

Minutes

Accounts Receivable Core Committee (ARCC)



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

Location: Executive Building, Conference Room A

Attendees: Andria Abrahamson (Aviation), Heidi Baker (DHS-OHA), Sheila Banke (DOJ), Nikki Bennett (DOR-OAA), Stephen Berrios (OED), Mitch Breedlove (OBMT), Stacey Chase (DAS-SWARM), Todd Evans (DOR-OAA), Mini Fernandez (DAS), Gerold Floyd (DAS-SWARM), Kimberly Hall (WRD), Steven Ito (DOR), Brandon Johnson (DOC), Tracy Jones (DOR), Craig Kiernan (OHCS), Doug Kleebe (ODOT), Pamela Lara (DSL), Katya Medvedeva (DAS), Karen Neal (DPSST), Sue Nunley (DOJ), Matt Powell (DPSST), Michelle Short (ODOT), Coral Smith (DHS), Julie Strauss (DHS-OHA), Star Thomson (DSL), Katie Titus (OSP), Jason Werner (DOJ), Karla Willmschen (SOS), Dana Zeimantz (CCB)

Attendees by phone: Dean Criscola (OED), Matt Deeds (DEQ), Kim Gladwill-Rowley (LCB), Teresa Haynes (OBD), Caty Karayel (REA), Sue Rowe (Commodity Commissions), Mary Smith (PERS)

ITEM	ACTION, DISCUSSION
Welcome and introductions	
SWARM updates <ul style="list-style-type: none">- EO 17-09 SFMA implementation- Legislative concept update	<p><u>EO 17-09 SFMA implementation</u></p> <p>Section V of Executive Order (EO) 17-09 directed DAS to develop policies requiring state agencies to recoup liquidated and delinquent debt owed by vendors by means of reducing state agencies' payments to such vendors. ODOT piloted the Vendor Coordination Project and has intercepted \$76k of vendor payments to apply towards outstanding tax debts since February 2018. The DAS Financial Business Systems (FBS) team has been working diligently to modify programming associated with the Statewide Financial Management Application (SFMA) to allow for a debtor-vendor data match to occur. DAS-FBS is prepared to launch the SFMA programming changes on June 1, 2018. Training will be provided to SFMA client agencies on May 15, 2018. Training registration will be coordinated by DAS-FBS through iLearn. Once registration is open, notification will be provided via the SFMS news email list. The training will be targeted to agency representatives affiliated with accounts payable transaction processing. For more information, please send an email to: Stacey.A.Chase@oregon.gov.</p> <p><u>Legislative concept update</u></p> <p>During the February ARCC meeting, Gerold discussed the eight SWARM proposals for consideration as 2019 legislative concepts. Following discussions with the Chief Financial Officer in early March, four of the proposals will be submitted for 2019 legislative</p>

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

	<p>concept consideration. The proposals not selected for 2019 concepts may be considered in the future following further evaluation and stakeholder feedback. For more information, please send an email to: Gerold.Floyd@oregon.gov.</p>
OAM 35.70.10 and 35.70.20	<p>Oregon Accounting Manual Chapter 35 policies are directed towards accounts receivable management; however, the interagency receivable policy (OAM 35.70.10) includes processing requirements for the billing agency (accounts receivable) as well as the paying agency (accounts payable). Specifically, the paying agency is responsible for issuing payment to the billing agency within 30 days of the billing date. Where there are interagency billing disputes, the paying agency is responsible for issuing payment of the <u>undisputed portion</u> within 30 days and sending an Invoice Inquiry form to the billing agency for the disputed portion.</p> <p>Agencies with delinquent accounts receivable due from other state agencies should refer to OAM 35.70.20 for progressive actions associated with collecting delinquent interagency receivables.</p> <p>Please review OAM 35.70.10 and coordinate with your agency's accounts payable unit to ensure the agency is compliant with the policy. For more information, please send an email to: SWARM@oregon.gov.</p>
Account assignment and fiscal year end	<p>In preparation for fiscal year end, agency representatives should verify all liquidated and delinquent accounts subject to assignment are assigned as required by law and ensure all liquidated and delinquent accounts pending write-off are processed prior to the close of the fiscal year.</p> <p>For more information, please send an email to: SWARM@oregon.gov.</p>
<p>Write-off</p> <ul style="list-style-type: none"> - OAM 35.50.10 update - ORS 293.234 new requirements for reporting compliance 	<p><u>OAM 35.50.10 update</u> SWARM is aware of some of the inconsistencies between the Legislative Fiscal Office (LFO) Reporting Manual and the Oregon Accounting Manual (OAM) related to write-off transactions. OAM 35.50.10 is currently under review. The updated policy will include edits to better align with the LFO Reporting Manual.</p> <p><u>ORS 293.234 new requirements for reporting compliance</u> ORS 293.234, formerly House Bill 2947 (2017), requires state agencies to report to DAS the amount of liquidated and delinquent debts written off, abated, and canceled for the previous fiscal year and to certify those transactions were completed in accordance with applicable statutes and rules. This new reporting requirement applies to: any state officer, board, commission, corporation, institution, department or other state organization having power to collect state funds; and semi-independent state agencies listed in ORS 182.454, the Oregon Tourism Commission, the Oregon Film</p>

	<p>and Video Office, the Travel Information Council, the Children's Trust Fund of Oregon Foundation, Oregon Corrections Enterprises, the State Accident Insurance Fund Corporation and the Oregon Utility Notification Center.</p> <p>SWARM, in consultation with the ARCC Policy Review and Development Subcommittee, will create a form for agencies to use to complete the annual reporting requirements. The new reporting requirement will be documented in OAM Chapter 35.</p> <p>For more information, please send an email to: Stacey.A.Chase@oregon.gov.</p>
<p>SB 1067 Centralization update</p> <ul style="list-style-type: none"> - Phase 1 - Phase 2 	<p>Senate Bill (SB) 1067 debt collection centralization will be implemented in two phases: 1) changes required by statute to be implemented by July 1 and 2) enhancements not required to be implemented by July 1.</p> <p>Todd Evans, Department of Revenue Other Agency Accounts (OAA), provided the following implementation update:</p> <ul style="list-style-type: none"> * Collection fees - OAA is finalizing their fee study; preliminary results indicate the OAA collection fees may need to be increased. All agencies will benefit from SB 1067 with increased collections since OAA will have access to more data that will improve collections including information obtained from DOR-tax. * Staffing - OAA is starting the process to hire staff from the new positions that were created as a result of SB 1067; PEM/A interviews are happening this week. * Technology - OAA has been engaging with PCFs and exchanging test files; making small changes to monthly agency reports; and adding several new enhancements to risk scores to debtors. Risk scores will allow more collectable accounts to rise to the top for agents to work, and be used in determining when a debtor can be sent to a PCF. [Additional reporting changes are planned for phase 2.] * Survey results – OAA distributed a survey for completion by all client agencies by the end of January. Thank you to the agencies that responded. If your agency has not responded, OAA would appreciate that the survey be completed and returned to OAA. The purpose of the survey was to help with some specific details on how agency debt should be handled. If OAA doesn't receive a response from your agency, they might not be able to configure for something, and may have to put a service ticket in to make changes. <p>For more information, please send an email to: Todd.Evans@oregon.gov or Gerold.Floyd@oregon.gov.</p>

Roundtable	<p>Stephen Berrios (OED) indicated his staff received a request from BOLI to issue a garnishment on a pending payment. Stephen asked if this request was related to the EO 17-09 coordination of vendor payments process. Stacey said BOLI's request was not related to the coordination of vendor payments process and was interested in discussing more about the request after the meeting.</p> <p>Craig Kiernan (OHCS) and Pamela Lara (DSL) indicated their respective agencies were interested in learning more about recording liens and the small claims process.</p>
------------	---

Next meeting:

April 18, 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>