



## NOTICE OF PUBLIC MEETING

### OREGON BOARD OF ACCOUNTANCY

200 Hawthorne Ave. Ste. D450, Salem, OR 97301

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

## PUBLIC BOARD MEETING AGENDA – MARCH 3, 2022

This meeting will be held by **Zoom** – 11:00 a.m.

- 00:00:00 CALL TO ORDER / ANNOUNCE RECORDING<sup>1</sup> / INTRODUCTION OF BOARD AND GUESTS**  
*A recording of the public portion of the meeting will be posted to the Board website after the meeting. Please ensure that topics discussed are appropriate for public consumption.*
- 00:01:52 AGENDA REVIEW AND APPROVAL**
- 00:02:32 EXECUTIVE SESSION UNDER AUTHORITY OF ORS 192.660(2)(f)(h) CONSIDERATION OF RECORDS EXEMPT FROM DISCLOSURE AND COUNSEL ADVICE**
- 00:11:55 INTERIM EXECUTIVE DIRECTOR DELEGATED AUTHORITY**
- 00:02:39 & 00:04:16 EXECUTIVE DIRECTOR RECRUITMENT**
- 00:03:44 PUBLIC COMMENT**
- 00:24:19 ANNOUNCEMENTS AND ADJOURNMENT (estimated at 12:00 p.m.)**  
**Next Board meeting:** June 23, 2022

#### *ORS 673.015 Statement of public interest in regulating practice of accountancy*

*The public interest requires:*

*(1) The promotion of reliable information used for guidance in financial transactions and accounting for, or assessing the financial status or performance of, commercial, noncommercial and governmental enterprises;*

*(2) That persons professing special competence in accountancy or offering assurance as to the reliability or fairness of presentation of such information demonstrate their qualifications to do so, and that persons who have not demonstrated and maintained such qualifications, including public accountancy professionals not in public practice, not be permitted to hold themselves out as having special competence or to offer such assurance; and*

*(3) That the conduct of persons licensed as having special competence in accountancy be regulated in all aspects of their professional work and that the use of titles relating to the practice of public accountancy that have the capacity or tendency to mislead or deceive the public as to the status or competence of the persons using the titles be prohibited.*

<sup>1</sup> If arrangements can be made for you to participate in all or part of the meetings by phone, you are free to do so. There is no prohibition about participating by teleconference. If there is sufficient advance notice, you may appear by phone for all or part of the meetings. One or more members may be participating by teleconference.

## BOA Executive Director Recruitment Plan 2022

Scope of Search: National - Open/Competitive		Timeline:		
DRAFT RECRUITMENT PLAN AND PROFILE PREPARATION				
	Activity	Notes	Assigned	Dates
1	Update current position description	Review and revise position description for updates.	Nancy Young-Oliver	Completed
2	Announcement preparation	<ul style="list-style-type: none"> <li>• Prepare draft announcement (criteria)</li> <li>• Elements to include:                             <ul style="list-style-type: none"> <li>○ Leadership qualities/skills</li> <li>○ Management experience</li> <li>○ Education and training</li> <li>○ Technical experience</li> <li>○ Organizational culture</li> <li>○ Interpersonal skills</li> <li>○ Legislative experience</li> </ul> </li> </ul>	Phillip Peterkin	Completed
3	Discuss and consider plan	<p>Discuss and consider recruitment plan to include:</p> <ul style="list-style-type: none"> <li>• Recruitment announcement (criteria)</li> <li>• Recruiting and selection timeline (hiring process)</li> <li>• Identified selection process (Executive Director Search Committee)</li> </ul> <p><b>(Public Meeting: review, take public comment, discussion regarding subcommittee, i.e. ED Search Committee and possible committee members)</b></p>	<p>Pursuant to enabling statutes</p> <p>ORS 192.660(7).</p>	<p><b>ACTION NEEDED</b></p> <p><b>Board Meeting on February 17, 2022</b></p> <p><b>Motions Needed for Approval</b></p> <ol style="list-style-type: none"> <li>1. Take public comment on proposed hiring process.</li> <li>2. Motion to initiate hiring process.</li> <li>3. Motion to approve position description and position announcement.</li> <li>4. Motion to approve recruitment advertising costs.</li> </ol>
4	Adopt Final Plan	<p>Make any edits necessary from first meeting and adopt final plan to include:</p> <ul style="list-style-type: none"> <li>• Recruitment announcement (criteria)</li> <li>• Recruiting and selection timeline (hiring process)</li> <li>• Identified selection process (selection panel)</li> </ul>	<p>ORS 192.660(7) needs at least 2 meetings with public comment regarding hiring standards, criteria, and policy directives.</p>	<p><b>ACTION NEEDED</b></p> <p><b>Board Meeting on [DATE], 2022</b></p> <p><b>Motions Needed for Approval</b></p> <ol style="list-style-type: none"> <li>1. Take public comment on proposed hiring process.</li> <li>2. Motion to approve final recruitment plan.</li> <li>3. Motion to appoint Executive Director</li> </ol>

## BOA Executive Director Recruitment Plan 2022

		(Public Meeting: review, take public comment, make any necessary edits, and adopt the recommended hiring standards, criteria and policy directives to be used for the selection; appoint subcommittee)		Search Committee members.
RECRUITING PROCESS				
	Activity	Notes	Assigned	Dates
1	Announcement distribution and advertising strategy	<ul style="list-style-type: none"> <li>Oregon Jobs at <a href="http://www.oregonjobs.org">www.oregonjobs.org</a></li> <li>Non-fee internet websites (i.e., <a href="http://www.indeed.com">www.indeed.com</a>) list-serves and email lists maintained by DAS</li> <li>Minority list-severs and e-mail lists</li> </ul>	Phillip Peterkin Recruiter	Beginning February 11, 2022
2	Announcement Posted	Post and distribute announcement including all distribution and advertising channels identified and agreed.	John Paschal	February 11, 2022
3a	Application Processing and Pre-Screening	<ul style="list-style-type: none"> <li>Applicant Tracking System - Workday to maintain and track submission of applications</li> <li>Screening of applications for minimum qualifications</li> </ul>	Phillip Peterkin	Begin approximately March 25, 2022
3b	Application Processing and Pre-Screening (Part 2)	<ul style="list-style-type: none"> <li>Screening of applications for desired attributes</li> <li>Complete scoring of desired attributes (To meet public meeting law, scoring must take place independently and cannot be deliberated or discussed amongst board members. Candidates are selected based on the results of the pre-screening scores.)</li> <li>Identify and recommend first round interview candidates</li> </ul>	<p><b>Members of Executive Director Search Committee:</b></p> <p>Nancy Young-Oliver, Board Chair  , Committee Member  , Committee Member  , Committee Member</p> <p>Phillip Peterkin, Recruiter  Angela Hunt, AAG</p>	<p><b>ACTION NEEDED</b></p> <p>1. Approved scoring sheet and written instructions will be sent to committee along with application packets.</p>
INTERVIEW AND SELECTION				
	Activity	Notes	Assigned	Dates

## BOA Executive Director Recruitment Plan 2022

1	First Round Interview via Zoom during executive session	<ul style="list-style-type: none"> <li>• First round scoring</li> <li>• Identify and recommend finalists (top candidates for second round interview)</li> </ul>	<p><b>Members of Executive Director Search Committee:</b></p> <p>Nancy Young-Oliver, Board Chair  , Committee Member  , Committee Member  , Committee Member</p> <p>Phillip Peterkin, Recruiter  Angela Hunt, AAG</p>	<p><b>ACTION NEEDED</b></p> <ol style="list-style-type: none"> <li>1. <b>Board Chair to provide final approval of first round questions? Or full Board input? Seems like this should be done before this meeting – move to 3b?</b></li> <li>2. Schedule meeting with panellists and Committee will meet to interview and make recommendation of candidates for second-round interviews.</li> <li>3. Discussion of second round interview questions.</li> </ol>
2	Second Round Interview (via Zoom) during executive session	<ul style="list-style-type: none"> <li>• Second round Zoom interviews</li> <li>• Identify and recommend finalists</li> </ul>	<p><b>Members of Executive Director Search Committee:</b></p> <p>Nancy Young-Oliver, Board Chair  , Committee Member  , Committee Member  , Committee Member</p> <p>Phillip Peterkin, Recruiter  Angela Hunt, AAG  <i>participants</i></p>	<p><b>ACTION NEEDED</b></p> <ol style="list-style-type: none"> <li>1. Interview candidates and determine two finalist to recommend to Board.</li> <li>2. All candidates remain in the process until final determination is made.</li> </ol>
3	Final Round Meet and Greet	Meet and Greet will be held virtually and each candidate will have up to fifteen minutes to introduce themselves and then take questions	<p><i>DAS Facilitating and Coordination Assistance: Christina Appleby, SEIU-DOGAMI Local President</i></p>	<b>Zoom Meet and Greet</b>
		<p><b>Staff Meet and Greet Panel</b> will be held virtually, and each candidate will have up to fifteen minutes to introduce themselves and then take questions from the staff members present that have been submitted in advance of session to CHRO.</p> <ul style="list-style-type: none"> <li>• Staff will receive a survey monkey survey immediately following the meet and greet to provide input about their experience. The results and comments will be provided to the Board in Executive Session.</li> </ul> <p><b>Stakeholder Meet and Greet Panel</b> – will be</p>		<b>Zoom Meet and Greet</b>

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		<p>held virtually and each candidate will have up to fifteen minutes to introduce themselves and then take questions from the stakeholders present that have been submitted in advance of the session to CHRO.</p> <ul style="list-style-type: none"> <li>Stakeholders will receive a survey monkey survey immediately following the meet and greet to provide input about their experience. The results and comments will be provided to the Board in Executive Session.</li> </ul> <p><b>Governor’s Office Interview</b> – Each candidate will have an opportunity to meet with the Governor and/or member of her staff for thirty minutes</p>		
4	Reference and background checking and pay equity analysis on final candidates	<p><b>At least 3 references should be checked on each candidate using consistent questions and criteria, with follow-up as appropriate. A pay equity analysis should be conducted on both finalists so that the Board can offer the position with a salary offer attached.</b></p>	<p>DAS Recruitment or a designated Board panel member would handle the reference checks and write anonymized reports of the reference information. DAS recruitment would perform pay equity analysis</p>	<p><b>Written materials would be provided to Board before candidate selection meeting.</b></p>
5	Candidate Selection	<p>Full Board – Each candidate will have up to fifteen minutes to introduce themselves and then take interview questions from the Board. (Public Meeting: interviews can take place in Executive Session)</p>	<p style="text-align: center;"><b>ACTION NEEDED</b></p> <p><b>Open Meeting Session:</b> Following the conclusion of Executive Session (both for interviews and also for Board discussion of candidates, including reference information), the Board will reconvene into Open Session</p> <p><i>Option 1 Candidate Selected:</i></p> <p><b>Motion:</b> I make a motion that the CHRO, on behalf of the Board make a job offer and negotiate the pay and relocation for the Board of Accountancy Executive Director, for the successful candidate:</p> <p>Motion Seconded.</p> <p><b>OR</b></p> <p><i>Option 2 No candidate selected, at this time:</i></p> <p><b>Motion:</b> I make a motion the CHRO, on behalf of the Board, reopen the job announcement</p>	

## BOA Executive Director Recruitment Plan 2022

			to expand the pool of candidates. All current candidates will remain in consideration for the Director position.	
<b>6</b>	<b>Appointment and Announcement</b> - Press Release, Staff & BOA Website		BOA Board	Week of
<b>RECRUITMENT CLOSURE</b>				
	<b>Activity</b>	<b>Notes</b>	<b>Assigned</b>	<b>Dates</b>
<b>1</b>	Recruiting Process Evaluation	Identify what went well and opportunities for improvement	Amber Daniels, HR BP and Board	TBD
<b>2</b>	File Closure	Consolidate and ensure appropriate documentation is maintained in file.	Phillip Peterkin	TBD

DRAFT



# Oregon Job Opportunities

## Board & Commission Member Opportunities



### Principal Executive/Manager D

Salem | SBOA

Posted 5 Days Ago

[Apply](#)

Full time

REQ-87829

**Initial Posting Date:**

02/11/2022

**Application Deadline:**

03/11/2022

**Agency:**

State Board of Accountancy

**Salary Range:**

\$6,379 - \$9,863

**Position Type:**

Employee

**Position Title:**

Principal Executive/Manager D

**Job Description:**

**Executive Director Position Overview:**

The primary purpose of this position will be to administer and enforce regulations and standards affecting the practice of public accountancy by applying principles and practices of program management for the oversight of compliance and licensing operations. This position will require you to develop and implement strategic plans, manage the boards programs and staff, and pursue ad-

### About Us



Oregon state government is a large organization by nearly any standard. With over 40,000 employees working all over the state, in small communities and large, we are proving that government can be innovative.

We work as a team, challenging ourselves to be better, faster and more efficient with taxpayer dollars.

After all, when every day we are responsible for caring for the needs of a diverse population and thriving business community, we simply must have the best and brightest workforce. If you take responsibility for your actions, are pas-



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accordance with established professional standards and promulgated rules.

If you'd like to know more about the position, please click [here](#).

### **The Benefits of Joining Our Team**

This team focuses closely on collaboration to support fellow teammates, while ensuring safety and looking for ways to innovate.

Additional benefits include:

- Work/life balance, 10 paid holidays a year, and a [competitive benefits package](#)
- Advancement and learning opportunities that will help grow your career with the State of Oregon
- [Get There](#) - Oregon's easy-to-use carpool matching tool and trip planner
- Live, work, and play in [Salem, Oregon](#)

### **What Are We Looking For?**

Six years of experience in supervision, staff-technical, or professional-level work.

Two years of this experience must have included

- Program/project leader
- Responsibility involving one or more of the following areas: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation and/or project evaluation or, d) monitoring and controlling or preparing a budget.

(NOTE: A Bachelor's degree or equivalent course work (144 quarter or 96 semester hours) in a field related to management, such as Business or Public Administration, or a field related to the program of the employing agency, may be substituted for three years of the required experience, but will not substitute for the two years of specialized experience.)

In the "Work History" section on your application, you must clearly describe your experience in each of the a), b), c), d) areas listed. Failure to provide this information may result in eliminating your application from further consideration.

**Candidates who are the most competitive will have the following**

door to many possibilities. From entry level to executive, outdoor work to policy setting, we have a role for nearly every calling, expertise and background. If you're looking at us from across the country (or beyond!), know that Oregon is one of the most beautiful places on earth. Made up of seven diverse regions, Oregon has the ocean, mountains, valleys, high desert, cities, small towns, and almost everything in between.

Oregon "[flies with her own wings.](#)"





## Oregon Job Opportunities

### Board & Commission Member Opportunities

program functions.

- Ability to oversee investigation of complaints.
- Negotiating settlement agreements
- CPA certified

The State of Oregon requires all executive branch employees to complete their COVID-19 vaccination series or have an approved exception to the requirement due to a medical condition or sincerely held religious belief. Successful candidates for this position must submit vaccination documentation or be approved for an exception prior to their first day of employment. Failure to provide proof of full documentation or receipt of an approved exception will lead to withdrawal of the job offer. For more information, visit our policy listed [here](#).

#### How to Apply

- Current State of Oregon employees - You must apply through your employee [Workday](#) account. At the time of application, please attach your current **cover letter** and **resume**
- External Applicants - Please visit the [State of Oregon job opportunities webpage](#) to submit your application for the position, which includes your current **cover letter** and **resume**

#### After You Apply

- Log in to your Workday account before the job announcement closes to see if you have any pending tasks or actions, and make sure to complete these tasks or actions before the job announcement closes. These can be found under the “My Applications” section.
- Be sure to check both your email and Workday account for updates regarding this recruitment

#### Want to Know More? Let Me Help!

- Your candidate profile, cover letter, and resume are the perfect place to display your interest in the position and highlight the skills and experience you will bring, making you the best candidate for the position. Submissions are screened for consistency of infor-



## Oregon Job Opportunities

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the salary range will reflect the additional 0.93%.

Please review the [Classification and Compensation](#) page for more details, or you may [visit our website](#) for information on Pay Equity

- If you have questions about the job announcement, or need an alternate format top apply, please contact the Talent Acquisition Consultant Phillip Peterkin at: [Phillip.p.c.peterkin@das.oregon.gov](mailto:Phillip.p.c.peterkin@das.oregon.gov) | 971-701-1142
- Finalists will be subject to a computerized criminal history check. Adverse background data may be grounds for immediate disqualification
- Agency does not offer visa sponsorship. Within three days of hire, applicants will be required to complete I-9 documentation and confirm authorization to work in the United States. If your employment authorization and documentation is contingent on sponsorship now or in the future, you will not meet Agency employment eligibility standards
- Eligible veterans who meet the qualifications will be given veterans' preference. For further information, please see the following website: [Veterans Resources](#), or call Oregon Department of Veterans' Affairs at: 1-800-692-9666 NOTE: If claiming veterans' preference please be sure to check your Workday account for pending tasks or actions under your "My Applications" section
- This announcement is for one, full-time, permanent, Principle Executive Manager - D; This recruitment may be used to fill future vacancies.

#### **Helpful Links & Resources**

[Oregon Job Opportunities Webpage](#) | [How to Set Job Alerts](#)  
[Workday Applicant FAQ](#) | [What You Need to Know to Get the Job](#)  
[Pay Equity Information & Resources](#)

***Come for a job. | Stay for a career. | Make a difference... for a lifetime!***

***The Department of Administrative Services is an Equal Opportunity, Affirmative Action Employer Committed to Workforce Diversity***