

NEW YORK STATE EDUCATION DEPARTMENT

Peer Review Oversight Committee

Meeting Agenda  
NYS Education Department  
89 Washington Ave, Albany

Other Locations:  
45 Bryant Woods North, Amherst  
360 Madison Avenue, New York  
21 Greatwater Avenue, Massapequa  
410 Upland Road, Ithaca

October 24, 2023

The following members were present:

Frank S. Venezia, CPA, Chair (not counted for quorum)  
David Iles, CPA, Vice Chair  
Andy Neyman, CPA  
Mitchell Mertz, CPA  
Grace G. Singer, CPA

The following members were absent:

David Pitcher, CPA

Others in attendance:

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

**Call to Order:** On a motion by Mr. Iles, seconded by Mr. Mertz, the Committee unanimously agreed to move to public session at 9:04 a.m.

**Minutes:** Based on a motion made by Mr. Neyman, seconded by Ms. Singer, the Committee approved the August 9, 2023, meeting minutes.

**Future Committee Meetings:**

- February 8, 2024, 9:00 a.m. - Video Conference
- May 14, 2024, 10:00 a.m. - 80 Wolf Rd, Albany, NY

**AICPA Peer Review Board Open Meetings:** September 7, 2023, meeting cancelled.

**Future AICPA Peer Review Committee Open Meetings:** Ms. Winters and Mr. Cordell will attend the meetings:

2023 - November 16<sup>th</sup>

2024 – February 7<sup>th</sup>, May 15<sup>th</sup>, September 11<sup>th</sup>, and November 6<sup>th</sup>

**PROC Procedures:** The Committee briefly discussed the PROC procedures compiled by Mr. Venezia, Ms. Winters, and Mr. Cordell. The final version will be added to the PROC Sharepoint for future reference.

**New Business:** Ms. Winters reports that the non-CPA ownership bill has not been delivered to the Governor's office. Changes have been suggested. There are no additional updates on this matter.

Mr. Iles brought to the Committee's attention that about a third of the firms that have been recently peer reviewed, have registration issues with NYSED. Ms. Winters pointed out that firms were not sent registration renewal forms in the mail by NYSED sometime during COVID and the Board Office was never told that this process was halted. Recently, the process of mailing out the firm registration documents has restarted. In addition, many firms have changed their address since the start of COVID and have not notified the Department within 30 days of the address change.

**Public Session:** On a motion by Ms. Singer and seconded by Mr. Mertz, the Committee voted unanimously in favor of adjourning the public session at 9:30 a.m.

**Executive Session:** On a motion by Mr. Mertz and seconded by Ms. Singer, the Committee voted unanimously to enter executive session at 9:30 a.m.

On a motion by Ms. Singer and seconded by Mr. Mertz, the Committee unanimously agreed to close executive session and end the meeting at 10:16 a.m.

Respectfully submitted,

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Jennifer Winters, CPA  
Executive Secretary