



NOTICE OF PUBLIC MEETING
Board of Directors
The Westin Sacramento
4800 Riverside Blvd
Sacramento, CA 95822

Date: May 17 - 18, 2023

Time: 8:00 AM Pacific Time

Board Members

C. Lester Crawford, Chair
Fernando E. Angell III, Treasurer
Ray Davis, Secretary
Michael Carr
Aaron Chambers
Brandon Chanley
Karen De Vaney
Susie DiMaggio
Ruth Godfrey
Tom O'Saben
Lee Reams., Sr.
Jodi Runyan-Schechter
Yvette Rupp

- A. Call to Order**
- B. Call of the Roll**
- C. Approval of the Draft Minutes from November 17-18, 2022**
- D. Modify budget requests for the fiscal year 2023-2024 if applicable**
 - Board Activities
 - General and Administrative
- E. Chair's report – C. Lester Crawford**
- F. Review of Board Policies if applicable – C. Lester Crawford**
- G. Secretary's report – Ray Davis**
- H. Treasurer's report – Fernando E. Angell III**



I. Audit Oversight Committee Report – Ruth Godfrey

- Review of Audit and Oversight Committee policies
- Moore Webb LLP Audit Firm
- Modify budget requests for Audit Oversight Committee for the fiscal year 2023-2024

J. Bylaws Committee Report – Jodi Runyan-Schechter

- Review of Bylaws Committee policies
- Modify budget requests for Bylaws Committee for the fiscal year 2023-2024

K. Communication and Technology Report – C. Lester Crawford

- Review of Communication and Technology policies
- PII (Personally Identifiable Information) Mark Griffith
- Paid Bond Claims on CTEC website – Mark Griffith
- CTEC Website Technology Report – Mark Griffith
- Modify budget requests for Communication and Technology Committee for the fiscal year 2023-2024

L. Curriculum Provider Standards Committee Report – Lee Reams

- Review of Curriculum Provider Standards Committee policies
 - i. CP34 - Advertising Disclosures – QE and CE – Lee Reams
- CP23A-Qualifying Education Guidelines – Lee Reams
- Annual Provider Website Review – Lee Reams
- Approved Education Provider Report – Tabitha Bolkish
- Curriculum Reviewers Contract
- Modify budget requests for Curriculum Provider Standards Committee for the fiscal year 2023-2024

M. Executive Committee Report – C. Lester Crawford

- Review of Executive Committee policies
- United Way memo – Celeste Heritage
- Sunset Review / SB 812 – Fernando E. Angell III / Celeste Heritage
- Advocation Strategies, Inc. (EAP) – C. Lester Crawford
- Modify budget requests for Executive Committee for the fiscal year 2023-2024

N. Governance Committee Report – Susie DiMaggio

- Review of Governance Committee policies
 - i. GV12 – Conflict of Interest New draft policy – Susie DiMaggio
- Modify budget requests for Governance Committee for the fiscal year 2023-2024

O. Governmental Relations Report – Fernando E. Angell III

- Review of Governmental Relations Committee policies
 - i. GR04 Attachment – IRS Liaison Meeting Contact Information – Fernando E. Angell III
- H.R. 4184: Taxpayer Protection and Preparer Proficiency Act of 2021 – Celeste Heritage
- Amend Business & Professions Code Sections 22250-22259 to require unpaid volunteer preparers to go through a background check procedure and register with CTEC
- Legislative Issue Regarding Federal Background Checks – Celeste Heritage
- Modify budget requests for Governmental Relations Committee for the fiscal year 2023-2024



P. Public Awareness Report – Ray Davis

- Review of Public Awareness Committee policies
- Report on Public Awareness Campaign – Gigi Jones
- Modify budget requests for Public Awareness Committee for the fiscal year 2023-2024

Q. Closed session with CTEC's legal counsel pursuant to California Government Code Section 11126(e)

R. Tax Preparer Committee Report – Karen De Vaney

- Review of Tax Preparer Committee policies
 - i. TP12 – New Preparer Application Process – Karen De Vaney
 - ii. New Preparer Application Flowchart – Karen De Vaney
- CRTP Report – Celeste Heritage
- New Application Background Check Report – Supriya Panda
- Paralegal/Background Reviewers/Hearing Officers Report – Supriya Panda
- Background Reviewers Contract – Karen De Vaney
- Hearing Officers Contract – Karen De Vaney
- Paralegal Contract – Karen De Vaney
- FTB Report – Rebecca Landeros
- Modify budget requests for Tax Preparer Committee for the fiscal year 2023-2024

S. Budget and Finance Committee Report – Brandon Chanley

- Review of Budget and Finance Committee policies
- Modify budget requests for Budget and Finance Committee for the fiscal year 2023-2024
- Review and Approve CTEC 2023-2024 Budget

T. Public comments regarding issues, not on this agenda – C. Lester Crawford

U. Items/suggestions from Board Members for future meeting agendas – C. Lester Crawford

V. Adjourn