



# Oregon

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

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## FINANCE COMMITTEE

### Minutes of Meeting

June 13, 2014

#### Members present:

Ken Hoffine, Chair

William Boyd

Sue Newstetter

#### Staff present:

Mari Lopez, Administrator

Jenn Gilbert, Executive Assistant

#### Others present:

Katharine Lozano, Assistant Attorney General

Steven Burger (Observer)

Anne Hillyer (Observer)

The meeting of the Finance Committee was called to order at 11:30 a.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

#### **Public Comment**

There was no public comment.

#### **Unfinished Business**

##### 2012 Request for Proposal (RFP) language

The Committee reviewed the language contained in the RFPs previously sent in 2012 requesting accounting assistance. After a brief discussion, the Committee agreed to continue with the same language, but changing the terms of the initial contract services from five years to three years. Additional years may still be considered on a year to year basis. Staff will work with AAG Lozano for final legal details and post the RFP according to the Board's contracting rules as contained in OAR Chapter 820, Division 1. Staff will also contact the Board of Accountancy for added outreach. There was no further discussion.

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

After reviewing the provided documentation, the Committee had no comments or concerns relating to the Board's financial information. There was no additional discussion.

The meeting adjourned at 11:42 a.m.