

NEW YORK STATE EDUCATION DEPARTMENT

Peer Review Oversight Committee

Meeting Agenda
NYS Education Department
WebEx Video Conference
August 3, 2022

The following members were present:

Frank S. Venezia, CPA, Chair
David Pitcher, CPA
Grace G. Singer, CPA

Mary E. MacKrell, CPA, Vice Chair
David Iles, CPA
Mitchell Mertz, CPA

Others in attendance:

Jennifer Winters, CPA, Executive Secretary, NYS Education Department
Thomas Cordell, Auditor 2, NYS Education Department
Philip Jesmonth, Auditor 1, NYS Education Department

Call to Order: On a motion by Mr. Mertz, seconded by Mr. Pitcher, the Committee unanimously agreed to move to public session at 9:03 a.m.

Minutes: Based on a motion made by Ms. Singer, seconded by Mr. Mertz, the Committee approved the May 18, 2022 meeting minutes. Mr. Iles abstained.

Future Meetings: Ms. Winters noted that future meetings via WebEx Video Conference must list the individual member's address of where they will be attending. These locations must be open to the public. The Committee has scheduled the following future meetings:

- October 26, 2022, 9:00 a.m. - Video Conference
- February 1, 2023, 9:00 a.m. - Video Conference
- May 17, 2023, 10:00 a.m. –80 Wolf Rd, Albany, NY

AICPA Peer Review Board Open Meetings

Ms. Singer, Mr. Iles and Mr. Pitcher will be attending the upcoming AICPA Peer Review Conference August 8-10th. They will report back to the Committee at the next meeting.

Future AICPA Peer Review Committee Open Meetings in 2022:

September 9th, November 16th - Ms. Winters and Mr. Cordell will attend the calls.

PROC – 2021 Annual Report: Mr. Venezia presented the PROC Annual Report to the State Board for Public Accountancy on July 27th. Overall, everything went very well. Mr. Venezia noted that there were a lot of questions from the board members. The Board members were shocked by the number of firms the PROC was currently monitoring. There was a discussion on Chapter 3 and the limitations the PROC is still subject to. Ms. Winters sent the PROC Annual Report to the Deputy's Office and they were impressed by the amount of work that went into it. The report was also sent to Ms. Henry at PICPA and NASBA for posting on their PROC Repository page.

New Business: Ms. Winters noted that the website changes have been assigned to a new lawyer who has been reaching out and asking questions.

PICPA –

Administering Entity Oversight Information Sheet – The Committee discussed PICPA’s information sheet and noted that the AICPA’s checklist requests the PROC Annual Report. The Committee identified that question #10, page 17 of the packet, is not well written. Mr. Pitcher notes that going forward, we should request a copy of their internal inspection report every year. Mr. Venezia will ask Ms. Henry for the most recent Administrating Oversight Report for 2021.

Ms. Winters will request a new schedule for the upcoming RAB and PRC meeting dates in order for the Committee members to perform oversight activities.

The Board Office still has a vacancy for the admin position and there are currently no candidates.

The Committee discussed the issues concerning the number of AICPA peer reviewers significantly decreasing and due to this, they will submit questions in advance of the upcoming AICPA meeting. Ms. Singer will circulate the questions to see if anything else should be added.

Public Session: With no other new business, a motion by Mr. Mertz and seconded by Ms. MacKrell, the Committee voted unanimously in favor of adjourning the public session at 9:39 a.m.

Executive Session: On a motion by Ms. MacKrell and seconded by Ms. Singer, the Committee voted unanimously to enter executive session at 9:48 a.m.

On a motion by Mr. Iles and seconded by Ms. MacKrell, the Committee unanimously agreed to close executive session and end the meeting at 11:21 a.m.

Respectfully submitted,

Jennifer Winters, CPA
Executive Secretary