

# Minutes Accounts Receivable Core Committee (ARCC)



**Meeting Date:** August 18, 2020 2:00pm-3:00pm

**Location:** Virtual meeting via AdobeConnect

**Attendees:**

Sheila Banke (DOJ); Jenny Carson-Phillips (Public Defense Services Commission); Kim Courtright (Department of Agriculture); Steve Dahlberg (DOGAMI); Marie Elkins (PERS); Todd Evans (DOR-OAA); Gerold Floyd (DAS-SWARM); Olga Fokina (OMB); Theresa Gahagan (DAS-SWARM); Kim Gladwill-Rowley (LCB); Joanna Goslin (Dungeness Crab Commission); Kimberly Hall (WRD); Jennifer Hodgdon (Lottery); Eunice Kang (PERS); Craig Kiernan (OHCS); Tiffany M. Lane (DHS); Sara Lotten (DOC); Katya Medvedeva (DAS); Alexandra Moscoso (OJD); Monique Murphy (HECC); Abby Nonte-Clark (ODF); Sue Nunley (DOJ); Michael Pepler (ODOE); Lisa Pineda-Volk (DOR); Zee Priest (DOGAMI); Mackenzie G. Purnell (OBCE); Jill Reece (OYA); Rebecca 'Sue' Rowe (various commissions); Elizabeth Skinner (DHS/OHA); Melissa Tominaga (PERS); Paris Trippett (OSP); Susan Westin (OSL); Karla Willmschen (SOS); Adam Wilson (OED).

ITEM	ACTION, DISCUSSION
Welcome and introductions	
SWARM announcements & other business	<p>Gerold announced-</p> <ul style="list-style-type: none"> <li>• LFO Training - is recorded and available online               <ul style="list-style-type: none"> <li>○ At least one person from each agency must complete the training and email <a href="mailto:SWARM@Oregon.gov">SWARM@Oregon.gov</a> prior to submission of their LFO report.</li> <li>○ <i>Liquidated and delinquent account reporting &amp; resources</i> available here: <a href="https://www.oregon.gov/das/Financial/Acctng/Pages/Accounts-receivable-resources.aspx">https://www.oregon.gov/das/Financial/Acctng/Pages/Accounts-receivable-resources.aspx</a></li> </ul> </li> <li>• Due Oct 1 (if applicable)               <ul style="list-style-type: none"> <li>○ <a href="#">ARPM 4th quarter &amp; Year-End reports</a></li> <li>○ <a href="#">Write-off, abated, and canceled account certification form</a></li> <li>○ Liquidated and delinquent account activity submitted to LFO website:                   <ul style="list-style-type: none"> <li>▪ <a href="#">LFO Reporting Manual</a></li> <li>▪ <a href="#">LFO Reporting Worksheet</a></li> </ul> </li> </ul> </li> </ul> <p>To aid in reporting accuracy, we suggest agencies complete the <a href="#">Agency's Year-end Checklist</a> prior to submitting any documents.</p>
Joint & Severally Liable Debt: Payments	<p>Gerold explained the process DOR-OAA has adopted to facilitate reconciliation of accounts which have Joint &amp; Severally Liability- If an agency assigns joint and severally liable debts to DOR-OAA using the same Agency ID (this can be an invoice number or civil penalty case number or similar) or at least starting with the same information then DOR can identify the related accounts when a payment is made or other status updates are made. While the process that identifies the “matching” accounts is a job that runs each day, the process of updating the joint accounts is still manual and there is no guarantee that</p>

	every single account will be identified however this process will significantly improve the process of reconciling joint and severally liable accounts for agencies.
DOR- RWO status	Theresa reminded everyone that beginning in August, agencies will see a substantial increase in the RWO status on their Aging Reports. During the April 21, 2020 ARCC meeting, Todd Evans (from DOR-OAA) explained when DOR-OAA would assign this status. Anyone seeing the RWO status may wish to review the ARCC minutes from April.
OAA Recorded Liens Update	<p>Todd Evans provided an update, saying this program was delayed because they were waiting on DOJ to provide updated verbiage for placing liens. They have received the approved verbiage and currently are working through budget issues, specially, who is responsible for paying for the lien placement: the Debtor or OAA?</p> <p>OAA has received requests from some agencies to make changes to the GENTAX programming in order to place a lien however, DOR does not have dedicated IT staff, therefore any IT requests must be prioritized along with other DOR issues. This is in addition to the 100s of hours of testing. OAA anticipates that nothing will occur in the near future.</p> <p>A member asked when DOR-OAA will have something to report on Liens. Todd responded that his best guess is the end of 2021.</p>
Bankruptcy Program Update	<p>Todd Evans stated that there is nothing new to report on the Bankruptcy Program. DOR-OAA needs more time to evaluate.</p> <p>A member asked if there were any (or many) accounts with a bankruptcy. Todd responded that of the 12 to 14 agencies that were in the pilot, only 2 accounts had bankruptcy.</p> <p>A member asked how agencies were selected for the pilot and Todd responded that the agencies were hand-picked based on timeliness of responding as well as how the agencies submitted their debts to OAA using RevenueOnLine. Specifically, the <i>Date of Debt</i> field needed to be filled out and when the account was submitted without this field completed, it disqualified the agency from being chosen for the Pilot.</p> <p>A member from Secretary of State stated that they receive dozens of bankruptcy filings every day and they are currently tossing them. They asked if they should be sending these bankruptcy notices to DOR. Todd responded that they receive bankruptcy notices electronically. However, they are only able to match these against assigned debt when the agency has provided the debtor's tax ID number. If the agency has assigned debt without the debtor's tax ID number, and the agency receives a bankruptcy notice, they need to notify DOR-OAA of the bankruptcy.</p>
Roundtable	Nothing came up during this part of the agenda.
Adjournment	The meeting was adjourned at 2:50 pm

**Next meeting:**

Tuesday, October 20, 2020

2:00pm – 3:00pm

via AdobeConnect <https://das.adobeconnect.com/rvv03rtpk4lv/>

Conference line: 888-398-2342

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