



Oregon

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

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FINANCE COMMITTEE

Minutes of Meeting

December 13, 2013

Members present:

Ken Hoffine, Chair
William Boyd (via telephone)
Sue Newstetter

Staff present:

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

Others present:

Katharine Lozano, Assistant Attorney General
Jim Doane (Observer)
Anne Hillyer (Observer)

The meeting of the Finance Committee was called to order at 11:44 a.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

Public Comment

There were no public comments.

Review of Financial Information

After reviewing the provided documentation, Ms. Newstetter said she had no concerns regarding OSBEELS expenses. Mr. Hoffine asked if the rent on the office space had changed after the remodel. Ms. Gilbert said rent had only increased slightly. Mr. Hoffine praised Staff's excellent negotiation skills in obtaining significantly more work and filing space with minimal cost increase.

Mr. Hoffine asked about upcoming large expenditures, such as the IT personnel needed for an update of the OSBEELS database. Ms. Lopez said they're waiting on the hiring of a human resources employee to conduct the search for an IT person. She said Staff are currently working with the Department of Administrative Services (DAS) to recruit a human resources employee. Mr. Hoffine asked about the timeline for hiring this individual. Ms. Lopez said she's waiting on a contract with DAS for recruiting services.

Ms. Lopez also mentioned that OSBEELS was moving to the state payroll system through DAS. She said this would remove the in-house requirements for PERS, PEBB, Oregon Savings and

Growth Program and COLA tracking. She said there may be fees associated with this service. Ms. Hillyer asked if OSBEELS had previously used DAS payroll services. Ms. Lopez said yes, before the Board was semi-independent. There was no further discussion.

The meeting adjourned at 11:53 a.m.