



# Oregon

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STATE BOARD OF EXAMINERS  
FOR ENGINEERING &  
LAND SURVEYING

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## FINANCE COMMITTEE

Minutes of Meeting  
February 13, 2015

670 Hawthorne Ave. SE, Suite 220  
Salem, OR 97301  
(503) 362-2666  
Fax (503) 362-5454  
E-mail: osbeels@osbeels.org

### Members present:

Sue Newstetter, Chair  
Ken Hoffine  
Amin Wahab  
Oscar Zuniga

### Staff present:

Mari Lopez, Board Administrator  
Jenn Gilbert, Executive Assistant  
Adaira Floyd, Social and Communications Media Specialist

### Others present:

Katharine Lozano, Assistant Attorney General

The meeting of the Finance Committee was called to order at 11:44 a.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

### Public Comment

There was no public comment.

### Review of Financial Information

Chair Newstetter inquired if the Committee would need to work on the budget to provide to March Board meeting. Ms. Lopez responded [no] and explained that this task will be on the April Committee agenda and the May Board agenda. Mr. Zuniga inquired why the financial report shows \$0.00 for employee salary and benefits for July 2014 – January 2015. Ms. Lopez explained that OSBEELS began working with the Oregon Department of Administrative Services (DAS) for payroll expenses and services. Ms. Lopez added that OSBEELS plans to work with a private CPA or CPA firm to organize how to appropriately demonstrate the change on the financial charts. AAG Lozano suggested adding an asterisk and footnote to explain the inaccuracies until CPA changes are made. Ms. Lopez provided an update to the Committee on the request for proposals (RFP) posted on the Oregon Procurement Information Network (ORPIN) for accounting services. She also explained that a separate ORPIN notice is planned to be posted for auditing services. Chair Newstetter asked about the costs for OAH Hearings. These fees are paid to the Employment Department and are separated for each case. There was no further discussion.

The meeting adjourned at 11:57 a.m.