



Oregon

FINANCE COMMITTEE
Minutes of Meeting
August 10, 2012

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

670 Hawthorne Ave. SE, Suite 220
Salem, OR 97301
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Members present:

Steven Burger
Amin Wahab
Carl Tappert
Jim Doane (excused absence)

Staff present:

Mari Lopez
Jenn Gilbert
Joy Pariante

Others present:

Katharine Lozano, Assistant Attorney General

In the absence of Chair Doane, Mr. Tappert called the meeting of the Finance Committee to order at 12:03 p.m. in the conference room of the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) office at 670 Hawthorne Avenue, SE, Suite 220, Salem, OR 97301.

Unfinished Business –

Business Continuity Plan

Due to the absence of Chair Doane, discussion involving the Business Continuity Plan (BCP) will continue in October.

New Business –

OSBEELS Office Lease

The Committee reviewed a memo from staff pertaining to the current lease for the OSBEELS office. The current lease will expire on June 1, 2013. Since it has been expressed to staff that the OSBEELS office remain with Creekside Corporate Center, a diagram of additional space available to increase the square footage was also provided. After discussion, staff was directed to meet with the leasing manager to obtain more information on the available options, including costs, for consideration during the October meeting.

CPA Recruitment

The Committee reviewed a memo from staff inquiring of a timeline in association with selecting a new CPA firm. The purpose of seeking a new CPA firm to work with staff is to assist with reporting and auditing functions as well as completing financial statements on a quarterly basis. CPA firms for consideration must be knowledgeable in the Generally Acceptable Accounting

Principles (GAAP). The CPA firm must also remain current with industry changes and government auditing standards. To assist in the process, Mr. Tappert will send staff an example RFP. Upon receiving proposals, the Committee authorized staff to conduct first interviews and communicate back to the members for further guidance: the Board will give final approval.

Board Member Stipend

The Committee reviewed and discussed a memo from staff regarding Board member stipends for Board members. Oregon Revised Statute (ORS) 182.466, in particular, subsection 3 requires the Board to adopt, by rule, an amount as the per diem stipend for a Board member. The Board has previously discussed that Board members will automatically receive a \$30.00 stipend for each regular meeting they attend (Board and/or Committee meeting(s)). Board members are also eligible to receive a stipend for other Board activities, such as attending a Western Zone or Annual meeting of NCEES. However, it is the Board member's responsibility to request the stipend along with their travel reimbursement. Stipends are not given to Board members who are employed with the City, State, or County as contained in ORS 292.495. After discussion, staff was directed to draft a rule for consideration by the Rules and Regulations Committee in October. The draft rule will include the amount of \$30.00 as the per diem amount to be paid to board members for each day or portion thereof during which the member is actually engaged in the performance of official duties. There was no further discussion.

Review of Financial Information –

The Committee reviewed the Statement of Net Assets and the Profit & Loss Budget Overview as of June 30, 2012. AAG Lozano briefly informed the Committee of the annual meeting of the Federation of Associations of Regulatory Boards (FARB). She noted that the information obtained from these meetings is of great value and topics discussed include unlicensed practice and legislation affecting regulatory boards. Meetings are usually held at the end of September, so this could be a consideration to send staff for the 2013 meeting. There was no further discussion.

The meeting adjourned at 12:22 p.m.