

**JOINT COMMITTEE ON WAYS AND MEANS
SUBCOMMITTEE ON EDUCATION
2017 Session Subcommittee Operational Information**

INFORMATIONAL & PROCEDURAL ISSUES

Attendance

- Please be in attendance at the 8:30 AM starting time. If you are unable to attend a meeting, please notify the Ways and Means front desk at 986-1828 or with Subcommittee staff. Doug Wilson's number is 503-986-1837 and Julie Jensen's (Committee Assistant) number is 503-986-1822. Given the quorum and voting majority requirements, attendance is very important.

Subcommittee Rules

- The Subcommittee will use the Joint Committee on Ways and Means rules which are included in your OLIS materials today. The Subcommittee does not have to formally adopt the rules.
- This Subcommittee has three Senate members and five House members. This means two Senate members and three House members are required to make a quorum and to report out or pass legislation from the Subcommittee to the full Joint Committee. Full Committee Co-Chairs are also deemed voting members of the Subcommittee.
- Subcommittees must have a quorum to begin A Subcommittee meeting and for work session votes. There will be no use of the "Subcommittee of the Subcommittee" practice.

Meeting Operations

- Subcommittee members, staff, presenters and audience members should turn off audible pagers, cell phones or other electronic devices. Also please note that the microphones can be very sensitive, and may pick up side conversations.
- Roll call votes should only be used when a decision is in doubt, but may be requested by a Subcommittee member. If a roll call for votes is needed, the roll will be called by the Committee Assistant.
- Most meeting materials will be provided using OLIS or the Oregon Legislative Information System. **Subcommittee staff will not be providing "paper" materials that are available on OLIS. It is up to individual Members' staff to make sure the materials are available, but they should almost always be available on OLIS.**

Agendas

- Meeting Notice is required 72 hours ahead of the first public hearing on a bill and 48 hours for subsequent public hearings and work sessions. Bills can be carried over to the next day in cases where the work is not completed with the Subcommittee chair's announcement.
- A daily agenda will be distributed in the Subcommittee for that day. LFO will generally provide a weekly agenda for the following week each Friday, but please remember schedules are subject to change.

BUDGET HEARINGS AND WORK SESSION PROCESS

- A list of all budget bills assigned to this Subcommittee is in your meeting materials for today on OLIS. The Legislative Fiscal Office (LFO) analyst assigned to each agency is listed, with their phone number. If you have questions about specific budget or policy issues, check with the LFO analyst for that agency. The CFO analyst assigned to the agency is also listed for reference.
- The Subcommittee will spend approximately two and a half months doing “Phase 1” budget hearings on each agency. Each agency hearing will include the following:
 - LFO will introduce the agency and describe major policy and budget issues.
 - The agency will present, including:
 - Mission and goals
 - How the agency uses its budget, including major policy and budget issues
 - How the program(s) have been performing
 - Outcomes expected from the budget request
 - Actions taken to improve program delivery
 - Governor’s budget staff from CFO will present a high-level summary of the Governor’s Budget
 - Public testimony

Phase 2 hearings will take place beginning in April, and may not include all agencies. The purpose of this phase is to prepare for the work session by going over specific major budget issues and decisions that need to be made. More time will be spent on the Governor’s budget during this phase. There may also be special presentation topics that come up during Phase 1 that need further discussion.

Phase 3 will be the agency work sessions, and could start earlier in Session for smaller agencies such as the Health Related Licensing Boards.

- The *tentative* order of budget presentations (not necessarily work session order) is below. Please keep in mind that this order may (likely) change.
 - Various Licensing Boards (roughly the first two weeks)
 - Education Program Area Overview
 - Chief Education Office
 - Teacher Standards and Practices Commission
 - Oregon Department of Education and State School Fund
 - Higher Education Coordinating Commission (HECC) including
 - Student Financial Assistance
 - Community College and Workforce Development
 - Public Universities
 - Oregon Health Sciences University
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- Before each agency’s budget hearings begin, Subcommittee members should receive electronically through OLIS the following materials:
 - The Governor’s budget document for the agency (one paper copy will be available in the hearing room for reference).

- Agency Ways and Means presentation documents including the PowerPoint presentation and supporting documents.
- LFO's 2013-15 budget review documents.

These materials will be posted on OLIS on the first day of the hearing for each agency. They will not be posted on following days so the Subcommittee will need to return to that first day for that material.

- For work sessions, LFO will provide a summary memo and work session documents to Subcommittee members in advance of the work session. Based on the Subcommittee's action, staff will develop proposed amendments to the budget bill. A budget report is prepared to document the Subcommittee's recommendations for the full Committee and for floor action in each Chamber.
- Budget notes may be included in the budget report if essential to clarify or expand on administrative requirements directly related to the budget. Proposed budget notes should be channeled through the Subcommittee Chairs and must be jointly approved by the Full Committee Co-Chairs. LFO also strongly suggests submitting language to LFO staff for comment and form. LFO analyst can also draft these budget notes based on content recommendations from members. There is a Budget Information Brief (2007-3) on the LFO website which outlines the uses and form for Budget Notes.
- The Subcommittee Chair will assign members to carry the Subcommittee's recommendations to the Full Committee on Ways and Means and to the floors of each chamber. LFO will prepare a "pony" for the carrier for the Full Committee on Ways and Means and the floors of each chamber. LFO will be available on the floor to provide staff support for floor discussions. Staff will sit on the side aisle unless requested by the carrier or other subcommittee member to sit at their desk.

Other Subcommittee Work

- Budget-related fee bills
- Federal grant application requests
- Agency reports
- Substantive legislation or "policy bills" with fiscal impact, as assigned by the co-chairs

Other Reference Material Available on OLIS and/or LFO Website

- List of bills and LFO staff contacts
- Committee Rules
- Oregon Budget Basics and Process Review
- Detailed Analysis of the 2013 Legislatively Adopted Budget
- Co-Chair Budget Framework for 2015-17