

Minutes

Accounts Receivable Core Committee (ARCC)



Meeting Date: February 21, 2018 2:00pm-3:00pm

Location: Executive Building, Conference Room A

Attendees: Andria Abrahamson (Aviation), Heidi Baker (DHS-OHA), Sheila Banke (DOJ), Stephen Berrios (OED), Mitch Breedlove (OBMT), Stacey Chase (DAS-SWARM), Andrea Cox (DAS), Sharrie Cripe (OPRD), Dean Criscola (OED), Todd Evans (DOR-OAA), Svetlana Fadden (DHS-OPAR), Gerold Floyd (DAS-SWARM), Lane Foulger (DCBS), Kimberly Hall (WRD), Steven Ito (DOR), Tracy Jones (DOR), Craig Kiernan (OHCS), Ruth Kirksey (ODOT), Doug Kleebe (ODOT), Mona McMullen (CJC), Sue Nunley (DOJ), Maria Ochoa (OED), Michelle Short (ODOT), Coral Smith (DHS), Katie Titus (OSP), Stella Wescott (ODE), Karla Willmschen (SOS), Dana Zeimantz (CCB)

Attendees by phone: Kim Gladwill-Rowley (LCB), Jennifer Hodgdon (OSL), Caty Karayel (REA), Crystal Mann (TSPC), Krista Olson (DOR), Cindy Robert (NACM), Jessica Roeser (OJD), Bruce Shriver (ODVA), Teri Smith (DOR), Gail Stevens (OCB)

ITEM	ACTION, DISCUSSION
Welcome and introductions	
SWARM updates - SFMA write-off project	<p><u>SFMA write-off project</u> SWARM and DAS-SFMS have been working closely to develop a process to enable SFMA client agencies to track and report write-off transactions by the Attorney General approved criteria referenced in OAM 35.50.10.</p> <p>Stacey presented the project overview at the SFMS User's Group meeting on February 6. Between now and June 30, SFMA client agencies are encouraged to voluntarily enter the write-off codes as described in the February 6 slideshow (refer to slides 13-17). Not later than July 1, the write-off coding will be required data entry when processing a write-off transaction.</p> <p>For more information, please send an email to: Stacey.A.Chase@oregon.gov.</p>
Collection firm contract workgroup	<p>In preparation for the next private collection firm contract solicitation, Gerold is coordinating a workgroup to:</p> <ul style="list-style-type: none"> • Review the existing price agreement terms and conditions and • Draft price agreement terms and conditions for use in the next solicitation. <p>To participate on the workgroup, please send an email to Gerold.Floyd@oregon.gov.</p>

For more information, send an email to: SWARM@oregon.gov.

<p>Policy development and review update</p>	<p>Stacey is in the process of revising all of the OAM Chapter 35 policies with completion targeted for the end of calendar year 2018. [Chapter 35 policies affected by SB 1067 will be updated by June 30.]</p> <p>If you are interested in participating on the Policy Development and Review Subcommittee, please send an email to: Stacey.A.Chase@oregon.gov.</p>
<p>Legislative updates</p> <ul style="list-style-type: none"> - 2018 session bills - 2019 legislative concepts 	<p><u>2018 session bills</u></p> <p>SWARM has been tracking Senate Bill (SB) 1566 which directs DAS to calculate and transfer certain debt collection proceeds to the Public Employees Retirement Fund for school district side accounts. The A-Engrossed bill does not require additional actions to be performed by agency A/R staff. SWARM will provide an update at the March ARCC meeting.</p> <p><u>2019 legislative concepts</u></p> <p>SWARM has eight proposals for consideration as 2019 legislative concepts (LC). The proposals will be presented to the Chief Financial Officer in early March to determine which, if any, will become 2019 DAS LCs. SWARM will provide status updates periodically.</p> <p>For more information about SB 1566 or the 2019 SWARM proposals, please send an email to: SWARM@oregon.gov.</p>
<p>Chargebacks</p> <ul style="list-style-type: none"> - Peer feedback requested 	<p>Sharrie Cripe (OPRD) asked if any agencies had procedures for handling credit card chargebacks. Kim Hall (WRD), Michelle Short (ODOT), and Karla Willmschen (SOS) offered to provide Sharrie copies of their respective agency procedures for processing credit card chargebacks.</p>
<p>ARPM vs. LFO reporting</p>	<p>During the most recent accounts receivable performance measure (ARPM) reporting period, several agency representatives expressed confusion between the different accounts receivable reporting requirements.</p> <p>For clarification, below is a high level explanation of the difference between the ARPM report to DAS and the annual liquidated and delinquent account report to the Legislative Fiscal Office (LFO).</p> <ul style="list-style-type: none"> • The ARPM reports submitted to DAS quarterly per OAM 35.60.20 represent <u>all</u> accounts receivable collections and balances outstanding as of the end of the quarter. OAM 35.60.20 also includes annual reporting requirements; SWARM will provide training on the annual reporting requirements, and setting ARPM targets, in the coming months.

	<ul style="list-style-type: none"> The annual report to LFO represents liquidated and delinquent account activity (which is a portion of the agency's total accounts receivable). <p>For more information, please send an email to: SWARM@oregon.gov.</p>
Roundtable	<p>Craig Kiernan (OHCS) asked if any agencies had experience procuring and implementing a document management system and if they would be willing to share any information or insights.</p> <p>To share your agency's experience, please contact Craig at: 503-986-6760 or Craig.Kiernan@oregon.gov.</p>

Next meeting:

March 21, 2018

2:00pm-3:00pm

Executive Building, Room A

Upcoming events are listed on the SWARM website:

<http://www.oregon.gov/das/Financial/Acctng/Pages/AR.aspx>