



Oregon

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

670 Hawthorne Ave. SE, Suite 220

Salem, OR 97301

(503) 362-2666

Fax (503) 362-5454

E-mail: osbeels@osbeels.org

FINANCE COMMITTEE

Minutes of Meeting

December 9, 2011

Members present:

Jim Doane, Chair

Steven Burger

Carl Tappert

Amin Wahab

Staff present:

Mari Lopez

Jenn Gilbert

Others present:

Katharine Lozano, Assistant Attorney General

Sue Newstetter (observer)

Steve Wood, gl solutions (by telephone)

Brian Bennett, gl solutions (by telephone)

Chair Doane called the meeting of the Finance Committee to order at 11:00 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.

New Business –

OSBEELS Symposium Refund Request

The Committee reviewed a request from Jody McConnell, Accounting Specialist with the Marion County Public Works Environmental Services. Ms. McConnell requested a refund of the registration fees paid to attend the 2011 OSBEELS Symposium for two Marion County employees. Registration forms and fees were processed and accepted after the registration deadline at the request of Ms. McConnell. After reviewing the chain of email requests and subsequent registration information, the Committee denied Ms. McConnell's request based on the "no-show" of the two individuals. Staff will respond accordingly.

OSBEELS Travel & Expenditure Reimbursement Policy

The Committee reviewed a draft revision of the OSBEELS Travel & Expenditure Reimbursement Policy. The proposed language revises Section IV. Travel Awards as a result of the discussions previously held. Additionally, a section was added to address that purchases for alcoholic beverages are not reimbursable. After review and a brief discussion, **the Committee approved the revised policy for presentation during the January 2012 Board meeting for adoption.**

Unfinished Business –

Purchasing Policy

Staff provided the Committee with the Department of Administrative Services (DAS) applicable purchasing policies, and the purchasing and contracting policies obtained from the Oregon Landscape Contractors Board as examples. AAG Lozano noted that the Department of Justice Business Transactions Section (BTS) can also provide assistance with drafting a policy. After a brief discussion, Ms. Lopez will be provided with further contact information for the assigned counsel to assist with drafting a purchasing policy that is stringent enough to meet the requirements of statute, yet simple enough to understand and apply to the Board's needs.

Database Work Proposals

The Committee was joined, by telephone, with Steve Wood, Agency Partner with gl solutions and Brian Bennett, Sales Associate with gl solutions. Mr. Wood and Mr. Bennett participated in discussion with the Committee to present their proposal for their "customizable off-the shelf software" as an option to redesigning the current database system. The gl solutions proposal included several levels of options to the system deliverables and cost options depending on the need of the Board. Several questions and concerns were voiced and discussed regarding the proposal, the installation process, and after-installation support available. AAG Lozano also inquired to clarify the degree of involvement they view that would place different "tasks" or "projects" within different levels of support. For example, what constitutes a "tasks" versus a "project"? gl solutions stated that a portion of involvement considered is the different interfaces that may be created. An example provided would be to change banks; this would be considered a "project" due to the third-party interface that would be involved.

The Committee also briefly discussed the proposal submitted by G-Squared Software. Mr. Tappert noted that he appreciated the straightforward accounting provided by the G-Squared Software proposal. He also noted that the representative from G-Squared Software previously demonstrated the anticipated steps of migrating information to a revised database.

Ms. Lopez informed the Committee that another proposal was solicited; however, due to a miscommunication, the proposal was not submitted in time for review by the Committee. As a result, staff will include one more proposal for review during the February meeting.

Review of Financial Information –

The Committee reviewed the Statement of Net Assets as of October 31, 2011. Discussion was held to earmarking funds for anticipated litigation related to a law enforcement case. It was suggested that staff contact the Department of Justice Appellate Division to inquire of the average cost for an appeal to the Supreme Court. Although it could be some time before an appeal, it would be wise to set aside funds for an appeal that could have ramifications for the Board. Further discussion will be held in February.

The meeting adjourned at 11:50 a.m.