

Notice of Agenda
OREGON REAL ESTATE BOARD
Special Meeting Agenda
Monday, June 23, 2008
Oregon Real Estate Agency
1177 Center Street NE
Salem, OR 97301

I. BOARD BUSINESS

- A. Call to Order
- B. Roll Call
- C. Approval of the Agenda and Order of Business
- D. Date of the Next Meeting: August 4, 2008 at Port Of Morrow in Boardman, Oregon, located at 2 Marine Drive PO Box 200, Boardman, Oregon.

II. PUBLIC COMMENT

This time is set aside for persons wishing to address the Board on matters not on the agenda. Speakers will be limited to five minutes. The Board Chair reserves the right to further limit or exclude repetitious or irrelevant presentations. If written material is included, 12 copies of all information to be distributed to board members should be give to the Board Liaison prior to the meeting. Action will not be taken at this meeting on citizen comments. The Board, however, after hearing from interested citizens, may place items on a future agenda so proper notice may be given to all interested parties. If no one wishes to comment, the next scheduled agenda item will be considered.

III. BOARD ADVICE/ACTION

Budget policy packages (provided by email).

IV. NEW BUSINESS. None.

V. COMMUNICATIONS. None.

VI. REPORTS. None.

VII. ANNOUNCEMENTS

Next regular board meeting, August 4, 2008, in Boardman, Oregon.

VIII. ADJOURNMENT

**Interpreter services or auxiliary aids for persons with disabilities are available upon
advance request.**

**Oregon Real Estate Agency Board
2009-2011 Agency Request Budget
Policy Option Packages**

Package 101 – Board and Commissioner Support

The Agency will request for permanent funding of the Board and Commissioner Support position, which is a position in the administrative services division. This position is vital to the Agency and its stakeholders. Currently this position, an Administrative Specialist 1, supports the commissioner, deputy commissioner, board members, and other division managers, works with land development filings, will hold public hearings for rule reviews, and works on other special projects. The Agency will change the classification of the position from Administrative Specialist 1 to Executive Support Specialist 1; both have the same salary range. Employees in the Executive Support Specialist classification perform confidential secretarial support and perform or coordinate administrative work for upper level Agency managers, the classification more closely aligns with this positions job description. Below is the breakdown of the expenses the Agency is requesting to fund this position for the 2009-2011 biennium:

Salary and Other Payroll Expenses:	\$110,682.00
Office Expenses:	\$1,750.00
Employee Training:	<u>\$1,500.00</u>
TOTAL:	\$113,932.00

**** Note ****

The Agency currently has two full-time and one part-time limited duration positions approved through June 30, 2009. One full-time position works in administrative services, as board and commissioner support (which is outlined above), and the other is in the licensing division. The Agency intends to acquire an automated licensing system, which, if approved, will eliminate the need for the additional staff in licensing. This system will allow Agency customers to apply for, renew, and change licenses online, thus creating much less paperwork to be processed. The part-time limited duration position is a student worker that has been working in administrative services and regulations. The Agency is not requesting to continue the student worker position.

Package 102 – Information Technology

Below lists the proposed expenses, their descriptions, and the costs associated with each expense for the 2009-2011 IT package. Last biennium, the Agency’s approved IT package totaled \$171,000. For the 2009-2011 biennium, the Agency moved a large portion of those expenses to the Essential Budget Level, this included all expenses that were licensing and maintenance agreements for software that the Agency has already purchased and is required to keep business going as needed.

Expense	Description	What needs to be purchased	Amount
SharePoint	Sophisticated Intranet to share documents, track changes, share calendars and tasks. This will replace common folders on network and create less work for IT staff in managing the network.	Dell Poweredge 1950III (Server), SharePoint 2007 Software for server, SharePoint 2007 license for each computer	\$10,745
Exchange	Purchase new front-end exchange server to allow for Outlook Web Access and Outlook Mobile Access. (This server was last updated in 2005).	Dell Poweredge 1950III (Server), Microsoft Exchange 2007 license for server.	\$5,500
ISA	Software based firewall for front-end exchange and other Microsoft published systems – this is recommended for Outlook Web and Mobile Access for security.	Dell Poweredge 1950III (Server), Microsoft ISA Server 2006 license for the server.	\$6,350
PDA's	For agency managers and IT staff to stay connected while out of the office.	4 PDA's	\$2,000
Workstations	Replace remaining half of agency’s computers (half of the computers are being replaced in 2007-2009 biennium). Also replace IT staff computers.	Purchase 19 Standard Computers and 4 IT Computers	\$40,000
Tape Backup Unit	Replace the tape backup unit – current unit is over 3 years old and no longer covered under warranty.	HP StorageWorks 1/8 G2 Autoloader	\$5,000
Windows Server 2008	Update all agency servers to Windows Server 2008 – currently running on Windows Server 2003.	Windows Server 2008 license for each server and Windows Server 2008 license for each device.	\$5,150
4715 – IT Related Expendable Property:			\$74,745
Training	IT Staff Training for new servers, exchange, and data security		\$10,000
4150 – Employee Training:			\$10,000
Total:			\$84,745

