

Meeting Agenda/Minutes

Senate File 295 Implementation Advisory Panel

DATE: FRIDAY, MARCH 21, 2014
 TIME: 10:00 A.M. – 12:30 P.M.

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

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

Agenda topics	Notes:
Opening Remarks / Introductions	<ul style="list-style-type: none"> Meeting opened at 10:00 am with introductions of attendees. Agenda items were re-ordered to move discussion #6 - Other Items into the #3 - Testing Cycle and Report Out.
Replacement Claim Requirements	<ul style="list-style-type: none"> Requirements specified a 5-digit numeric tax district code to interface with DOM. Testing identified that this field should be text field. Testing discovered that many counties do not have all 5-digits in their system. This has been communicated to vendors and in-house system counties so the full 5-digits will be included as the DOM code in the Data Elements file. IDR will correct the documentation on our website. Questions Raised: <ul style="list-style-type: none"> Can a county add a new TIF district? A: Yes Are dollar amounts rounded? A: Yes, IDR will round to the nearest penny. When will we start testing the replacement claim? A: Not committed to a date yet. We will not have levy rates for this testing, so we will have to work out the testing with vendors to artificially populate the field for testing.
Testing Cycle Report Out	<ul style="list-style-type: none"> March 25, 1:00 pm - Statewide conference call Report Out for the counties 88 counties tested, 69 had accepted files, which could be processed for the credit with a handful of corrections. Some might have missing BPTC's. 2 county files failed and were rejected – one county has since sent an accepted file. 9 counties did not test. IDR is in communication with these. Overall testing was extremely successful

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	<ul style="list-style-type: none"> • Question: What is the significance of the classification in the DE file? This may have changed since the BPTC file was uploaded. A: The credit is based on the classification, so this is vital. If the classifications don't match between the DE file and the BPTC file the record will be rejected and noted as "needs review". The timing of the changes is also critical. The assessment was closed July 1, 2013 or once local Board of Reviews have completed their work unless there was a PAAB case or district court ruling after that date. If that is the case the Assessor would go through normal Auditor procedures to change this at the county level. • The group discussed the Agenda for the March 25 Report Out call: <ul style="list-style-type: none"> ○ Testing Results ○ Review Cycle for BPTC Unit file submission ○ Remind people that they need to test every time even if they get a clean file ○ Remind them they need to stay away from staging in week 2 of the test cycle.
<p>Training Issues</p>	<p>The biggest issue identified in the Testing Report Out: People are not sure how to get the file out of their local system and then do the BPTC Correction.</p> <p>Question to the working group: How do we collaborate with vendors & in-house counties to incorporate system instructions with portal instructions?</p> <ul style="list-style-type: none"> • Splits, Combinations & Retirements are critical issues here. • Several options were discussed. • Decision: merge IDR testing instructions with vendor instructions. IDR will send test plans to vendors and in-house counties. Instructions will be merged, the videos and in-house teams will distribute the test plans to the testers. <p>Question – is there anything the Treasurers need for training?</p> <ul style="list-style-type: none"> • Decision: Julie Roisen will address the annual Treasurers' conference in Waterloo May 14 – 16. Diane Kiefer will make these arrangements with the Treasurers' Affiliate President • Treasurers will need to know about Replacement Claim TIF issues.
<p>Strategy for Counties that do not test</p>	<ul style="list-style-type: none"> • At this time 9 counties have not tested. It was decided to wait until the end of the March 31 testing cycle to determine what action is needed if this issue still exists. • Options for action should this be necessary include contacting the vendor, contacting the affiliate, or reaching the Treasurer, Assessor and Auditor of the county in question with a notice that no credits will be processed if this is not addressed.
<p>Improved System Messages</p>	<ul style="list-style-type: none"> • Recent testing has also demonstrated a need to improve system messages. IDR has received several good suggestions that emails need more detail, especially for file acceptance, to share more about issues that still need to be resolved. Here are some changes that will be made: <ol style="list-style-type: none"> 1. Validation message will list out all rows and related problems. Now the detail stops at the first issue that requires submission of a new file. 2. "Need Action" button needs to be rephrased. 3. Show the number of rows in the BPTC Generator Database and the number of rows in the Data Elements file. This will point out where there are missing records. 4. Suggestions for other message changes should be sent to Susan Chambers

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	5. Message changes will be reviewed with vendors and in-house counties.
Testing the Credit File	<ul style="list-style-type: none"> Testing of the credit download file will be managed by vendors and in-house counties. Not all the data for an accurate calculation is available at this time, so pro forma data must be used when testing the files. Testing environments in place with the vendors and in house systems will eliminate the risk of mixing pro forma data for testing with actual data for credit calculations later this year.
Records With Values Under \$500	<ul style="list-style-type: none"> 300 records were identified in the DE files with values under \$500. Many had assessed values less than \$100. IDR will continue to process these records and credits. ISAC or its affiliates would need to address this if best practices determine a valuation minimum for assessed values.
Other System Modifications	<ul style="list-style-type: none"> Modifications from recent discussions will be moved into production soon. These include: <ol style="list-style-type: none"> Download the BPTC Unit ID's by date range. The full file can still be downloaded if desired. Download only BPTC Unit ID's specific to an uploaded file. Show the date the last data a file was downloaded
Preliminary Discussion of Corrections Process	<ul style="list-style-type: none"> Two county strategies for valuation and or classification corrections were identified: <ul style="list-style-type: none"> 1) make the correction before the tax statement is issued or 2) make the correction after the tax statement is issued. More steps will be needed in the corrections process for those counties following the second strategy. The Auditors will survey their membership to determine how many counties follow each strategy. For our next discussion, the Auditors on the working group will prepare a list of situations that could result in a correction and provide this for our next discussion.
Next Meeting Date and Location	<ul style="list-style-type: none"> April 24, 2014 10:00 – 2:00 at ISAC Offices in West Des Moines, IA
Meeting adjourned at 12:30 pm	

#	ACTION ITEMS	RESPONSIBLE	DUE DATE
1	Send Test Plan for the next cycle to vendors and in-house counties to add system specific instructions for the testers.	Roisen/Chambers	In advance of March 31 Testing Cycle
2	Vendors and In-House Counties incorporate system specific instructions into the test plan and send out to all testers.	Solutions, Tyler & In-house Counties	By March 31
3	Contact Treasurers' Affiliate President and arrange presentation by Julie Roisen on SF295 for May 14 – 16 annual meeting in Waterloo	Kiefer	ASAP
4	Send system message changes to Susan Chambers	All	ASAP
5	Review system message changes with vendors and in-house counties	Chambers	ASAP
6.	ISACA Survey on corrections strategy, list of issues that could result in a correction	Becker, Sulzner, Carter	Prior to April 24 meeting