



Oregon

STATE BOARD OF EXAMINERS
FOR ENGINEERING &
LAND SURVEYING

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FINANCE COMMITTEE
Minutes of Meeting
April 10, 2015

Members present:

Ken Hoffine, Ad hoc Chair
Amin Wahab
Oscar Zuniga

Members absent:

Sue Newstetter (excused)

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 11:32 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

Audit Proposals

Ms. Lopez briefly explained that the Oregon Secretary of State (SOS) Audits Division will no longer be contracting financial review or audit services for OSBEELS and other semi-independent agencies. The SOS Audits Division will no longer post any semi-independent agency reviews or audits on their website; however, SOS will review the contracts and ensure the reviews or audits are completed (see ORS 182.464 and ORS 182.472). Ms. Lopez reported that three proposals were received in response to the Board's Notice for Financial Auditing Services published on the Oregon Procurement Information Network (ORPIN) and on the OSBEELS website:

- i. Boldt Carlisle + Smith
- ii. Merina & Company, LLP
- iii. Pauly, Rogers, and Co., P.C.

The Committee reviewed and discussed the proposals. Ms. Lopez pointed out that the proposed costs for each firm are similar and commented that the Boldt Carlisle + Smith proposal indicates the largest set of staff and the most recent letter of reference. Mr. Zuniga noted that the proposals list differences in the statement of work timelines. AAG Lozano added that the Board is required to include the audit with the report due April 1, 2016; Ms. Lopez confirmed that the proposals specify sufficient associated timelines. Mr. Zuniga suggested working with a local firm may be more efficient. It was moved and seconded (Hoffine/Wahab) to recommend the Board proceed with the proposal submitted by Boldt Carlisle + Smith. There was no additional discussion. The motion passed unanimously.

2015 – 2017 Budget

The Committee briefly discussed the previous budget. Ms. Lopez provided that she is working with AAG Bray of the Business Transactions Section of the Oregon DOJ on the CPA contract and the Committee has been asked to provide it's best estimate for the 2015-2017 budget in order to begin the rule drafting process until the CPA contract is finalized. AAG Lozano added that the rule can be amended in the future. Ms. Gilbert reported that the proposed budget recommendation is based in part on the prediction that additional staff will be hired during the 2015-2017 period. Ms. Gilbert added that the 2013-2015 budget did not allot for HR staffing. It was moved and seconded (Zuniga/Wahab) to recommend the Board approve the amount of \$3,250,000.00 for the 2015-2017 budget and to begin the rulemaking process to amend OAR 820-010-0325. There was no additional discussion. The motion passed unanimously.

Review of Financial Information

Statement of Net Assets, Profile & Loss Budget Overview

Mr. Zuniga noted that the cost for telecommunications has lowered. Ms. Lopez mentioned that the American Express (AMEX) credit card fees appear to be substantially higher than others. She added that the Board office does not process many AMEX card payments. Hoffine commented that the Board's CPA agreement could provide insight regarding exactly how many AMEX card payments are made and the related costs of accepting them.

The Committee discussed fees for intern declarations. Ms. Lopez clarified that in the past, the printed intern declaration was included in the fundamentals examination application fees; however, the application fees has since been removed for fundamentals exam applicants. AAG Lozano reminded the Committee that the intern declaration is optional. It was moved and seconded (Hoffine/Zuniga) to approve the amount of \$35.00 be charged for intern declarations and to allow applications for enrollment as an intern to remain free of charge pending legislative approval of SB 297. There was no additional discussion. The motion passed unanimously.

The meeting adjourned at 12:02 p.m.