



# Oregon

**State Board of Examiners for  
Engineering & Land Surveying**

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**FINANCE COMMITTEE**

Minutes of Meeting

October 14, 2011

**Members present:**

Jim Doane, Chair (excused absence)

Steven Burger

Carl Tappert

Amin Wahab

**Staff present:**

Jenn Gilbert (excused absence)

Mari Lopez

**Others present:**

Joanna Tucker-Davis, Assistant Attorney General

Ken Hoffine (observer)

Sue Newstetter (observer)

In the absence of Chair Doane, Mr. Tappert called the meeting of the Finance Committee to order at 12:02 p.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.

**New Business –**

**Application Refund Request**

The Committee reviewed a written request from Michael Dutton requesting OSBEELS to refund his and Erik Kabusreiter application fees for the October 2011 NCEES structural engineering examination. Mr. Dutton and Mr. Kabusreiter were not aware of the additional examination costs they would incur as a result of registering with NCEES. After a brief discussion, the Committee determined to deny the request for refunds pursuant to Oregon Administrative Rule (OAR) 820-010-0300. Staff will respond accordingly.

**Executive Secretary Reimbursement**

The Committee reviewed a reimbursement request from Ms. Lopez for mileage to and from the Portland International Airport for her attendance at the 2011 NCEES Annual Meeting that was held in Providence, Rhode Island. The Committee approved her request for reimbursement of \$68.34.

**Unfinished Business –**

**Purchasing Policy**

During the August meeting, Staff was directed to review the existing procedures for procurement stipulated by DAS, inquire with other semi-independent agencies if a procedure or policy was

available for review, and solicit proposals from a minimum of three qualified consultants. Ms. Lopez informed the Committee that Staff had received a purchasing and contracting policy for review by the Landscape Contractors Board. She also conveyed that several unsuccessful attempts have been made to set up a user account for OSBEELS to use the Oregon Procurement Information Network (ORPIN) in order to procure services. The Committee informed Staff that an informal process could be approached to procure the services. There was no further discussion. Additional information will be provided for review during the December meeting.

**Review of Financial Information –**

The Committee reviewed the Statement of Net Assets as of September 30, 2011. There was no further discussion.

Ms. Lopez announced that Moss Adams, LLP of Eugene, OR will be conducting the regularly scheduled audit for the Board. The Entrance Meeting is scheduled for Wednesday, October 26, 2011 in the OSBEELS office.

The meeting adjourned at 12:15 p.m.