

# Minutes

## Accounts Receivable Core Committee (ARCC)



**Meeting Date:** February 15, 2022  
2:00 pm-3:00 pm

**Location:** Virtual meeting via Microsoft Teams

**Attendees:** Andria Abrahamson (Aviation); Heidi Baker (DHS); Sheila Banke (DOJ); Brad Batchelor (PUC); Erica Hilton-Baumann (OHCS); Nikki Bennett (DOR-OAA); Stephen Berrios (OED); Jill Blackford (DOC); Carol Brandt (OMB); Maria Bustamante (DAS); Maggie Carrasco (DLCD); Christine Cornish (BOAT); Kim Courtright (ODA); Kyle Davis (ODE); Richard Dredge (DCBS); Maribel Dykstra (OED); Marie Elkins (PERS); Jeff Fehl (DAS); Gerold Floyd (DAS-SWARM); Connie Flowers (ODE); Olga Fokina (OMB); Kim Gladwill-Rowley (LCB); Daniel Goettsch (DCBS); Kimberly Hall (WRD); Shaumae Hall (DEQ); Jennifer Hodgdon (Lottery); Craig Kiernan (OHCS); Amy Koba (DHS); Pam Lara (DSL); Juliata Lengkong (OYA); Preston Marchant (BOAT); Brad McKinney (OED); Katya Medvedeva (DAS); Michelle Morin (ODF); Monique Murphy (HECC); Abigail Nonte-Clark (ODF); Sue Nunley (DOJ); Jesse Oliver (OED); Michael Pepler (ODOE); Matthew Powell (DPSST); Maricela Pureco (OJD); Mackenzie G Purnell (BCE); Sangit Shrestha (DSL); Cindy Stockstill (OPRD); Julie Strauss (DHS); Josh Thomas (DOC); Anna Unger (DOC); Adam Wilson (OED); two guests by phone

ITEM	TIME STAMP	ACTION, DISCUSSION
Welcome and introductions	0:00:00	
SWARM announcements	0:00:49	Gerold shared that as a result of Theresa's retirement DAS is revising the position description and going forward the position will be part-time dedicated to SWARM activities but mostly dedicated to activities with the Statewide Accounts and Reporting Services. Gerold will be the SWARM contact for all agencies going forward, the new position will assist during periods of high activity such as quarterly ARPMs, LFO reporting and drafting of the A/R management report.
OAM 15.41.00 withholding state payment or distributions from non-state entities. <ul style="list-style-type: none"> <li>Are there agencies that currently use this method of enforcement?</li> <li>What is the authorizing statute for your agency?</li> </ul>	0:02:40	Julie Strauss (DHS/OHA) mentioned that for several years they have had the right of offset, so they verify that none of the agencies systems are making payments to that debtor. Gerold clarified this OAM is different than the right of offset (same agency making the payment that is owed the debt). DHS/OHA is unique because of their shared services that allows for the offset to occur between both agencies.

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

<p>Credit card fees</p> <ul style="list-style-type: none"> <li>• Does your agency pass these fees to consumers or does the agency absorb those costs?</li> <li>• Is there a cost benefit analysis that was done to make that decision?</li> </ul>	<p>0:07:55</p>	<p>DHS, Chiropractic Examiners, HECC, Agriculture, Employment, DCBS, Water Resources, OHCS (1 program) all commented that their agency absorbs the fee either due to management decision or does not know if a cost analysis was completed. Steve Berrios asked if DOR passes the credit card fee, Nikki responded that OAA does not pass the fee however the tax side does pass the fee to the consumer.</p>
<p>ARPM reporting Next quarter collection target populates due to formula, how to use this when setting target %</p>	<p>0:13:55</p>	<p>Gerold discussed how the built-in formulas in the ARPM template can be used when setting target collection %. The example showed how when data for Q2 is entered along with a % target for the next quarter a value will show for the Q3 target (E15), however that value does not factor for the new A/R established for the next quarter. So if you want to check the value of the collection target, enter a “forecast” for the new A/R in Q3 (90 days past due tab, F10 for Q3), then go back to the Collections tab to see if the value of the Q3 target is what you expected. This allows you to adjust the % target reported so that the value of the expected collections is closer to expectations. This is all based on the assumption for the expected new A/R for the next quarter.</p>
<p>Roundtable</p>	<p>0:26:30</p>	<ol style="list-style-type: none"> <li>1. Heidi Baker from DHS asked if anyone had any OBIEE queries for A/R over 90 days, days to assign, etc.  Bradford Batchelor from PUC shared that he uses an OBIEE collection query and new A/R established for the quarter. PUC also does a report each month to gather the data which makes completing the quarterly report much easier.  Gerold shared that he can check with the Shared Financial Services to see if there are any queries built for the services they provide to client agencies.</li> <li>2. Shaumae Hall asked if anyone does quarterly liquidated and delinquent</li> </ol>

		<p>debt reporting in congruence with the quarterly ARPM?</p> <p>Bradford Batchelor from PUC responded that he does reports monthly and quarterly. Stated that it makes it much easier to complete the annual reporting requirements.</p> <p>3. Julie Strauss from DHS asked if SWARM was monitoring legislation during the current session.</p> <p>Gerold replied that he has not monitored bills introduced this session due to the extra duties of working on ARPA grants. Asked if anyone else has bills they are monitoring, nobody responded.</p>
Adjournment	0:33:50	The meeting was adjourned at 2:35 pm

**Next meeting:**

Tuesday, April 19, 2022

2:00pm – 3:30pm via Teams ([meeting link](#))