

**OREGON BOARD OF ACCOUNTANCY**  
**SPECIAL BOARD MEETING MINUTES**  
**August 16, 2012**

Board of Accountancy Office

Telephone Conference

Salem OR

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*The Board of Accountancy protects the public by regulating the practice and performance of all services provided by licensed accountants.*

**BOARD MEMBERS:**

Roberta Newhouse, CPA, *Chair*  
Jessie Bridgham, CPA, *Vice Chair*  
Ann Ferguson, CPA, *Treasurer*  
Dr. Roger Graham, *Public Member*  
Al Crackenberg, PA  
Larry Brown, CPA

**EXCUSED:**

Scott Wright, CPA

**BOARD STAFF:**

Kimberly Sisk, Exec. Assistant  
Noela Kitterman, Investigator  
Susan Bischoff, AAG  
Heather Shepherd, Cte. Coord.

**GUESTS:**

Phyllis Barker, OSCP Representative  
Jason Orme, CPA, OSCP Representative  
Stuart Morris, OAIA  
Martin Pittioni

**Call to Order**

Chair Newhouse called the meeting to order at 8:31 a.m. and announced the meeting was being recorded.

**1. Consideration and Appointment of Interim Temporary Executive Director**

Each Board member received Mr. Martin Pittioni's resume. Roberta gave his credentials to the Board and indicated that he is very well qualified. Mr. Pittioni is familiar with policies and procedures. Mr. Pittioni stated that he is looking forward to working with the Board.

**BOARD ACTION:** Moved by Ms. Bridgham and carried to appoint Martin Pittioni, the current Executive Director of the State Board of Licensed Social Workers, to fill the position of Interim Executive Director for the Board of Accountancy on an intermittent and temporary basis with the understanding that the will receive no additional salary or remuneration for this position, but that the Board of Accountancy will be charged for its proportionate share of Mr. Pittioni's current salary as determined by the State Department of Administrative Services.

**VOTE:** 6 ayes, 1 absent – Wright

**2. Delegation of Authority**

There are situations that arise which can only be carried out if the Interim Director has the delegated authority to do so. Ms. Newhouse and Mr. Pittioni have discussed preferences on what the Board should allow during the interim period. Mr. Pittioni would prefer to have substantive items be signed by Board Chair, such as Stipulated Orders, however, Mr. Pittioni should have those authorities if the Chair is not available.

**BOARD ACTION:** Moved by Ms. Ferguson and carried to formally delegate or otherwise grant to Board of Accountancy Chair, Roberta Newhouse, the temporary authority to perform all actions on behalf of the Board that have previously been delegated to the position of Executive Director, and to ratify all actions taken by Chair Newhouse on behalf of the Board between August 6, 2012 and August 16, 2012.

**VOTE:** 6 ayes 1 absent Wright

**BOARD ACTION:** Moved by Ms. Ferguson and carried to formally delegate or otherwise grant Interim Executive Director Martin Pittioni, the authority to perform all actions on behalf of the Board that have previously been delegated to the position of Executive Director in those instances where Chair Newhouse is unavailable or the action requires immediate attention; provided, however that this delegation will terminate upon expiration of Mr. Pittioni's temporary appointment to this position.

**VOTE:** 6 ayes, 1 absent – Wright

### **3. Discussion of Interim operations and issues.**

Mr. Pittioni reported that the month of August has many reporting deadlines. The risk report was a management level report that was due on Tuesday. That report has been completed and sent. Mr. Pittioni worked with Mr. Hunter to ensure the numbers were reported accurately.

By August 31 there are other reports due, primarily the budget. There are two processes this time, one to the budget buying teams and one to the DAS.

The key performance measures also need to be reviewed and updated within the next week. In addition, the Boards Affirmative Action plan is due. Renewals continue to cause a strain on staff work load.

Mr. Brown has been asked to serve as a liaison for the GL project. There are some issues there that need to be explored more closely. The project is currently around 40% complete and there are pieces that need to be dealt with contractually.

Ms. Newhouse and Mr. Pittioni will continue to keep Board Members in the loop on a consistent basis

Ms. Bischoff cautioned the Board to watch that they don't "reply all" to emails sent to Board members with the update since it could be considered a meeting. Members should pick up the phone or just email that person. The Board may want to consider at the October meeting compiling those emails and making them part of the meeting record so you can discuss if you want to.

Mr. Graham would like to talk about the Audits Division and the application submitted for Janet Metz. This was discussed at the August 6, 2012 meeting and Mr. Graham offered to look into the matter and discuss if she should go through the process or not.

The Board should consider whether they want to discuss the audits program as a whole, but for the time being, Mr. Graham would recommend that the Board allow her application go through the normal channels at this point and not hold it up. That would allow Ms. Shepherd to approve and grant the license.

Follow through with assignments from August meeting and direct staff to proceed to treat Ms. Metz as an attest applicant.

Ms. Shepherd and Mr. Graham can work with the Division of Audits to determine if their set up is appropriate for gaining experience under the attest standards.

Adjourn at 8:51 a.m.