MINUTES

Accounts Receivable Core Committee

DATE: July 21, 2026

TIME: 2:00 pm-3:30 pm

LOCATION: DAS Executive Building, Fremont Conference Room and - via- *Teams meeting*

ATTENDEES: Joy Andrews (DELC); Fitsum Aramde (DEQ); Brenda Ayon-Sanchez (DHS-OHA); John Baker (ODOE); Sheila Banke (DOJ); Bradford Batchelor (PUC); Jill Blackford (DOC); Terry Bonebrake (BOLI); Angelique Bowers (ODE); Janell Burd (OPDC); Emily Burr (DAS); Jennifer Carson-Phillips (OPDC); Shelly Coffey (OSBAE); Kristy Davis (SAIF); Chloe Dixon (OST); Richard Dredge (DCBS); Jamie Duval (ODE); Marie Elkins (PERS); Trinia Eustis (SAIF); Connie Flowers (ODE); Gerold Floyd (DAS-SWARM); James Garrett (WRD); Daniel Goettsch (DOJ); Makayla Gordon (ODVA); Jennifer Gronemeyer (OSMB); Trisha Hage (WRD); Shaumae Hall (DEQ); Norma Huerta (LCB); Kimberly Hutchinson (SAIF); Caty Karayel (REA); Irina Kay (DAS); Trenna Landers (OLCC); Matthew Letteri (OCB); Brian Martinez (OLCC); Katya Medvedeva (DAS); Katy Moreland (DAS); Haren Myhr (ODVA); Karen Neal (DPSST); Jesse Oliver (OED); Shelly Paddock (DCBS); Michelle Palmer (ODA); Melissa Phillips (OYA); Emma Prophitt (DEQ); Emily Rothweiler (DAS); Lyubov Salov (DAS); John Schiavo (OMB); Roxann Shepard (DOC); Julie Strauss (DHS-OHA); Julie Tacchini (PUC); Angela Teas (OBDD); Anthony Texeira (OYA); Anna Unger (DOC); Karen Williams (DAS)

Discussion

1. Welcome and introductions

   Gerold introduced himself and welcomed everyone to the meeting.

2. SWARM announcements- FY26 Year-End A/R and LFO Training

   Gerold reminded everyone that the training will be available in Workday learning this year. I previously shared that agencies that are not part of the Workday Enterprise learning would have a “guest” login, but I have since been told that there will be a separate link for those agencies to use. I apologize for the confusion. We expect the training to be available by mid-August which is the same time as previous years in-person training. An email will be sent to the listserv with the link to the Workday course once it is ready.

OAA is looking for volunteer agencies to meet with their revenue agents to talk about the type of accounts being sent for collections, answer some questions from the agents regarding the actions the agency takes before the assignment. If you are willing to participate, please contact Todd Evans (Todd.EVANS@dor.oregon.gov, (971) 301-3983) and he will coordinate a time for you to meet with the revenue agents.

3. Department of Revenue- OAA fee study

   The legislature directed the Department of Revenue to conduct a fee study for the rates charged by OAA. That fee study is currently being conducted, at this time no rate change is expected for FY27, but it is possible that a rate change could occur for FY28. For agencies that do not pass the fee to the debtor this could mean the possibility to need to request additional budget limitation depending on the amount of the rate increase and overall collections for that fiscal year. Once the fee study is complete and any possible rate change is known communication will be made to agencies that reported collection fees paid by the agency for the purposes of budget planning. In addition, communication will be made to all agencies ahead of any rate change so agencies can update collection letters that include language regarding the collection fee and the formula used in OAM 35.30.50 for those letters.

4. Minimum wage increased on July 1 (SB 1595, 2024 session), so wage garnishment exemptions increased as well (for debts other than state tax and child support). Refer to the rates on the Department of Justice Model Notice of Garnishment and Related Forms website: https://www.doj.state.or.us/oregon-department-of-justice/publications-forms/garnishment-forms/. Beginning in July 2027, the wage garnishment exemption will be determined by a calculation conducted by the State Court Administrator, based on the yearly updated minimum wage calculated by BOLI (required by April and posted on the Judicial Department website by July 1 (section 3 (3). SWARM will coordinate with Judicial in 2027 as the calculation is done and communicate the link to the website for agencies to access for the updated exemption amount as of July 1, 2027.

5. OAM 35.70.10 Interagency Receivables

   Over the last several meetings we have discussed different policies, today we are discussing the Interagency Receivables. Some of the major points of this policy are:

   a. Paragraph 102, there is a shared responsibility and cooperation between agencies to assure that the providing agency bills for goods or services properly and **promptly**, and the receiving agency pays for the goods or services in a **timely** manner.

b. Paragraph 104, billing agencies can accumulate charges based on a periodic cycle, however, invoices must be distributed within 15 days of a monthly based billing cycle and 30 days for a quarterly or annual billing cycle.
c. Paragraph 106, receiving agencies must make payment within 30 days of the invoice date, unless there is a dispute. The undisputed portion must be paid within the 30 days. The disputed portion must be presented **promptly** in writing, sample OAM 75.35.04.fo, and the billing agency shall respond **promptly**.
d. If the dispute is not resolved, then the billing agency should move to progressive actions. Agencies need to have policies or procedures to define their progressive actions.
e. Paragraph 109, states that progressive actions include, but are not limited to:
    i. Written notice, emails, or phone calls to delinquent agency CFO, typically this is from the billing agency CFO. *Usually, this will end up resolving the issue in one way or another. Note, the next step will be Director involvement.*
    ii. Written notice, emails, or phone calls to delinquent agency Director, typically from the billing agency Director. *To date SWARM is not aware of any agency that has ever gone to step 3.*
    iii. Billing agency request for DAS CFO intervention. After steps 1 and 2, the billing agency may contact DAS-CFO to request intervention, with a copy sent to the delinquent agency CFO and Director.

6. Roundtable

   No topics raised

Next Meeting

DATE: September 15, 2026

TIME: 2:00 pm

LOCATION: DAS Executive Building (155 Cottage St), Fremont Conference Room and via Microsoft Teams