

**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

1. Welcome and Introductory Remarks – Roger Scarborough
2. Board Chair Comments – Steve Platau, Chair
3. Exam and Licensure

OnBase and VersaReg – Karan Lee

To include a discussion about interaction with the CIU-what they do and how we know when they do things-like opening an application or if additional items come in.

Processing Applications

Exams – Barbara Whitney  
Initial Licensure - Barbara  
Licensure by Endorsement – Trecia Jenkins  
Firms - Trecia  
Temporary Permits - Trecia  
Ethics providers and ethics courses – Karan

Other Processes

Processing applications for Board review - Karan  
Process null and void requests - Barbara  
Processing petitions - Karan

Introduction of Committee Liaisons and a Brief Overview of the Committee

Education Advisory Committee – Barbara  
Committee on Continuing Professional Education – Karan  
Clay Ford Scholarship Committee – Trecia

#### 4. Enforcement – Angela Francis, Danielle Collins and Amber Bowman

Introduction – Angela Francis, Team Lead

Top Ten Violations Processed by the Division – Danielle Collins and Amber Bowman

#### The Complaint Process

To ensure licensees meet the statutory requirements for licensure and practice of certified public accounting in Florida, as well as to protect the public from unethical and unlicensed practitioners.

#### Division Responsibilities

- Administer for the Florida Board of Accountancy
  - o Provide the Board information needed when administering discipline against licensees
- Protects the public from unethical and unlicensed practitioners.

#### Protecting the Public

- The division is responsible for reviewing complaints for legal sufficiency.
- Complaints found to have legal sufficiency are forwarded to the Office of General Counsel (OGC).
- OGC prosecuting attorney presents the case to the Probable Cause Panel to determine if probable cause exists and/or to determine if the complaint should be forwarded to a consultant for further investigation.
- Cases found to have probable cause are then presented to the full board for final action.

#### Source of Complaints

General Public	Other CPAs
Anonymous	Confidential Informant
Action taken by another agency	Board Staff

#### How to File a Complaint

- Mailed (paper) complaint form
- Faxed (paper) complaint form
- Online via DBPR Online Services Portal
- DBPR ULA mobile app

#### Maintaining Complaints (Talk about systems used in tracking)

- Entered into database
- Tracked in database until closed or referred to OGC
- Average days of investigation

#### Types of Complaints

- Licensed
- Unlicensed (Board members/Probable Cause Panel do not see these complaints)

#### Committee Liaisons:

Amber Bowman-PROC    Angela Francis: Budget Task Force

## 5. Administration

Introduction – June Carroll, Team Lead

Logistical Needs of the Division – Ashley Bordeaux, Administrative Assistant II

- Wall Certificates
- Division Website
- Incoming mail
- Phone/Escalations
- Purchasing and Supplies Acquisitions
- Public Records

Board Meetings – Kevin Brown, Administrative Assistant II

- Public Notices
- Meeting Preparation
- Post meeting
- Travel
- Final Orders/Discipline
- Fines/Costs – Collections

Committee Liaisons

Kevin Brown: Rules, CPE Task Force, Probable Cause