

Meeting Agenda/Minutes

Senate File 295 Implementation Advisory Panel

DATE: FRIDAY, FEBRUARY 21, 2014
 TIME: 10:00 A.M. – 12:40 P.M.

LOCATION: ISAC CONFERENCE ROOM B, WEST DES MOINES, IA

FACILITATORS	Lucas Beenken / Julie Roisen		
ATTENDEES	John Adams – Linn County Auditor's Office	Carrie Johnson – Local Government DOM	Monica Peterson, Joel Rose, Deb – Solutions - Phone
	Mike Albers – Polk County Auditor's Office	Dianne Kiefer – Wapello County Treasurer - phone	Julie Riesselman – Tyler
	Kay Arvidson – IDR	Chris Knobbe – Tyler	Julie Roisen – IDR Property Tax Division Administrator
	Dave Bader, Jennifer Chassell – Thompson Reuters	Deb Kout - Solutions	Rodney Ross – Cerro Gordo County Programmer
	Carla Becker – Delaware County Auditor - phone	Ryan Lafrenz – Polk County Auditor's Office	Ed Saunders Cedar Rapids Assessor's Office - phone
	Lucas Beenken – Public Policy Specialist	Nicole Maakestad – Marshall County Programmer	Sandy Shonka – Cerro Gordo County Auditor's Office - phone
	Marsha Carter – Shelby County Auditor	Deb McWhirter – Butler County Assessor	Janine Sulzner – Jones County Auditor - phone
	Susan Chambers – IDR Property Tax	Ted Nellesen – DOM Local Government	Gordon Thompson – Linn County Auditor's Office
	Deb Dotzenrod – IDR	Mary Maloney – Polk County Treasurer	Kim Veeder – Black Hawk County IT Director - phone
	Jeff Garrett – Washington County Treasurer	Erin Mullenix – Iowa League of Cities - phone	Jeanean Willems – Tyler

Agenda topics	Notes:
1. Opening Remarks / Introductions	<ul style="list-style-type: none"> Meeting opened at with introductions of attendees. Agenda items were re-ordered to move Replacement Claim File Layout to the top of today's agenda.
2. Replacement Claim File Layout Decisions	<ul style="list-style-type: none"> Final decisions of the file layout will be posted on the IDR website following today's meeting. Auditor Input File – each data item was reviewed and feedback was requested from the group. <ul style="list-style-type: none"> This file is needed by August 29 in accordance with the Administrative Rules for SF 295 Validations were reviewed: <ul style="list-style-type: none"> Question: if a district doesn't have a claim, must it be included? It's up to the county. If it is included the valuation (file item #4) = 0 and amount (#6) = 0. Field #5 - Validation for this field is 5 digits after the decimal Field #6 - Validation for this field will be in dollars & cents (2 digits after the decimal) Replacement Claim Output File to DOM report will be generated for the auditor by the web portal. It will contain information needed by the DOM for school aid adjustments. <ul style="list-style-type: none"> Field 4 is the amount of the original claim. A new field 5 will be added to provide the amount of the claim actually paid. Discussion about the date of warrant field occurred.

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	- Former Field 5 is now Field 6 – the payment period
3. Report out on Testing with Vendors and Independent Counties	<ul style="list-style-type: none"> • Testing initially included the ability to logon and upload a file. The next week this group tested the ability to validate files. It went well. Everyone had a successful test. • The 2nd step with vendors was validations of the Data Elements File • Testing Reminder BPTC Files: There is a 2 day turn around for BPTC files. If two (or more) files are submitted on the same day, they are considered duplicates. Do not send files more than once every other day. • Testing Reminder Data Elements File: This file can be deleted and replaced up to and including July 7, 2014 (even if the file has been accepted.) After July 7 the file uploaded through the web portal will be used to calculate the tax credits. Prior to July 7: IDR will communicate with all assessors, auditors, treasurers and vendors to remind everyone of the last date to post and reconcile a Data Elements File. • To expedite sorting through the Data Elements File for errors – sort the Excel spreadsheet by the validation result column – this will identify the errors by error type.
4. Update on BPTC Database	<ul style="list-style-type: none"> • The BPTC Database contains 91,536 parcels • This equates to 69,355 units • This represents an 80 – 99% response rate across the counties. • Still to be added are railroad parcels from 4 counties, which could be 1,200 – 1,500 more parcels. • The total number of parcels and units is slightly less than the Legislative Service Bureau estimate.
5. March 12 ISAC Presentation on SF 295 4:00 – 5:00 pm in the hotel ballroom. This presentation is open to all county officials	<ul style="list-style-type: none"> • Goals for this presentation were determined by the group: <ol style="list-style-type: none"> 1. Give background of project at high level. 2. Show how whole picture comes together from start to finish. 3. Show the fiscal impact at the county level. 4. Discuss the responsible parties and cooperation between assessors, auditors & treasurers. 5. Use affiliate session presentations to cover the details. • Communications to Affiliates <ol style="list-style-type: none"> 1. Lucas will send an email to all county offices about the presentation. 2. Deb McWhirter will reach the assessor affiliate president to send a reminder to assessors. 3. Jeff Garrett will reach the treasurer affiliate president to send a reminder to all treasurers. 4. A similar message has already been sent to all auditors.
6. File notifications	<ul style="list-style-type: none"> • Auditors and Assessors have rights to the BPTC data generator. Auditors have rights to the DE component. • Whoever logs on and uploads a file gets the notice that the file has been uploaded. There is one email per A&A logon. IDR needs to know who each county wants to get the notices that there has been a change of a BPTC file. Let Susan Chambers know if the county wants to change the emails notifications. • Suggestion – the county could work with its IT department and set up a common email that both Assessors and Auditors could access. • Reminder: The "my files" tab will show all submissions by date, who uploaded the file, and there is also the ability to open the file.
7. Full State Testing – February 26/27	<ul style="list-style-type: none"> • This testing will involve logging in to the web portal and uploading a Data Elements file. • A reminder will be sent to all auditors on February 21 to expect an

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	<p>email on Feb 24 including the Test Plan for Feb 26 & 27. Carla Becker will advise when this has been done.</p> <ul style="list-style-type: none"> • Susan Chambers will send the test plan for Feb 26/27 to all county auditors. • This testing will also require the auditor to be able to generate a Data Elements file from his or her local data system.
<p>8. Full State Testing week of March 3</p>	<ul style="list-style-type: none"> • This testing will involve uploading a data element file with BPTC Unit ID's included. • Notices will be provided if files need to be reviewed for reconciliation purposes. • Discussion at ISAC Spring School the following week will step through the reconciliation process. • Reconciliation testing will begin after Spring School • The full state testing cycle will include the reconciliation process, which incorporates changes to the BPTC file. This cycle takes two weeks. A diagram of the cycle was distributed. <ul style="list-style-type: none"> - Uploading the Data Elements file with BPTC Unit ID's included takes place in the staging area. - Validation needs are identified in the staging area - Corrections to the BPTC file are uploaded through the production area. - A new BPTC Unit ID download file (at this time a full file) will be available two days after the upload to bring into the local system. - The new BPTC Unit ID database will be transferred into the staging area. - The cycle will repeat once this has occurred. • The full state testing cycle including reconciliation diagram will be updated to show that this begins the week of March 17. This will be distributed at ISAC Spring School. • March 6 – a conference call will report out testing for the week of March 3 for vendors and anyone else from this working group who is interested in participating on the call.
<p>9. Q & A and Education Videos</p>	<ul style="list-style-type: none"> • Questions and Answers regarding the testing process will be provided on the IDR website. A link to the Q & A will be included on the staging site. • Videos on the full state testing process will be provided on the staging site as soon as possible.
<p>10. Next Meeting Date and Location</p>	<ul style="list-style-type: none"> • March 21, 2014 10:00 – 2:00 at ISAC Offices in West Des Moines, IA
<p>11. Other Issues and Questions – Credit File</p>	<ul style="list-style-type: none"> • Vendors should have access to a prototype of the credit file within two weeks. This was delayed due to a fire in the IDR data center this week. • The credit file will be tested with vendors and independents before testing for the full state testing with all counties. • The corrections process will also need to be addressed. • July 7 will be the deadline for the Data Elements file submission and corrections. • The credit file will then be provided to the counties by July 15.
<p>12. Meeting adjourned at 12:40 pm</p>	

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1	Post final Replacement File Claim layout on IDR website.	Roisen, Chambers, Arvidson	As soon as possible

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2	Send email to all county offices about March 12 SF295 presentation	Beenken	Prior to March 12
3	Contact Assessor Affiliate president to request a reminder for the March 12 meeting go out to all Assessors.	McWhirter	Prior to March 12
4	Contact Treasurer Affiliate president to request a reminder for the March 12 meeting go out to all Treasurers.	Garrett	Prior to March 12
5	Let Susan Chambers at IDR know if a county wants to change the email notifications associated with the BPTC Generator File upload.	Individual Counties	ASAP
6.	Advise Susan Chambers when Auditors have received email to expect Feb 26/27 Test Plan	Becker	Feb 21
7.	Send Auditors Feb 26/27 Test Plan	Chambers	Feb 24
8.	Update the full state testing cycle diagram to show that this begins the week of March 17. This will be distributed at ISAC Spring School.	Arvidson	By March 1