



# Oregon

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STATE BOARD OF EXAMINERS  
FOR ENGINEERING &  
LAND SURVEYING

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## FINANCE COMMITTEE

Minutes of Meeting  
December 11, 2015

### Members present:

Jason Kent, Chair  
Ken Hoffine  
Amin Wahab  
Oscar Zuniga

### Staff present:

Mari Lopez, Board Administrator  
Jenn Gilbert, Executive Assistant  
Jennifer O'Neill, Social and Communications Media Specialist

### Others present:

Katharine Lozano, Assistant Attorney General

The meeting of the Finance Committee (FC) was called to order at 11:02 a.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301. During a moment when Chair Kent was required to step out of the meeting, Mr. Zuniga acted as the ad hoc chair. Upon his return, Chair Kent resumed duties.

### Public Comment

There was no public comment.

### New Business

#### One Card agreements

Ms. Lopez explained that through the development of the new employee handbook a credit card agreement was drafted. She also conferred with AAG Brena Lopez on it. Ms. Mari Lopez asked AAG Lozano if she saw anything problematic with the agreement developed. AAG Lozano said no. It was noted that the agreement is only for staff members with a card. Further, with the new chip and PIN process, the expectations and responsibilities for staff with a card are made clear in the agreement. It was moved and second (Wahab/Zuniga) to recommend to the Board to approve the One Card agreement. The motion passed unanimously. There was no further discussion.

## **Review of Financial Information**

### **Update on 2013 – 2015 audit process**

Staff updated the FC that the fieldwork for the audit took place. Staff from the audit company were in the OSBEELS office for 2.5 days. OSBEELS has yet to receive any status updates. Chair Kent wondered on when the Board could expect a response. Ms. Lopez informed the FC that the contract specifies the audit company has until February 29, 2016. There was no further discussion.

The meeting adjourned at 11:21 a.m.