to order at 1:35 p.m.

MEMBERS PRESENT: Dian T. Calderone, MTX, CPA, Chairman
O. Whitfield Broome, Ph.D., CPA, Vice Chairman
Lawrence D. Samuel, CPA, Immediate Past Chairman
Stephen D. Holton, CPA
Tyrone E. Dickerson, CPA

MEMBERS ABSENT: William E. Hunt, CPA
Regina P. Brayboy, MPA

STAFF PRESENT: Nancy T. Feldman, Executive Director/Agency Head
Dreana L. Gilliam, Board Administrator

STAFF ABSENT: NONE

OTHERS PRESENT: NONE

DETERMINATION OF QUORUM

Chairman Calderone determined that a quorum was present.

APPROVAL OF AGENDA

Ms. Calderone stated that an agenda item would be added to discuss editorial changes to the proposed and emergency regulations. Upon a motion by Mr. Holton and duly seconded, the members voted unanimously to approve the November 7, 2008 agenda as amended.

APPROVAL OF MEETING MINUTES

Upon a motion by Mr. Holton and duly seconded, the members voted unanimously to approve the September 19, 2008 meeting minutes.

PUBLIC COMMENT

No members of the public were present.

PRESIDENT'S REPORT – VBOA ADMINISTRATIVE FUNCTIONS

Chairman Calderone opened the meeting and turned it over to Mr. Holton for the purpose of discussing editorial changes to the proposed and emergency regulation packages.

Mr. Holton informed the Board that upon his final review of the proposed and emergency regulations it was determined that editorial revisions for clarification were necessary prior to submission to the Department of Planning and Budget (DPB). All changes are editorial and no changes to content will occur.

Ms. Calderone advised effective November 30, 2008 the Department of Motor Vehicles (DMV) will no longer provide the administration of human resources for VBOA. The Department of Human Resource Management (DHRM) has agreed to take over this function.

Ms. Feldman informed the Board that the cost for DHRM to provide the service will be approximately \$3,400 per year and the billing will occur annually. In addition, DHRM administrative fees are \$391 per each full-time staff member and \$45 for each wage employee (P-14).

Ms. Calderone announced the resignation of Pam Kamalakkannan effective December 17, 2008. Ms. Kamalakkannan will continue to work with Mike Rogers, Financial and Administration Analyst to complete an updated fee analysis for presentation on December 17, 2008.

EXECUTIVE DIRECTOR'S REPORT

Ms. Feldman led the discussion regarding the Virginia Information Technologies Agency (VITA) billing of VBOA for services. VBOA recently received the following proposals for payment from VITA; 1) \$60,000 maintenance/licensing fee for Systems Automation (SA) database software, and 2) \$7,000 monthly inventory fee. Requests for an itemized explanation of the charges have gone unanswered.

Ms. Feldman reported that other state agencies have received similar requests and the Joint Legislative Audit and Review Commission (JLARC) is currently reviewing all proposed rate increases issued by VITA. Patricia Paquette, Chief Information Officer, Department of Health Professions (DHP) is currently working with JLARC on behalf of VBOA. Representatives from VITA are scheduled to attend the December 17, 2008 board meeting to field questions from the Board regarding the proposed fee increases.

Ms. Feldman led the discussion of VBOA projected expenses through June 30, 2009. Following the discussion of revenue collections, expenditures, and operating fund balances, Ms. Feldman advised she would request the Finance and Administration staff research the benefits of implementing a re-exam fee to increase the financial standing of the agency.

BEGIN CLOSED MEETING

Upon a motion by Mr. Holton, and seconded by Mr. Samuel, the members approved by unanimous vote that the meeting be recessed and the VBOA immediately reconvene in closed meeting for the purpose of discussing personnel matters within the jurisdiction of the VBOA as permitted by § 2.2-3711.A.1 of the *Code of Virginia*. The following non-member was in attendance to reasonably aid the consideration of the topic: Nancy T. Feldman, Executive Director/Agency Head. The members voting “**AYE**” were Mr. Samuel, Mr. Holton, Mr. Dickerson, Dr. Broome, and Ms. Calderone.

END CLOSED MEETING

Upon a motion by Dr. Broome, and seconded by Mr. Holton, the VBOA approved by unanimous vote that the closed meeting, as authorized by § 2.2-3712.A of the *Code of Virginia*, be adjourned and that the VBOA immediately reconvene in open public meeting. The members voting “**AYE**” were Mr. Samuel, Mr. Holton, Mr. Dickerson, Dr. Broome, and Ms. Calderone.

Upon a motion by Dr. Broome, and seconded by Mr. Samuel, the VBOA made the following certification:

WHEREAS, the VBOA has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and WHEREAS, § 2.2-3712.A of the *Code of Virginia* requires a certification by this VBOA that such closed meeting was conducted in conformity with Virginia law; NOW THEREFORE, BE IT RESOLVED that the VBOA hereby certifies that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the VBOA.

CALL FOR VOTE:

Dian T. Calderone, MTX, CPA – Aye
O. Whitfield Broome, Ph.D, CPA – Aye
Lawrence D. Samuel, CPA – Aye
Tyrone E. Dickerson, CPA – Aye
Stephen D. Holton, CPA – Aye
Regina P. Brayboy, MPA – Not Present/No Vote
William E. Hunt, CPA – Not Present/No Vote

VOTE

AYES: Five (5)

NAYS: None

ABSENT DURING VOTE: None.

ABSENT DURING MEETING: Mr. Hunt, Ms. Brayboy

The following actions were a result of the closed meeting:

Upon a motion by Mr. Holton and duly seconded, the Board moved to discontinue the employment of Nancy T. Feldman effective November 7, 2008.

Upon a motion by Mr. Holton and duly seconded, the Board moved to name Michael D. Rogers, Financial Analyst as Acting Executive Director effective November 7, 2008

Upon a motion by Mr. Dickerson and duly seconded, the Board moved to rescind the telecommuting policy effective December 1, 2008 and require all staff to be present in the office daily until further study of the policy.

FUTURE MEETING DATES

December 17, 2008 – 10:00a.m.

CONFLICT OF INTEREST FORMS/TRAVEL EXPENSE VOUCHERS

Chairman Calderone asked the members to complete and sign their conflict of interest forms and complete and sign their travel expense vouchers.

ADJOURNMENT

There being no further business a motion duly made and seconded, the meeting adjourned at 5:00 p.m.

APPROVED:

Dian T. Calderone, MTX, CPA, Chairman

COPY TESTE:

Michael D. Rogers, Acting Executive Director/Agency Head