



Sent and posted on May 10, 2021

NOTICE OF PUBLIC MEETING

**Board of Directors
Friday, May 21, 2021
10:00 AM
Embassy Suites Hotel
Sacramento, CA 95814**

Join Zoom Meeting

<https://zoom.us/j/99917737658?pwd=UlkrQThZeGRkQTUrWExRdDVLV0FnUT09>

Meeting ID: 999 1773 7658

Passcode: 178062

Dial by phone: 1-669-900-6833

Code: 99917737658#

Date: May 21, 2021

Time: 10:00 AM

Committee Members

Brandon Chanley, Chair
Ruth Godfrey, Treasurer
Ann Springborn, Secretary
Fernando E. Angell III
C. Lester Crawford
Ray Davis
Karen De Vaney
Susie DiMaggio
Richard Ernst
Esperanza Escobedo
Jett Asinas Mercado
Lee Reams., Sr.
Yvette Rupp
Katie Zollo

A. Call to Order

B. Call of the Roll

C. [Approval of the Draft Minutes from November 19, 2020](#)

D. Modify Budget Requests for Fiscal Year 2021-2022 – Brandon Chanley

- General & Administrative
- Board



E. Chair's report – Brandon Chanley

- Welcome/Introductions
- Rules of Debate

F. Secretary's report – Ann Springborn

G. Treasurer's report – Ruth Godfrey

H. Audit Oversight Committee Report – Susie DiMaggio

- Audit Firm Proposals – Susie DiMaggio

I. Budget and Finance Committee Report – C. Lester Crawford

J. Bylaws Committee Report – Ann Springborn

K. Communication and Technology Report – Brandon Chanley

- CTEC Website Technology Report – Mark Griffith
- Qualifying Education reporting – Mark Griffith/Ray Davis

L. Curriculum Provider Standards Committee Report – Lee Reams

- Report from the May 19, 2021 Provider Task Force virtual meeting – Lee Reams
- Discussion regarding liability insurance – Ruth Godfrey
- Curriculum Reviewers Contract – Lee Reams
 - Jennifer Coats
 - Barry Gilbert
- CP23A – Qualifying Education Guidelines Update – Lee Reams
- 2021 Periodic Review – Lee Reams
- Annual Provider Website Review – Lee Reams
- Curriculum Provider Standards Committee Policy Modifications – Lee Reams
 - CP01 – Curriculum Provider Standards Committee Mission Statement
 - CP08 – Student Course Evaluations
 - CP12 – CTEC Provider Administrator – On-Site Coordinator
 - CP13 – Self-Study Courses
 - CP14 – Course Review Policy
 - CP18 – Curriculum Provider Non-Compliance
 - CP29 – IRS Conformity
 - CP35 – Provider Conduct
- CP28 Provider Audits Selection – Lee Reams
- Round Table CE – Lee Reams
- CP37 Round Table Continuing Education Draft Policy – Lee Reams
- Discussion of COVID-19 with regards to financials – Ruth Godfrey

M. Executive Committee Report – Brandon Chanley

- Advocacy Strategies Contract – Brandon Chanley

N. Governance Committee Report – Katie Zollo

- Director Reimbursement – Per Diem – Katie Zollo



O. Governmental Relations Report – Richard Ernst

- Legislative Issue Regarding Federal Background Checks – Celeste Heritage
- Sunset Review – Celeste Heritage
- AB 1140 – Celeste Heritage
- FTB Estimated payments – Celeste Heritage

P. Public Awareness Report – Ray Davis

- [Report on Public Awareness Campaign – Gigi Jones](#)

Q. Tax Preparer Committee Report – Karen De Vaney

- [CRTP Report – Celeste Heritage](#)
- **New CTEC Application Report – Mark Griffith**
- [New Background Check Report – Supriya Panda](#)
- [Paralegal/Background Reviewers Report – Supriya Panda/Sue Gaston/Yolanda Cannon/David Hill](#)
- [IRS Report – Zachary Woodside](#)
- [FTB Report – Rebecca Landeros](#)
- **Background Reviewers Contract – Karen De Vaney**
 - Yolanda Cannon
 - Sue Gaston
 - David Hill
- **Paralegal Contract – Karen De Vaney**
 - Supriya Panda
- **Discussion of COVID-19 with regards to financials – Celeste Heritage/Ruth Godfrey**
- **Hearing Officers Contract – Karen De Vaney**
 - Rudy Bistrovich
 - Aaron Gray
 - Mary Beth LaMunyon-Jones
- **Discussion of COVID-19 with regards to financials – Celeste Heritage/Ruth Godfrey**

R. [BD11 - Strategic Planning – Brandon Chanley](#)

S. Public comments regarding issues not in this agenda – Brandon Chanley

T. Items/suggestions from Board Members for future meeting agendas – Brandon Chanley

U. Adjourn