

Minutes Accounts Receivable Core Committee (ARCC)



Meeting Date: October 15, 2019 2:00pm-2:30pm

Location: Executive Building, Conference Room B

Attendees: Caty Karayel (REA); Cindy Stockstill (OPRD); Craig Kiernan (OHCS); Dora Olivan (DCBS); Jeffrey Fehl (DAS); Katie Titus (OSP); Katya Medvedeva (DAS); Kim Courtright (ODA); Kimberly Hall (WRD); Lisa Pineda-Volk (DOR); Michelle Russell (DOR); Monique Murphy (HECC); Richard Dredge (DCBS); Sheila Banke (DOJ); Star Thomson (DSL); Stephen Berrios (OED); Sue Nunley (DOJ); Svetlana Fadden (DHS/OPAR); Theresa Gahagan (DAS-SWARM); Todd Evans (DOR).

**Attendees
by phone:**

Amy Brewer (OYA); Andria Abrahamson (ODF); Dean Criscola (OED); Diane Welter (TIC); Ellie Sjöholm (OED); Jason Barbee (OSBEELS); Jennifer Hodgdon (OSL); Jill Reece (OYA); Kim Gladwill-Rowley (LCB); Mary Smith (PERS); Nancy Johnson (OJD); Ryan Knapp (DPSST); Sara Lotten (DOC); Susan Cha (OCB); Tiffany Lane (DHS).

ITEM	ACTION, DISCUSSION
Welcome and introductions	Theresa announced that Gerold was unable to attend due to illness, and since this was her first time “flying solo”, she would need everyone’s help in this effort.
SWARM announcements	<ul style="list-style-type: none"> • A/R Honor Roll deadlines for FY2020 Theresa announced that the FY2020 Honor Roll requirements was now posted on the SWARM website and a quick way to reach the SWARM website was to click the hyperlink below her signature on the email announcing this meeting. <ul style="list-style-type: none"> • ARPM Q1 due 10/31
DOR reports	Theresa stated that several agencies asked for help in reading their DOR reports and that DOR has made Nikki Bennett (Nikki.BENNETT@oregon.gov) available for training agencies. Agencies should contact Nikki and she will come to your agency for a one-on-one training.
Reporting feedback	<p>Theresa mentioned that when she was reviewing LFO submissions last month she noticed that some agencies who were subject to ORS 293, were assigning debt to a PCF directly. Effective July 2018 Agencies subject to ORS 293 should not be assigning debt directly to a PCF. Instead, those agencies subject to ORS 293 are to assign their debt to DOR and DOR assigns the debt to PCF.</p> <p>Theresa also shared with ARCC members that one agency who had assigned their debt directly to the PCF asked Theresa if they should recall their debt from the PCF and assign it to DOR so that they would be eligible for tax offsets. Theresa responded to this agency that they needed to review their PO with the PCF to determine if they could recall their debt. She also suggested that the agency should determine if the PCF had been successful with collections, because if they pulled the debt this collection activity would cease. Finally, she told the agency that even if they allowed the debt to remain with the PCF, the agency could also assign the debt to DOR for <u>restricted collections</u>, which would provide available tax offsets to the agency.</p>

	Note: If anyone has any questions concerning assignments directly to PCF, please consult with your SWARM analyst.
OAA Restricted program, past write-offs	This topic was tabled until the next meeting.
Roundtable	<p>1. Two agencies stated that the LFO Training was scheduled too late in the year for them to change programing, when their reporting requirements changed on the LFO. One agency asked that the LFO training occur in June.</p> <p>(Subsequent to the meeting Theresa learned that the LFO training date depended largely on LFO's ability to review training materials and that in odd-numbered years, when the legislature is in session, LFO will not be able to review training materials until mid-July. In addition, Theresa learned that several agency's staff perform double-duty with reporting A/R and CAFR reporting. CAFR reporting responsibilities don't end until mid-August. As such, it may not be possible to reschedule the training much earlier than mid-August and it was suggested that agencies should review prior year's training since very little changes occur to the materials from year to year.)</p> <p>2. One agency reported that DOR reports were incorrect and that agency had spent 30 hours reconciling DOR reports on debt where debt had joint and several responsibility. This agency reported that many of their accounts had been over-collected.</p> <p>Todd Evans responded to this agency saying that in situations with joint and several liability DOR set up separate accounts for each debtor in their system GenTax, however, does not have the ability to tie these accounts together. It is up to DOR to manually adjust the other party's account when one party makes a payment and suggested that the agency send an email to DOR to alert them to this situation. The agency's email should include the relevant program codes.</p> <p>3. One agency reported having many accounts which are less than \$25 and which therefore do not qualify for assignment to DOR. This agency asked what she should do with this debt. Theresa responded saying that she would ask Gerold to respond directly to her.</p> <p>(Subsequent to the meeting, Gerold followed up with the agency and shared some items to consider when collecting on small balance accounts.</p> <p>1. Does the agency have a system that automatically identifies accounts for assignment, thereby minimizing the staff time required to perform assignments? The agency may need to determine the time/cost to identify these accounts, assign them if legally allowed, monitor and reconcile the accounts while assigned. This is important to understand because if the cost of the ongoing collection actions (including applicable AG legal fees, staff salary and OPE), assignment and reconciliation, exceed the balance of the account, then the account could be written-off under OAM 35.50.10 criteria #2.</p>

	2. If the agency is subject to ORS 293 then there may not be a legal option to assign directly to a PCF.)
Adjournment	The meeting was adjourned at 2:30 pm

Next meeting:

November 19, 2019

2:00pm – 3:00pm

Executive Building, Room B

The SWARM website lists [Upcoming events](#).