



Oregon

STATE BOARD OF EXAMINERS
FOR ENGINEERING &
LAND SURVEYING

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FINANCE COMMITTEE
Minutes of Meeting
June 12, 2015

Members present:

Amin Wahab, Acting Chair
Ken Hoffine
Oscar Zuniga

Staff present:

Mari Lopez, Board Administrator
JR Wilkinson, Investigator

Others present:

Katharine Lozano, Assistant Attorney General
Chris Aldridge (observer)
Jason Kent (observer)
Darrell Fuller, Lobbyist

The meeting of the Finance Committee was called to order at 11:15 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

Chair Wahab provided the Committee with the basis of the proposal to include Incidental Expenses to the Travel Policy. The National Council of Examiners for Engineering and Surveying (NCEES) currently funds the registration, travel, and lodging expenses for member(s) or an associate member designated by a Board to attend it at meetings of the Council. In addition, NCEES also provides each funded delegate a one-time payment of \$150.00 - \$175.00 for incidental expenses. No expense reports are necessary to receive this funding. The check is distributed to the funded delegate representing the Board during the meeting.

The revision to the Travel Policy makes it clear to the recipient on how to manage the check from NCEES. The Policy requires the recipient to sign the check over to OSBEELS and file a travel reimbursement request with OSBEELS accordingly. It was moved and seconded

(Hoffine/Zuniga) to recommend the Board adopt the Incidental Expenses addition to the Travel Policy. There was no additional discussion. The motion passed unanimously.

Administrative Reimbursement Request

A request for reimbursement from Ms. Lopez related to her attendance at the 2015 NCEES Zone Meeting held in May was reviewed. The request for \$28.98 (reduced GSA rate) is associated with the roundtrip mileage between Salem and the Portland airport. Through general consensus, the Committee approved her request. There was no further discussion.

Review of Financial Information

Statement of Net Assets, Profile & Loss Budget Overview

It was noted that an expense the Board will no longer incur are charges for recruitment and position management services provided by the Department of Administrative Services, Enterprise HR Services (DAS-EHRS); the interagency agreement between the Board and DAS-EHRS expires on June 30th. After the 30th, the Board may proceed with its own recruitments and management of positions.

The Committee reviewed the Statement of Net Assets and the Profit & Loss Budget Overview as of April 30, 2015. There were no comments. Ms. Lopez reported that a contract with Grove, Mueller & Swank, P.C. for accounting services was implemented in April. Since then, Ms. Gilbert and Sandy Ryden, PA have been working together to continue to adjust the accounts accordingly. She also reported that the Board did not discuss the Committee's recommendation to proceed with a contract with Bolt Carlisle + Smith for auditing services during the May Board meeting. Therefore, the recommendation made during the April meeting will be provided during next meeting on July 14th. There was no further discussion.

The meeting adjourned at 11:27 p.m.