



Oregon

**State Board of Examiners for
Engineering & Land Surveying**

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FINANCE COMMITTEE

Minutes of Meeting

December 11, 2007

Members present:

Carl Tappert, Chair

Mari Kramer

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert

Others present:

Sue Laszlo (observer)

The meeting was called to order at 2:00 p.m. in the conference room of the OSBEELS office at 670 Hawthorne Avenue, SE, Suite 220, Salem, OR 97301.

Classification and Compensation Consultation

Staff provided updated personnel services information for the 2007 – 2009 biennium. Additional staff for the Compliance Specialist/Investigator and Investigator positions were included at the first step; beginning January 2008. Information provided will be useful during the discussion related to increasing registration renewal fees.

Audit Information

Staff informed the Committee that a CPA has been requested to review the Board's finances for the audit scheduled during the week of January 14, 2008. The CPA has been requested to complete the financial statements and corresponding narrative. These duties were not included in the scope of work contracted by the state with the auditors, Merina & Company, LLC. Staff also informed the Committee that the CPA is knowledgeable with the PeachTree accounting software and will assist in the migration of information upon the conclusion of the audit. The Committee also recommended developing more precise codes for revenues and expenses prior to the PeachTree migration.

Division of Child Support – Report Fees

The Board entered an interagency service agreement with the Department of Justice, Child Support Division to comply with ORS 25.756. The interagency service agreement allows the Board to assess fees to the Department of Justice, Child Support Division for reasonable costs associated with providing the required data. Therefore, the Committee determined that the cost for this information is equivalent to the list of licensees outlined in OAR 820-001-0020(3)(c) - \$50.00. The Board will invoice the Department of Justice, Child Support Division quarterly; during the same timeframe of reporting the information. The first report and invoice will be sent in January 2008.

Consider Increase in Fees for Registration Renewal

The Committee discussed the amount of the future increase to registration renewal fees. As requested, specific information related to active registrants, examination application trends, registration application trends, personnel service costs, and general business expense information was provided for review. After an extensive discussion, the Committee will recommend the following revisions to OAR 820-010-0305(3):

- Increase the fee for wall certificate to \$35;
- Increase the application fees for registration as a professional engineer, as a professional land surveyor, and as a registered professional photogrammetrist to \$250;
- Increase the fee for temporary permits issued under ORS 672.135 to \$100;
- Increase the fee for issuance of certificates without examination based on experience as provided under ORS 672.255 to \$250;
- Increase the fees for annual renewal of a professional engineering, professional land surveyor, and registered professional photogrammetrist certificates to \$90;
- Increase the fee for annual renewal of inactive registration to \$45;
- Increase the fee for reinstatement and two-year license for inactive registrant to \$225;
and
- Increase the fee for reinstatement and two-year license for retired registrant to \$225.

The meeting adjourned at 4:02 p.m.