

# Minutes

## Accounts Receivable Core Committee (ARCC)



**Meeting Date:** May 16, 2023  
2:00 pm-3:30 pm

**Location:** Virtual meeting via Microsoft Teams

**Attendees:** Yesica Aldacao (DCBS); Sheila Banke (DOJ); Brad Batchelor (PUC); Nikki Bennett (DOR-OAA); Dawn Brown (WOU); Heather Bryers (DOJ); Maggie Carasco (ODOE); Shelly Coffey (OSBAE); Devyn Castillo (OBDD); Kim Courtright (ODA); Alissa Davalos (DOR); Sarah Davis (ODC); Maggie Dennett (CCB); Richard Dredge (DCBS); Marie Elkins (PERS); Todd Evans (DOR-OAA); Mini Fernandez (DAS); Tomas Flores (DOR); Gerold Floyd (DAS-SWARM); Robert Frederick (PUC); Flor Garibay (HECC); Kim Gladwill-Rowley (LCB); Daniel Goettsch (DCBS); Kimberly Hall (WRD); Shaumae Hall (DEQ); Jason Hamblen (DOR); Brenda Harris (OHA); Jennifer Hodgdon (Lottery); Chris Huntington (CCB); Caty Karayel (REA); Laura Kardokus (TAX); Irina Kay (DAS); Doug Kleebe (ODOT); Madeline Kretzschmar (ODE); Elizabeth Marshall (ODVA); Alejandra Martinez (DAS); Brian Martinez (OLCC); Katya Medvedeva (DAS); Kristie Miller (ODE); Alexandra Moscoso (OJD); Christine Nielson (DHS); Sue Nunley (DOJ); Doris Olivan (DCBS); Jesse Oliver (OED); Michelle Palmer (BOLI); Michael Pepler (ODOE); Melissa Phillips (OYA); Jean-Aime Polneau (OLCC); Matthew Powell (DPSST); Shari Rabago (OCB); Alexander Roome (DHS); Lyubov Salov (DAS); Rubaiya Sharmin (CCB); Roxann Shepard (DOC); Cindy Stockstill (OPRD); James Terrusa (OED); Carol Todd (Leg Counsel); Taylor Towers (DAS); Daisy Tran (DAS); Anna Unger (DOC); Dona Vasas (WOU); Susan Westin (SLO); Sheleen Wilks (ODF); Karly Willmschen (SOS); Jessica Zachary (HECC)

ITEM	TIME STAMP	ACTION, DISCUSSION
Welcome and introductions	0:00:00	
SWARM announcements- LFO training August 17 <sup>th</sup> 10:00 am, L&I Conference Room 260	0:01:15	Gerold announced that the LFO training will be an in-person training for those able to attend. Details will be coming via email with parking options, etc for those not familiar with the location. For those unable to attend, it will be recorded and posted to the SWARM website.
Fiscal Year end A/R preparation	0:04:40	With fiscal year end quickly approaching just wanted to share a few reminders.  Be sure to review accounts that meet criteria for write-off and make entries before year end, this includes accounts in RWO status at DOR-OAA. For SFMA agencies, be sure to use the three-digit write-off code in the MPCD field as listed in paragraph 104 of <a href="#">OAM 35.50.10</a> . Those codes are used to break down for the

		<p>legislature the most common reasons accounts are written-off.</p> <p>Second, this is a good time to review liquidated and delinquent accounts to determine if they are subject to assignment to DOR-OAA and make sure to get those turned over to DOR-OAA before the end of the fiscal year. Completing the assignment before June 30th will help eliminate reporting of accounts as unassigned, non-exempt with no payments for more than 90 days.</p>
Legislative session discussion- bills tracked	0:07:50	<p>Gerold shared the list of legislative bills that are being tracked by SWARM due to possible impacts on accounts receivable/ collections or involve creation or abolishment of agencies as that impacts various reporting requirements. The Attachment A below provides the list of bills tracked and shows the status of the bill as of 5/16/23. Some bills have already passed and been signed, others have died in committee. Many bills are in a committee that is not subject to the deadlines for work sessions and might still move before the end of session, however have had no hearings and are more than likely not going to move this session.</p>
OAM updates and new policies coming soon	0:23:00	<p>Two OAMs were recently updated:  <a href="#">OAM 35.30.30</a> Definition of Liquidated and Delinquent. This was updated primarily for readability and concise definitions as well as direction of the actions that DOR can take (distrain warrants) to collect based on how the debt was liquidated.  <a href="#">OAM 35.30.90</a> Coordination of Vendor Payments. This policy was updated to reflect procedures agencies are to follow when making payments using alternative payment methods such as SPOTS cards. Agencies must establish a threshold (recommended \$10,000) that when a purchase exceeds the threshold the agency must check the vendor status in SFMA, if the vendor is deactive with the comment to contact DOR the agency must make the payment using SFMA and not the SPOTS card. This will allow for the vendor</p>

		<p>coordination process to take place and the garnishment of the payment.</p> <p>There are new OAMs that will be posted for agency comment within the next few weeks. These are draft numbers at this time, so these could change.</p> <p>OAM 35.20.40 Obtaining and use of Social Security Number for debt collection. This captures in the OAM the requirements already identified in <a href="#">ORS 293.226</a> and <a href="#">OAR 122-085-0200</a>.</p> <p>OAM 35.80.10 Bankruptcy provides a high level procedure for agencies when a debtor files a bankruptcy, including compliance with the automatic stay and filing a proof of claim.</p> <p>35.80.20- Servicemember Civil Relief Act: Captures procedures related to collection when the debtor notifies agency of active duty military status, relief provided can sometimes apply to dependents and co-signers.</p> <p>There are also a few OAM updates that are going to be posted for agency comment.</p> <p>OAM 35.60.20 Accounts Receivable Performance Measures was also updated for formatting and readability only, there are no changes to the measures or the reporting template.</p> <p>OAM 75.35.13 which is the sample form for agency internal documentation of account write-off eligibility and efforts to collect was updated to add information at the top of the form regarding the purpose and includes a place to document the reasonable efforts made by the agency to collect the debt. No changes were made to OAM 35.50.10 just the form used to internally document the account as required in paragraph 108 of OAM 35.50.10. NOTE: This is <u>not</u> the write-off certification form that is required to be submitted to DAS as part of the year end process.</p>
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Roundtable	0:40:55	<p>Rubaiya at CCB asked about the unassigned accounts 90 days due for year end. Gerold shared that the unassigned, non-exempt is the difference between the Section 2 ending balance less the accounts assigned and less those reported as exempt. This can include accounts on a payment plan or are not yet 90 days without a payment. The next field is the subset of that amount which are those accounts that are more than 90 days without a payment. This is a point in time amount, if the agency is making corrections in Sections 2 and 3 and the section 5 amounts are correct there will be a new point in time value for unassigned, non-exempt.</p> <p>Anna at DOC mentioned that agency transfers are delayed for payroll overpayments and if SWARM knows when the agency transfers will be more regular. Gerold shared that he had no idea when agency transfers would go back to normal. Anna also asked what to do if the agency knows a transfer is coming but will be applied later than expected. Gerold shared that if the agency transfer is late, the account would meet the exemption criteria and reported as exempt. Anna mentioned that part of the issue is the repayment required due to the Workday transition, Gerold mentioned that it is important to review the account to make sure it meets the definition of liquidated. A payment plan is a liquidated debt and is reported, but if the agency is conducting reductions of future payroll based on the union agreements that may not be considered liquidated depending on how that was communicated. If the system stopped doing the payroll reductions, it would need to be evaluated as to why and what is being done to correct that issue.</p>
Adjournment	0:54:00	The meeting was adjourned at 2:54 pm

**Next meeting:**

Tuesday, July 18, 2023 (upcoming meeting dates are available at: [State of Oregon: Accounting and reporting - Statewide Accounts Receivable Management](#), please add these to your calendar if you would like to attend)

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

# Attachment A

## 2023 Legislative Session SWARM monitored bills

5/5 deadline to schedule 2nd chamber work session does not apply to Rules, Revenue or joint committees

### Changes to agencies (new, abolish, name changes, etc.)

Bill Number	Bill Title	Bill Summary	Bill Sponsor	Amendment	Status as of 5/16/23
<a href="#">HB2755</a>	Relating to legislative oversight of executive branch actions; prescribing an effective date.	Establishes Legislative Oversight and Accountability Committee and directs committee to select Legislative Oversight and Accountability Director.	Representative Bowman		1/20 Referred to Rules. 1/16 Referred to Climate, Energy, and Environment with subsequent referral to Ways and Means. Public Hearing 2/6, Work session 3/27 referred to Ways & Means
<a href="#">HB2867</a>	Relating to desalination; prescribing an effective date.	<i>Establishes Task Force on Desalination</i>	Representative Evans	-A	1/16 Referred to Economic Development and Small Business with subsequent referral to Ways and Means. Public Hearing 3/2, Work session 3/16, 3/23 referred to Revenue and then Ways & Means. PH 4/25
<a href="#">HB2976</a>	Relating to the Oregon Spirits Board; prescribing an effective date.	Establishes Oregon Spirits Board as semi-independent state agency to develop and promote Oregon's distilled spirits industry. Operative January 1, 2025	Representative Nosse, Morgan, Senator Findley, Gelser Blouin	-A	3/3 referred to Revenue
<a href="#">HB3451</a>	Relating to the forest products harvest tax; prescribing an effective date.	Eliminates Oregon Forest Resources Institute and Oregon Forest Resources Institute Fund.	Representative Holvey		2/22 referred to Rules
<a href="#">SB929</a>	Relating to duties of Oregon Government Ethics Commission.	Dissolves Oregon Government Ethics Commission as of July 2, 2025.	Senator Boquist, Robinson		1/12 Referred to Rules, then Ways and Means.
<a href="#">SB613</a>	Relating to the Commission for Indigenous Communities; prescribing an effective date.	Creates Commission for Indigenous Communities.	Senator Campos, Jama, Representative Valderrama, Hartman		First reading 1/9, referred to Judiciary 1/12. Public hearing 3/30 and WS 4/3, 4/14 referred to Rules and then Ways & Means. Informational meeting scheduled 5/11
<a href="#">SB337</a>	Relating to public defense	Renames the Public Defense Services Commission to the Oregon Public Defense Commission and transfers it from the Judicial branch to the Executive branch effective January 3, 2025.		-A	

### Impacts to Collection processes

Bill Number	Bill Title	Bill Summary	Bill Sponsor	Amendment	Status as of 5/16/23
<a href="#">HB2008</a>	Relating to protections from debt collection; prescribing an effective date.	Specifies property and funds of judgment debtor that are exempt from execution or garnishment.	Representative Rayfield, Senator Wagner, Taylor, Representative Gomberg, Senator Manning Jr		2/16 referred to Business and Labor, public hearings 3/6 and 3/8, work session 3/29, referred to Rules committee on 4/4, PH 4/27
<a href="#">HB3119</a>	Relating to interest on delinquent taxes; prescribing an effective date.	Changes interest charged on delinquent property taxes to simple interest at current primary credit rate of discount window program of United States Federal Reserve System plus three percent.	Representative Osborne		1/30 Referred to Revenue
<a href="#">SB228</a>	Relating to licensing for construction contractors; prescribing an effective date.	Specifies additional circumstances under which Construction Contractors Board may revoke, suspend, condition or refuse to issue or reissue license for construction contractor, or impose civil penalty for violation of laws that regulate work of construction contractors in this state.			Passed Senate 2/13, House First reading 2/14, referred to Business and Labor 2/16, PH 5/3, WS 5/17
<a href="#">SB424</a>	Relating to transcript policies at post-secondary institutions of education.	Prohibits post-secondary institutions of education that are based in Oregon from refusing to provide transcript to current or former student because student owes debt to institution.	Sen. Thatcher, Sen. Marsh		Passed Senate 2/22, House first reading 2/28, 3/3 referred to Higher Education, PH 4/18, WS 5/9
<a href="#">SB501</a>	Relating to establishment of a public bank.	Establishes Bank of the State of Oregon.	Senator Golden		1/14 Referred to Rules, then Ways and Means.
<a href="#">SB538</a>	Relating to state agencies' acceptance of credit cards as payment.	<i>Provides that state agency that accepts or collects payment by means of credit card or debit card may add fee or surcharge to sum of payment in amount that is reasonably calculated to offset amounts charged to or withheld from state agency for accepting credit card or debit card as payment.</i>	Senator Sollman, Representative Gomberg	-A	Passed Senate 2/22 with -A amendment, House first reading 2/28, 3/3 referred to Emergency Management, General Government and Veterans, PH 4/18, WS 5/11

<a href="#">SB912</a>	Relating to the family and medical leave insurance program; prescribing an effective date.	Authorizes Director of Employment Department to deduct amount from future weekly family and medical leave insurance benefits for overpayments due to individual's fault.	-A	Passed Senate 3/23 with -A amendment, Passed House 5/9. President and Speaker signed 5/15
<a href="#">SB184</a>	Relating to child support.	Modifies employer child support reporting requirements to include payments made to independent contractors.	-A	Passed Senate 2/21 with -A amendment, Passed House 5/9. President and Speaker signed 5/15
<a href="#">SB981</a>	Relating to Department of Revenue debt collections.	Authorizes Oregon Department of Administrative Services to exempt certain accounts that originate in Department of Revenue from general requirement to assign liquidated and delinquent account to private collection agency within one year of most recent payment on account.		Passed Senate 4/4, Referred to House Revenue on 4/7, PH 4/19, WS 5/16

**Bills that passed and were signed**

Bill Number	Bill Title	Bill Summary	Bill Sponsor	Amendment	Status as of 5/16/23
<a href="#">HB2029</a>	Relating to instruments presented for recording to county clerk.	Increases minimum type size for instruments presented for recording to county clerk. (from 8 pt to 10 pt)			Passed House 1/31, Passed Senate 3/1, Gov signed 3/13. Effective for any recordings after January 1, 2024
<a href="#">SB309</a>	Relating to publication of notice to interested persons.	Modifies number of weeks notice to interested persons in decedent's estate must be published.			Passed Senate 2/9, passed House 3/23, Gov signed 3/29. Effective for any probate proceedings commenced after January 1, 2024
<a href="#">HB2411</a>	Relating to the Oregon Alfalfa Seed Commission; declaring an emergency.	Dissolves Oregon Alfalfa Seed Commission. Effective upon passage	Representative Owens, Senator Findley		Passed House 2/7, Passed Senate 4/24. Gov signed 5/8. Effective upon passage.

**Bills that died in first chamber committee (no work session scheduled by March 17)**

Bill Number	Bill Title	Bill Summary	Bill Sponsor	Amendment	Status as of 5/16/23
<a href="#">HB2444</a>	Relating to the Superintendent of Public Instruction	Establishes Superintendent of Public Instruction as nonpartisan statewide elected office	Representative Scharf		1/16 Referred to Education with subsequent referral to Rules
<a href="#">HB2863</a>	Relating to desalination; prescribing an effective date.	Establishes Oregon Desalination Authority.	Representative Evans		1/16 Referred to Climate, Energy, and Environment with subsequent referral to Ways and Means.
<a href="#">SB322</a>	Relating to public defense; declaring an emergency.	Transfers Public Defense Services Commission from judicial to Executive branch.			1/12 Referred to Judiciary
<a href="#">HB3444</a>	Relating to health care; prescribing an effective date.	Establishes Office of Health Care Affordability and transfers to office functions of Oregon Health Authority related to containment of health care costs.	Representative Dexter, Bowman		3/3 referred to Behavioral Health and Health Care, subsequent referral to Ways and Means
<a href="#">HB3326</a>	Relating to changing the name of the Oregon Health Authority; declaring an emergency.	Changes name of Oregon Health Authority to Oregon Department of Health.	Representative Reschke		2/23 referred to Behavioral Health and Health Care, subsequent referral to Ways and Means
<a href="#">SB914</a>	Relating to public defense; prescribing an effective date.	Transfers Public Defense Services Commission from judicial to executive branch.			2/16 referred to Judiciary
<a href="#">HB3577</a>	Relating to the homestead exemption.	Increases amount of value of homesteads exempt from sale on execution, judgment lien or liability for debts of owner.	Representative Osborne		3/10 Referred to Judiciary
<a href="#">SB314</a>	Relating to interest rates applicable to child support payments in arrears; prescribing an effective date.	Permits accrual of interest on child support payments in arrears only if nonpayment was willful.			1/12 Referred to Judiciary
<a href="#">SB774</a>	Relating to surplus revenue disposition; prescribing an effective date.	Discontinues return of surplus revenue refunds to taxpayers.	Senator Frederick, Jama		1/23 Referred to Finance and Revenue.

<a href="#">HB2452</a>	Relating to the Department of Justice.	Prohibits Department of Justice from charging officers and agencies of state government for assistance rendered.	Representative Smith DB, Morgan		1/12 Referred to Emergency Management, General Government, and Veterans.
<a href="#">HB2471</a>	Relating to repayment process for Scholars for a Healthy Oregon Initiative.	Requires Oregon Health and Science University, in consultation with Oregon Department of Administrative Services and Department of Revenue, to conduct study to determine how best to revise repayment method for individuals who receive scholarship from Scholars for a Healthy Oregon Initiative, but who do not fulfill required service agreement.	Representative Bynum		1/11 Referred to Behavioral Health and Health Care. 3/15 work session, referred to Higher Education, 3/28 PH
<b>Bills that died in second chamber committee (no work session scheduled by May 5)</b>					
<b>Bill Number</b>	<b>Bill Title</b>	<b>Bill Summary</b>	<b>Bill Sponsor</b>	<b>Amendment</b>	<b>Status as of 5/16/23</b>
<a href="#">SB222</a>	Relating to payments to State Department of Geology and Mineral Industries by credit card.	Authorizes State Department of Geology and Mineral Industries to accept payments by credit card and to add fee to credit card transactions.			1/12 Referred to Natural Resources. Public hearing 3/1, work session 3/20, third reading 4/5 failed vote 14-14, 2 excused