



# Oregon

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

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## FINANCE COMMITTEE

Minutes of Meeting

February 14, 2014

### Members present:

Ken Hoffine, Chair

William Boyd

Sue Newstetter

### Staff present:

Mari Lopez, Administrator

Jenn Gilbert, Executive Assistant

Joy Pariente

### Others present:

Katharine Lozano, Assistant Attorney General

James Doane (Observer)

Shelly Duquette (Observer)

Anne Hillyer (Observer)

Jason Kent (Observer)

The meeting of the Finance Committee was called to order at 2:25 p.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**

#### **Mission, Functions and Goals – Yearly Review**

The Committee reviewed the Mission, Functions and Goals last adopted January 2011. The Committee noted an edit needed to the budget years addressed in the Committee's goals outline. Mr. Hoffine asked about the status of the business continuity plan referenced as a Committee goal. Ms. Lopez said a draft is complete. Mr. Hoffine requested a copy of the draft to discuss during the April 2014 Committee meeting. There was no further discussion.

#### Reimbursement Request – Mari Lopez

The Committee reviewed a reimbursement request from Ms. Lopez for \$76.12 in costs associated with her attendance at the 2014 NCEES Administrators Meeting in February. It was moved and seconded (Boyd/Newstetter) to approve Ms. Lopez’s reimbursement request. There was no further discussion. The motion passed unanimously.

#### **Review of Financial Information**

After reviewing the provided documentation, Mr. Hoffine asked if any of the funds should be earmarked for upcoming expenses, such as records management or the database update. Ms. Newstetter said, prior to moving funds, the Board should request the input of an accountant qualified in public dollars accounting. Ms. Lopez said a request for proposal (RFP) had been issued in 2012, but there were no replies. She added that Staff had recently reached out to the Board of Accountancy and associated professional organizations to solicit a certified public accountant to fill the vacant public member position on the Board. The Committee also noted that the current income and expenses reported were compliant with projected numbers set in the budget. There was no further discussion.

The meeting adjourned at 2:34 p.m.