

# Minutes

## Accounts Receivable Core Committee (ARCC)



**Meeting Date:** April 18, 2018 2:00pm-3:00pm

**Location:** Executive Building, Conference Room A

**Attendees:** Andria Abrahamson (Aviation), Heidi Baker (DHS-OHA), Sheila Banke (DOJ), Mitch Breedlove (OBMT), Stacey Chase (DAS-SWARM), Kim Courtright (ODA), Andrea Cox (DAS), Sharrie Cripe (OPRD), Trinia Eustis (SAIF), Todd Evans (DOR-OAA), Connie Flowers (ODE), Gerold Floyd (DAS-SWARM), Justin Fuller (DCBS), Kimberly Hall (WRD), Michael Hickman (SOS), Steven Ito (DOR), Tracy Jones (DOR), Craig Kiernan (OHCS), Ruth Kirksey (ODOT), Erin McDaniel (DOJ-DCS), Katya Medvedeva (DAS), Jesse Moore (HECC), Sue Nunley (DOJ), Maria Ochoa (OED), Dora Olivan (DCBS), Matt Powell (DPSST), Cindy Robert (NACM), Ryan Roell (SAIF), Donna Rooney (DHS), Michelle Short (ODOT), Star Thomson (DSL), Katie Titus (OSP), Jason Werner (DOJ), Karla Willmschen (SOS), Dana Zeimantz (CCB)

**Attendees by phone:** Marie Elkins (PERS), Svetlana Fadden (OPAR), Jennifer Hodgdon (OSL), Caty Karayel (REA), Mary Smith (PERS), Gayle Stevens (OCB)

ITEM	ACTION, DISCUSSION
Welcome and introductions	
SWARM updates <ul style="list-style-type: none"> <li>- SFMA vendor coordination training (5/15/18)</li> <li>- Centralization training (5/16/18)</li> <li>- PCF contract review workgroup</li> </ul>	<p><u>EO 17-09 SFMA implementation</u></p> <p>Section V of <a href="#">Executive Order (EO) 17-09</a> 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. 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 6/1/2018. Training will be provided to SFMA client agencies on 5/15/2018. Training registration will be available through iLearn. Once registration is open, notifications will be distributed via the <a href="#">SFMS news</a> and <a href="#">A/R news</a> email lists. The training will be targeted towards agency representatives affiliated with accounts payable transaction processing. For more information, please send an email to: <a href="mailto:Stacey.A.Chase@oregon.gov">Stacey.A.Chase@oregon.gov</a>.</p> <p><u>Centralization training</u></p> <p>The debt centralization provisions referenced in Senate Bill (SB) 1067 will change the way agencies assign liquidated and delinquent accounts. The Department of Revenue Other Agency Accounts (DOR-OAA) and the Department of Administrative Services will be conducting a training to provide attendees with an overview of the SB 1067 debt centralization changes, guidelines</p>

For more information, send an email to: [SWARM@oregon.gov](mailto:SWARM@oregon.gov).

	<p>for assigning liquidated and delinquent accounts to DOR-OAA, and tools available to assist agencies in managing account assignments. The training is scheduled for 5/16/2018; registration will be available through iLearn. Once registration is open, notification will be provided via the <a href="#">A/R news</a> email list. For more information, please contact <a href="mailto:Gerold.Floyd@oregon.gov">Gerold.Floyd@oregon.gov</a>.</p> <p><u>PCF contract review workgroup</u>  The private collection firm (PCF) contract review workgroup met on 3/22/2018 to begin the review process in preparation for the next PCF solicitation. The workgroup is evaluating the existing PCF Master Contract Statement of Work document. For more information, or to participate as a member of the workgroup, please contact <a href="mailto:Gerold.Floyd@oregon.gov">Gerold.Floyd@oregon.gov</a>.</p>
Legislative concept proposal update	<p>In March, SWARM indicated that four of the eight proposals for consideration as 2019 legislative concepts would be progressing to the next phase in the process. Since then, SWARM determined that two of the four proposals were related to processes currently authorized by statute and one proposal needed additional evaluation and stakeholder feedback. The last of the four proposals, associated with EO 17-09 contracting processes, will be considered as a 2019 legislative concept. For more information, please send an email to: <a href="mailto:Gerold.Floyd@oregon.gov">Gerold.Floyd@oregon.gov</a>.</p>
A/R performance measure reports (Q3) – Reports due by <b>4/30/2018</b>	<p>Quarterly accounts receivable performance measure (ARPM) reports are required to be completed by <u>all Executive Branch agencies and agencies subject to the Oregon Accounting Manual</u>.</p> <p>ARPM reports for the quarter ending 3/31/2018 are due to SWARM by 4/30/2018. Please submit the quarter 3 (Q3) report using the reporting template (<a href="#">75.35.12.FO</a>). Please be sure to include Q1 and Q2 data previously reported to SWARM when submitting Q3 data.</p> <p>Agencies are responsible for completing the grey areas within the following reporting template tabs:</p> <ol style="list-style-type: none"> <li>1. Summary</li> <li>2. Qtr (Req.) – Collections</li> <li>3. Qtr (Req.) – 90 days past due</li> </ol> <p>Please send completed ARPM reports by email to:  <a href="mailto:SWARM@oregon.gov">SWARM@oregon.gov</a>.</p>
Policy Development and Review Subcommittee update <ul style="list-style-type: none"> <li>- HB 2947 (2017) annual certification</li> <li>- Reporting for balances &gt;\$50m</li> </ul>	<p>The ARCC Policy Development and Review Subcommittee is working diligently to review and update all OAM Chapter 35 policies impacted by SB 1067 implementation prior to June 30; ten OAM policies are impacted by SB 1067.</p> <p>The subcommittee met on 4/12/2018 and 4/13/2018 to review changes associated with OAM 35.50.10 (write-off), OAM</p>

	<p>35.30.80 (offers in compromise), and OAM 35.40.20 (collection fees). Each of these policies will be routed to the Department of Justice prior to publishing on the OAM website for comment.</p> <p>Next, the subcommittee will be reviewing OAM 35.30.50 (letter collections), OAM 35.60.10 (reporting receivables), and OAM 35.40.30 (DOR assignments).</p> <p>Statutory changes adopted during the 2017 Legislative Session associated with additional reporting requirements will be incorporated into OAM 35.60.10. The new requirements include:</p> <ul style="list-style-type: none"> <li>• Reporting to DAS the amount of liquidated and delinquent debts written off, abated, and canceled during the previous fiscal year;</li> <li>• Certifying to DAS that the amount of liquidated and delinquent debts written off, abated, and canceled during the previous year were completed in accordance with applicable statutes and rules; and</li> <li>• Reporting to the Legislative Assembly details associated with agency liquidated and delinquent ending balances in excess of \$50m.</li> </ul> <p>For more information, please send an email to:  <a href="mailto:Stacey.A.Chase@oregon.gov">Stacey.A.Chase@oregon.gov</a>.</p>
SB 1067 Centralization update	<p>The Centralization Stakeholder Workgroup met on 4/18/2018 to receive a status update from DOR-OAA. DOR-OAA has implemented several GenTax configuration changes to accommodate debt centralization. The changes are currently being tested.</p> <p>DOR-OAA reports have been modified to include additional reporting elements as requested by stakeholders (e.g. principal, interest, penalty breakdown).</p> <p>Effective July 1, 2018, DOR-OAA will lower the debt assignment threshold from \$50 to \$25.</p> <p>All centralization related updates will be discussed at the 5/16/2018 Debt Centralization (SB 1067) Training.</p> <p>For more information, please send an email to:  <a href="mailto:Todd.Evans@oregon.gov">Todd.Evans@oregon.gov</a> or <a href="mailto:Gerold.Floyd@oregon.gov">Gerold.Floyd@oregon.gov</a>.</p>
LFO Reporting Changes	<p>In a recent meeting with representatives from LFO, SWARM learned of several changes to the annual liquidated and delinquent account reporting requirements beginning fiscal year 2018.</p> <p>SWARM will be working closely with LFO to update the Reporting Manual to include the changes. The Reporting Manual</p>

	<p>will be distributed early this summer to allow agencies time to collect data associated with the reporting changes.</p> <p>One of the new reporting elements is to identify the collection fees paid by the debtor and by the agency. Agencies should begin gathering data beginning 7/01/2017 to ensure the information is available when the LFO reporting website opens.</p> <p>For more information, please contact <a href="mailto:SWARM@oregon.gov">SWARM@oregon.gov</a>.</p>
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**\*\*There will not be a May meeting due to centralization training\*\***

**Next meeting:**

June 20, 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>