

Minutes

Accounts Receivable Core Committee (ARCC)



Meeting Date: July 18, 2018 2:00pm-3:00pm

Location: Executive Building, Conference Room A

Attendees: Andria Abrahamson (Aviation), Sheila Banke (DOJ), Stephen Berrios (OED), Mitch Breedlove (OBMT), Stacey Chase (DAS-SWARM), Kim Courtright (ODA), Sharrie Cripe (OPRD), Todd Evans (DOR-OAA), Svetlana Fadden (OPAR), Kimberly Hall (WRD), Rayne Kehler (DHS/OHA), Craig Kiernan (OHCS), Katya Medvedeva (DAS), Cindy Mora (CCB), Jesse Moore (HECC), Sue Nunley (DOJ), Matt Powell (DPSST), Star Thomson (DSL), Katie Titus (OSP), Stella Wescott (ODE), Karla Willmschen (SOS)

Attendees by phone: Elisa Anguiano (DOC), Dean Criscola (OED), Carolyn Gray (OCB), Doris Olivan (DCBS), Bruce Shriver (ODVA), Mary Smith (PERS), Gayle Stevens (OCB)

ITEM	ACTION, DISCUSSION
Welcome and introductions	
SWARM updates <ul style="list-style-type: none"> - ARPM training - SSN for debt collection training - Policy Development & Review Subcommittee - PCF Contract Review Subcommittee - A/R Honor Roll - Chargebacks - Vendor coordination 	<p><u>ARPM training</u> The accounts receivable performance measure (ARPM) training is now available on the training and resources webpage. The 25 minute training provides instructions for reporting quarterly and annual ARPM data to SWARM.</p> <p><u>SSN for debt collection training</u> The training associated with collecting and using social security numbers for debt collection purposes is now available on the training and resources webpage. The 12 minute training provides instructions for collecting a social security number from a debtor and the notification requirements outlined in ORS 293.226 and OAR 122-085-0200.</p> <p><u>Policy Development & Review Subcommittee</u> The subcommittee reviewed and updated ten OAM Chapter 35 policies; all updates have been approved and incorporated into the OAM. The subcommittee has nine policies remaining, two of which are currently out-for-comment on the OAM webpage.</p> <p><u>PCF Contract Review Subcommittee</u> The subcommittee is still reviewing the existing private collection firm (PCF) master contract statement of work to identify proposed edits for inclusion in the next master contract solicitation.</p>

	<p><u>A/R Honor Roll</u> Stacey shared the draft A/R Honor Roll award eligibility criteria with the meeting attendees. The award eligibility dates are those associated with quarterly and annual ARPM reporting; annual liquidated and delinquent account reporting to the Legislative Fiscal Office; and annual certification of debts written off, abated, or canceled during the fiscal year (refer to OAM 35.60.10 and OAM 35.60.20). The eligibility criteria will be posted to the SWARM webpage and distributed to the A/R news list after the award has been introduced to the Enterprise Leadership Team and agency directors. The first award eligibility date is associated with the ARPM report for the quarter ending 9/30/2018 due 10/31/2018.</p> <p><u>Chargebacks</u> Agencies should contact the Oregon State Treasury (OST) Customer Solutions team at customersolutions@ost.state.or.us to obtain more information about chargebacks. In general, all banking transaction related questions (e.g. chargebacks, ACH, NSF) should be directed to OST. A representative from the Customer Solutions team will attend a future ARCC meeting to provide an overview of services available.</p> <p>For more OST related information, agencies may subscribe to the Treasury News List or visit the OST newsletters webpage.</p> <p><u>Vendor coordination</u> In the past six weeks, SFMA agencies intercepted \$142k in vendor payments through the OAM 35.30.90 Coordination of Vendor Payment process. Though this is an accounts payable function, please encourage your agency A/P representatives to refer to the list of frequently asked questions (FAQ) provided on the Executive Order 17-09 webpage. A project team consisting of representatives from DAS-SFMS, DOR, and SWARM continue to monitor the process and will update the list of FAQs as necessary. Information related to this process is distributed through the SFMS News List.</p>
<p>Annual reporting requirements/reminders</p> <ul style="list-style-type: none"> - LFO training Aug. 29 - Annual/Quarterly ARPM reports - Write-off certification - \$50 million balance report to Legislature 	<p><u>LFO training</u> The fiscal year (FY) 2018 Legislative Fiscal Office (LFO) liquidated and delinquent account report training is scheduled for 8/29/2018. This year's training will include a more detailed overview of the reporting requirements including a description of the new LFO reporting requirements. Agencies are encouraged to review the updated LFO Reporting Manual. Registration is available in iLearn. Space is limited, so register soon.</p> <p><u>Annual/quarterly ARPM reports</u> The annual and quarterly ARPM reports associated with the period ending 6/30/2018 are due to SWARM by 10/01/2018.</p>

	<p><u>Write-off certification</u> Agencies are required to submit a certification form to DAS annually by 10/01, which identifies the value of accounts written off, abated, or canceled during the reporting fiscal year and certifies that the accounts were done so in compliance with applicable laws, rules, or policies. Additionally, the form must be signed by the A/R accountant and Chief Financial Officer or Agency Director. The annual certification is required to be completed by: “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 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” as per ORS 293.234.</p> <p><u>\$50 million balance report to Legislature</u> Agencies with an FY 2018 liquidated and delinquent account ending balance of \$50 million or greater are required to submit an additional report to the Legislative Assembly by 12/31/2018 which describes:</p> <ul style="list-style-type: none"> • Major categories of liquidated and delinquent accounts held by the state agency; • Circumstances under which the state agency writes off or adjusts liquidated and delinquent amounts or removes an account from liquidated and delinquent status; • Actions undertaken by the state agency to reduce the amount of liquidated and delinquent debt owed to it at the end of each fiscal year; and • A plan for future actions that will reduce the amount of liquidated and delinquent debt owed to the state agency at the end of each fiscal year and describes any additional resources that are necessary to carry out the plan. [ORS 293.229(2)] <p>This requirement applies to agencies subject to LFO reporting under ORS 293.229.</p>
<p>DOR-OAA centralization update</p> <ul style="list-style-type: none"> - Phase 1 recap - Phase 2 planning - Agency questions/comments 	<p>DOR-OAA centralization update (Todd Evans):</p> <p><u>Phase 1</u> Technology changes were migrated into the production region on 6/28/2018 in preparation for the 7/01/2018 operative date. Each Friday DOR will submit a file, which includes new assignments, to the applicable PCFs. The first PCF collection affiliated with this new process was received 7/17/2018.</p> <p>The first grouping of report modifications will be available to agencies on 8/02/2018, or shortly thereafter.</p>

	<p><u>Phase 2</u></p> <p>The team has almost completed the design requirements affiliated with Phase 2 implementation (e.g. bankruptcy processing, real property lien recording, additional report modifications).</p> <p>Additional report modifications will be implemented based on previous input received from client agencies. Agencies that receive system interfaced reports should contact DOR-OAA soon to test the report modifications prior to the changes being transitioned into production.</p> <p>The plan is for all Phase 2 components to be completed and transitioned into production by 12/31/2018.</p> <p><u>Additional information</u></p> <p>Senate Bill 254 (2017) authorized DOJ to share elements of the new hire report with DOR operative 7/01/2018. Already, the new hire information from DOJ resulted in 1,035 record matches with DOR-OAA debtors. So far 45 of the debtor matches resulted in the issuance of 34 garnishments.</p> <p>Agencies may only authorize DOR-OAA to garnish debts that were liquidated in accordance with OAM 35.30.30, conditions 1-4. Agencies should review account assignments to ensure only those accounts that meet conditions 1-4 are authorized to be garnished. Agencies should establish separate DOR program codes to distinguish the difference between garnishable and non-garnishable debts.</p>
Roundtable	<p>For more information about A/R management topics, please contact your agency's SWARM Analyst.</p>

Next meeting:

August 15, 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>