



Oregon

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

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FINANCE COMMITTEE

Minutes of Meeting

August 9, 2013

Members present:

Jim Doane, Chair

William Boyd

Tom Van Liew

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert, Executive Assistant

Joy Pariente

Others present:

Katharine Lozano, Assistant Attorney General

Anne Hillyer (Observer)

Ron Singh (Observer)

Bob Neathamer (Observer)

The meeting of the Finance Committee was called to order at 11:45 a.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

Public Comment

There were no public comments.

New Business

2011-2013 Financial Review

Staff requested reconsideration of the financial review for the 2011-2013 biennium. As reported during the July Board meeting, the Business Transactions section of the Department of Justice was to provide contract legal assistance between OSBEELS and Valerie A. Wicklund, CPA, LLC, to conduct the financial review. However, upon further review by the DOJ, it was discovered that Ms. Wicklund does not hold a statewide agreement, which means she can't be contracted by OSBEELS under the new Model Rules for Purchasing and Contracting. Upon checking the Oregon Procurement Information Network (ORPIN), no results were found for "financial reviews" or "financial audits." As a result, Staff requested to proceed with a financial audit, as allowed by the Secretary of State, rather than a financial review, as planned. AAG Lozano said she has been working on draft language incorporating important parts of the Model

Rule, while still retaining the flexibility required for purchasing and contracting for OSBEELS. **The Committee recommended the Board proceed with a financial audit.**

Review of Financial Information

As a new Committee member, Mr. Boyd inquired about the high revenue recorded by OSBEELS under the Profit & Loss Budget Overview. Staff explained that the Board previously generated much of its revenue via overseas examination administration and when that ended, renewal fees were increased to compensate. This fee increase was the first in 10 years for OSBEELS registrants. The initial increase was to \$180, but Staff soon realized that this fee was higher than necessary to cover operating costs. However, it was still among the lowest registration renewal fees in Oregon. The renewal fee was dropped to \$150 in 2012 and remains at that rate. The Board recently dropped the FE/FLS application fee to assist in further balancing the OSBEELS budget. Mr. Van Liew inquired if there has been a decrease in PE renewal to account for the differing annual amounts listed in financial documentation. Ms. Lopez said this difference was a result of the combination of lower renewal fees, registrants not renewing and registrants retiring. Mr. Van Liew also noted an increase in the newsletter budget. Ms. Gilbert explained that the newsletter increased production to quarterly in 2012, with the addition of Ms. Pariente to Staff. Additionally, a one-time, mass newsletter mailing was sent in early 2013 in an effort to contact all registrants and ensure they were receiving the newsletter and to determine if they would like the newsletter electronically or in print in the future.

The meeting adjourned at 12:03 p.m.