



Oregon

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

670 Hawthorne Ave. SE, Suite 220

Salem, OR 97301

(503) 362-2666

Fax (503) 362-5454

E-mail: osbeels@osbeels.org

FINANCE COMMITTEE

Minutes of Meeting

August 15, 2014

Members present:

Sue Newstetter, Chair

Anne Hillyer

Ken Hoffine

Staff present:

Mari Lopez, Administrator

Jenn Gilbert, Executive Assistant

Others present:

Katharine Lozano, Assistant Attorney General

Oscar Zuniga (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.

New Business

Travel Policy revisions for review

The Committee reviewed the minor revisions to the OSBEELS Travel Policy. Revisions included updating the title of the Administrator and removing the reference to staff since the staff follows a different policy for travel. A few additional grammatical errors were corrected. Ms. Hillyer inquired about the stipend as referenced in section 3. Ms. Lopez informed her that the stipends for attending Board and committee meetings are automatically processed. If a Board member is performing official duties of the Board other than attending the Board or committee meetings (i.e., giving a presentation, attending an NCEES meeting), request for a stipend can be submitted on the Travel Expense Detail sheet. However, the stipend is allowable for Board members who are employed in the private sector. Mr. Boyd asked if a board member can also request the stipend for preparing (reading through the materials) for Board or Committee meetings? Staff will send a formal request to AAG Lozano for response. After discussion, the Committee agreed to present the revised Travel Policy to the September Board meeting for adoption. There was no further discussion.

Unfinished Business

Draft 2014 Request for Proposal (RFP) language

Chair Newstetter briefly summarized the reason behind the RFP and highlighted a few changes since the 2012 issuance. Changes included decreasing the initial contract services from five years to three years, adding a brief history of the Board financial status, and including the applicable ORSs in the footnote. Ms. Lopez noted that the last RFP in 2012 was not posted to ORPIN and also requested a timeframe for responses. It was the consensus of the Committee to allow for a 2-month response period.

In addition to posting the announcement on ORPIN, staff will contact the Board of Accountancy and its professional association for added outreach. Ms. Lopez will notify the Board members when the posting to ORPIN has been completed.

Review of Financial Information

After reviewing the provided documentation, the Committee had no comments or concerns relating to the Board's financial information. Mr. Hoffine inquired the credit card fees account. Chair Newstetter noted that they were vendor processing fees and staff stated that the fee varies by the type of credit card. Ms. Hillyer inquired about the Temporary Staffing Services. Ms. Lopez stated that it was a result of the office remodel. Since the filing room was expanded, a contract through the state allowed OSBEELS to hire temporary staff to organize the files and file miscellaneous paperwork. There was no additional discussion.

The meeting adjourned at 11:47 a.m.