



Oregon

FINANCE COMMITTEE

Minutes of Meeting

April 13, 2012

State Board of Examiners for Engineering & Land Surveying

670 Hawthorne Ave. SE, Suite 220

Salem, OR 97301

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Members present:

Jim Doane, Chair

Steven Burger

Amin Wahab

Carl Tappert (excused absence)

Staff present:

Mari Lopez

Jenn Gilbert

Joy Pariante

Others present:

Joanna Tucker-Davis, Assistant Attorney General

Sue Newstetter (observer)

Chair Doane called the meeting of the Finance Committee to order at 11:25 a.m. in the conference room of the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) office at 670 Hawthorne Avenue, SE, Suite 220, Salem, OR 97301.

Unfinished Business –

Disaster Recovery Plan

The Committee briefly reviewed the information provided in the packets regarding the Board's Disaster Recovery Plan. Information provided included the Oregon Seismic Safety Policy Advisory Commission (OSSPAC) summary of activities and House Resolution 3. After a brief discussion, Chair Doane informed the members that he would send draft language for a Request for Proposal (RFP) to staff for inclusion in the June Committee packet information. The RFP will be the continued disaster planning as approved during the March Board meeting. There was no further discussion.

New Business –

Expense Reimbursement Request

The Committee reviewed a reimbursement request from Ms. Lopez for mileage to and from Tigard for a presentation to the Professional Engineers of Oregon (PEO) Columbia Chapter meeting. The purpose of the presentation was to further educate the association members on the Continuing Professional Development (CPD) requirements. The Committee approved her request for reimbursement of \$45.39.

Draft Report of Independent Auditors and Financial Statements

The Committee reviewed the Draft Report of Independent Auditors and Financial Statements. A lengthy discussion was held regarding the Financial Statement Finding since the finding is essentially the same as the finding from the previous biennial audit. As a result of the discussion, staff was directed to invite a representative from Moss Adams to the May Board meeting to explain in detail, the material weakness found. Additionally, the finding was written in a manner that gave the reader the impression that there is more than 1 material weakness with little detail for the Board to determine a path of resolution. **Further discussion will be held during the May Board meeting prior to officially responding to the finding.**

Purchasing and Contracting Policies

During the March Board meeting, Ms. Lopez reported that the Board may adopt the Oregon Administrative Rule (OAR) Chapter 137, Divisions 46 and 47 in part or in its entirety. OAR Chapter 137, Division 46 contains the Department of Justice (DOJ) Model Rules for General Provisions Related to Public Contracting and Chapter 137, Division 47 contains the DOJ Model Rules for Public Procurements for Goods or Services. The Committee discussed instances wherein these rules would guide the process and the amount associated with the desired outcome. Although these Model Rules contain areas that may not apply to the needs of the Board, the Committee noted that the instances in which the Board enters into contracts or procures goods or services are small. As a result, **the Committee recommends adopting all portions of OAR Chapter 137, Divisions 46 and 47 as the Board's Purchasing and Contracting Policies.**

Review of Financial Information –

The Committee reviewed the Statement of Net Assets and the Profit & Loss Budget Overview as of February 29, 2012. There was no further discussion.

The meeting adjourned at 12:17 p.m.