

ARCC MINUTES

January 13, 2010

Present: Russ Kittrell, DHS-OPAR; Doug Kleeb, ODOT; Pam Norris, Employment; Trina McGaughy, OUS; Sharrie Cripe, OPRD; Joni Mansveld, Employment; Catherine Leeth, DCBS; Sue Nunley, DOJ; Richard Kilgore, DHS-A/R; Mary Miller, DHS

Facilitator: Gerold Floyd, DAS-SWARM

1. **Introductions**

2. **OAA update** – Renee Royston is the new OAA Program Manager. Renee is a former ARCC member, welcome back! There are some other organization changes being made within DOR that affects OAA, they will share more of that at a future meeting.

3. **Strategic Planning Committee-** The first meeting was on December 8th. The committee reviewed the document from last year that had the 2009 statistics posted. The committee will be reading the plan and looking for areas that need additional information, clarification or revisions. We are hoping to include a component of the plan that identifies our future goals for statewide accounts receivable.

4. **ARCC changes-** In order to facilitate more information sharing the Strategic Plan committee is considering the following recommendations for ARCC:

- a. Use name tags or tents to help attendees learn each others names and agencies. Name tents were used at the January meeting and was well received.
- b. List ARCC attendees on minutes which will be posted on the web. More specifics will be provided as the exact location of the minutes is yet to be determined.
- c. Schedule agency presentations (one per month) to share information regarding:
 - i. Type of data their agency can share with others.
 - ii. Type of systems access allowed.
 - iii. Costs
 - iv. Statutory restrictions and allowances. (ie. License suspension)

A schedule was passed around for voluntary sign ups, please continue to discuss among your agency staff when would be a good time for your agency to present. This will continue to be a standing agenda item.

- d. Develop an interagency receivables workgroup to focus on streamlining the payment of interagency receivables. This group will work with the Accounts Payable group facilitated by SFMS. More information will be provided in the future, as this group has not yet been formed or scheduled.
- e. It was suggested that the group consider the frequency of the ARCC meetings. ARCC has met monthly for roughly ten years, are we better suited today to hold meetings every other month? Gerold will survey the ARCC email group for input on this item.

5. **ARCC attendance-** I know that schedules are tight for everyone, however, ARCC attendance has been sporadic and in order to facilitate the open dialog and sharing environment that ARCC has always intended to be, we need to ask agencies for a commitment in attending. Those attending ARCC also need to be representatives that are knowledgeable enough to contribute to the discussions and are committed to taking

information back to their agencies. It was suggested that Gerold ask ALL ARCC members for input regarding the best time of day for the meetings. Gerold will use the email list for the input.

- 6. 2009-2010 A/R Strategic Plan report card-** How did ARCC members do in implementing the plan objectives of the Strategic Plan over the last year? A self assessment form was distributed for group review. The form will be sent to agencies through the ARCC email group asking for agency input (from their perspectives) on the areas of observation from last years Strategic Plan (responses may remain anonymous). This input will help ARCC identify how we are doing in implementing the strategies identified in the Strategic Plan. Please provide your agency feedback no later than the February 10th ARCC meeting.
- 7. Collection Contract RFP Committee-** The first meeting was held December 15th. Discussion surrounded the current contract, what is working well and what isn't. The group also started discussions for a wish list of items to include in the new contract. The next meeting is immediately following the ARCC meeting today, anyone is welcome to stay and attend. Please email Gerold if you are interested in receiving email updates and scheduling reminders.
- 8. Next meeting 2/10/2010 - Conference Room A**

If you have any suggestions or requests for future ARCC topics, please contact Gerold Floyd at 503-378-3156 X231 or by email at Gerold.J.Floyd@state.or.us.