



Oregon

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

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FINANCE COMMITTEE

Minutes of Meeting

October 11, 2013

Members present:

Ken Hoffine, Chair
William Boyd (Excused Absence)
Sue Newstetter

Staff present:

Mari Lopez, Executive Secretary
Jenn Gilbert, Executive Assistant
Joy Pariente

Others present:

Katharine Lozano, Assistant Attorney General
Jim Doane (Observer)
Carl Tappert (Observer)

The meeting of the Finance Committee was called to order at 11:40 a.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

Public Comment

There were no public comments.

New Business

Delinquency Fee Waiver Request – Timothy Kent

Mr. Kent requested a waiver for a delinquent fee of \$80 assessed for a late license renewal. Mr. Kent said that a letter sent to him incorrectly identified him as being delinquent on his engineering license (“PE Delinquent”) and stated that his Continuing Professional Development Organizational Form needed to be submitted. Mr. Kent left voicemails with the Board office for clarification. When he spoke to a Staff member, he was informed that the “PE Delinquent” notation indicates that his professional engineering license is delinquent. As he is not an engineer, Mr. Kent dismissed that part of the letter as a clerical error and began searching his records for his CPD Organizational Form.

He again spoke to Staff to ensure all issues with his license were resolved. Staff explained that the identification of Mr. Kent as an engineer was a clerical error, but the delinquent fee was not. Due to his renewal being received after the deadline, his license was in delinquent status. He

checked his financial records and noticed that he had written his check in May and mailed his renewal sometime in June at the same time as another board's renewal.

Staff noted that Mr. Kent's CPD Organizational Form was dated May 1, 2013 and his renewal form was dated June 30, 2013. Both forms arrived in an envelope postmarked on July 8, 2013. Mr. Kent said he should not be held accountable for a delay in mail receipt, as he mailed the renewal information to OSBEELS in June.

Mr. Hoffine said there were two issues with Mr. Kent's situation: the waiver request and the incorrect form letter. Ms. Newstetter pointed out that the July 8, 2013 postmark indicates that the information was mailed after Mr. Kent's license expiration date and, therefore, no waiver should be granted, as he was legitimately late and the delinquent fee was warranted. Ms. Newstetter advised sending copies of the signature dates on the CPD and renewal forms and of the postmarked envelope with the waiver denial response. Ms. Newstetter asked if Staff had acknowledged to Mr. Kent that the wrong letter was sent. Mr. Hoffine pointed out that Tina Sorensen, Accounts Specialist, had explained the situation via email to Mr. Kent, but the Staff had not yet apologized for the confusion. AAG Lozano recommended including a formal apology for the confusion caused by the form letter with the waiver denial response. Mr. Hoffine said Staff should also inform Mr. Kent that, as a result of his alerting the Board office of the form letter error, Staff is changing and clarifying the letter to avoid similar situations in the future. The Committee determined to not grant Mr. Kent's request for a waiver of his delinquent fee.

Reimbursement Request – Mari Lopez

Ms. Lopez submitted a reimbursement request for \$71.47 to the Committee for mileage on her personal vehicle accrued while traveling from Salem to Portland International Airport en route to the 2013 National Council of Examiners for Engineering and Surveying (NCEES) Annual Meeting in San Antonio, Texas. For new Committee members, Ms. Lopez explained that, as a result of a recommendation from a past audit, the Committee was responsible for approving the Board administrator's reimbursement requests. For Staff reimbursement requests, the administrator is responsible for approval and requests are also reviewed by the Board president. The Committee determined to approve Ms. Lopez's reimbursement request.

Symposium 2013 After Action Report

Ms. Pariante reported that the total cost of the 2013 OSBEELS Symposium was \$11,625.97. Registration fees totaled \$6,640. The remainder of associated costs covered by the Board totaled \$4,985.97. Mr. Hoffine said he had no issue with the money spent on the symposium. Ms. Newstetter agreed and said the event returns value to the Board in the form of more informed and knowledgeable registrants.

Review of Financial Information

Ms. Gilbert clarified that the numbers provided do not accurately reflect the final totals for the last biennium. The HEM Incentive total is at a deficit because it was waiting to be paid with a refund check from PEBB, which just arrived. The check covers money used to cover last year's HEM Incentive fees. She explained that a certified public accountant will be coming in to close out the biennium statements and make the necessary adjustments.

AAG Lozano asked if the Committee would consider being disbanded, as Staff has been granted more responsibility over finance issues. She explains that many other similar boards do not have

a standing finance committee. Her recommendation was that Staff would prepare finance materials to be reviewed and approved by the full Board. Mr. Hoffine said, as he's new to the Committee, that he wouldn't be comfortable making that determination yet. He asked Mr. Doane, the previous Committee Chair, for his opinion. Mr. Doane said he believes the Committee is only necessary biennially for budget development and that work could be completed by a Board-determined ad hoc committee. Mr. Hoffine also expressed concern regarding pushing work that would normally be completed by the Finance Committee off on other Committees. Mr. Tappert agreed that a budget committee would be necessary, but he acknowledged that the tasks for the Committee have been slowly dwindling. Ms. Lopez said she prefers having a Finance Committee because it brings validity to the Board's financial activities. She explained that semi-independent boards are often looked at negatively by many who believe the boards have too much independence and not enough oversight. The standing Finance Committee has helped reduce those concerns in regards to OSBEELS. The Committee determined to readdress this topic at a later date.

The meeting adjourned at 11:58 a.m.