

**2017 Regular Session**  
**JOINT COMMITTEE ON WAYS AND MEANS**  
**Subcommittee on General Government**  
**Subcommittee Orientation**

**INFORMATIONAL & PROCEDURAL ISSUES**

**Attendance**

- The Subcommittee on General Government meets from 3:00 to 4:30 p.m., Monday through Thursday. Please be in attendance at the 3:00 p.m. starting time. If you are unable to attend a meeting, please notify the Legislative Fiscal Office (LFO) at 986-1828. Attendance is important given quorum and voting majority requirements.

**Subcommittee Rules**

- The Subcommittee will use the Joint Committee on Ways and Means rules (posted to OLIS).
- The Senate and House will hold the gavel every other meeting in the Subcommittee.
- The Subcommittee may only be called to order after a quorum is established.
- This Subcommittee has three Senate members and five House members. This means that two Senate members and three House members are required to make a quorum and report legislation from the Subcommittee to the Joint Committee.
- Most votes will be taken on a voice vote only, with the chair calling for any objections. If a roll call vote is needed, the Committee Assistant will call the roll.
- The Subcommittee does not have the power to table or hold legislation.

**Meeting Operations**

- Subcommittee members, staff, presenters, and audience members should turn off audible pagers, cell phones or other electronic devices.
- The microphones are sensitive, and may pick up side conversations. The hearing room is constantly televised, but without audio when the Subcommittee is adjourned.

**Meeting Materials**

- Meeting materials will be provided to Subcommittee members electronically, via the Oregon Legislative Information System (OLIS). Members may choose to access documents directly on their laptops at the dais, or may choose to print out materials and bring them to the meeting.

## Agendas

- Meeting Notice is required 72 hours before the first public hearing on a measure and 48 hours for subsequent public hearings and work sessions. This may change near the end of session.
- Amendments must be submitted electronically and posted one hour before consideration.
- Measures can be carried over to the next day when work has not been completed, if the Subcommittee co-chair announces that the measure will be carried over and the measure is carried over for the same purpose as originally scheduled (e.g., public hearing must be carried over as a public hearing).
- A daily agenda will be distributed in the Subcommittee for that day. A weekly agenda will be provided each Friday for the following week.

## **BUDGET HEARINGS AND WORK SESSION PROCESS**

### **Agency Budgets**

- A list of budget measures assigned to the Subcommittee, including each assigned Legislative Fiscal Office (LFO) and the Department of Administrative Services Chief Financial Office (CFO) analysts, along with their telephone numbers has been posted to OLIS. If you have questions about specific budget or policy issues, check with the LFO analyst for that agency or measure.
- The Legislature, Treasurer, and Secretary of State, as separately elected, constitutional offices, are not subject to the Executive branch review or the allotment process. Therefore, the Department of Administrative Services will make no recommendation on these budgets.
- The Co-Chairs have directed that agencies generally follow a standard presentation guideline, which includes a three phase approach for hearing agency budgets (posted to OLIS). All agencies will participate in Phase-I and III:

Phase	Timeframe	Purpose	Who
Phase-I	Early February through late March to Early April	Public hearings/public testimony – LFO overview; agency presentation of its mission, organization, budget, performance metrics, audits, and reduction options; and CFO summary of the Governor’s budget.	All agencies
Phase-II	Upon completion of Phase-I through Early May	Public hearings for in-depth discussion of major budget issues/decision points/policy packages.	Select agencies
Phase-III	May be conducted as soon as agency hearings are completed	Agency work session	All agencies

- During these phases, the Subcommittee may also consider: agency reports; budget note reports; fee measures; federal grant applications; recommendations from other subcommittees; and policy bills with a fiscal or budgetary impact, as directed by the JWM Co-Chairs. Informational hearings will occur as needed.
- The tentative order of budget Phase-I presentations hearings is listed below.

1. Department of Administrative Services	8. Tax Practitioners
2. Employment Relations Board	9. Department of Revenue
3. Construction Contractors Board	10. Public Employees Retirement System
4. State Library	11. State Treasurer
5. Government Ethics Commission	12. Secretary of State
6. Advocacy Commission	13. Governor's Office
7. Board of Accountancy	14. Legislative Branch agencies

- A General Government Budget Summary by agency has been posted to OLIS.
- Prior to each agency's budget hearings, the following materials will be posted to OLIS:
  - LFO agency budget review;
  - Agency budget binder for the Governor's budget;
  - Agency presentation materials; and
  - DAS-CFO's Governor's budget overview (with the exception of the State Treasurer, Secretary of State and Legislative Branch).
- If Subcommittee members ask questions of the agency that need to be responded to in writing, the agency will have two working days to provide the written response to LFO, unless an exception has been granted for an extension. Agency responses will then be posted to OLIS.
- Public testimony will be scheduled for each agency.
- The Subcommittee will use work sessions to review and act on budget issues and agency Key Performance Measures (KPMs). LFO will provide, via OLIS, a summary memo and supporting documents to Subcommittee members in advance of the work session. Based on the Subcommittee's action, staff will develop a proposed amendment to the agency 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 must be approved by Ways and Means Co-Chairs; however, as a courtesy, Subcommittee members should inform the Subcommittee Co-Chairs of any proposed budget notes. LFO strongly recommends submitting budget note language to LFO staff for assistance with form and style and substantive content. An LFO budget brief on budget notes has been posted to OLIS.
- The Subcommittee Co-Chair will assign a member, who must also be a member of the Full Committee, to carry the Subcommittee's recommendations to the Full Committee on Ways and

Means and then one additional carrier to carry the measure to the other Chamber's floor. LFO will prepare a "pony" for carriers of the budget measure for the Full Committee on Ways and Means and for each chamber. LFO will be at the side aisle (or at the member's desk, if asked) to provide staff support for floor discussions.

- The General Government Subcommittee may receive information technology-related recommendations from the Joint Committee on Legislative Information Management and Technology. The General Government Subcommittee may also be making recommendations to the Capital Construction Subcommittee for bonding and debt service-related requests.
- Electronic attachments posted to OLIS for today's orientation meeting:
  - a. Agenda
  - b. Subcommittee Orientation Memorandum (2017)
  - c. Joint Committee on Ways and Means Rules (2017)
  - d. Assigned budget measures with Budget Analysts (2017)
  - e. Session Agency Presentation Instructions (2017)
  - f. Federal Grant Application Instructions (2017)
  - g. General Government Budget Summary by Agency (2017-19)
  - h. Oregon Budget Basics and Process Review (2017)
  - i. LFO Budget Information Brief/2007-2 – Budget Note
  - j. Next week's Weekly Agenda
- Other resources can be found on Legislative Fiscal Office website and OLIS, some of particular note include:
  - Legislatively Adopted Budget Detailed Analysis
  - 2015-17 Budget Highlights Update (Legislative Session 2016)
  - Emergency Board summary and actions
  - Budget Terms
  - State Agency Fee Approval and Ratification Process
  - State Employee Compensation
  - How Positions Are Created, Budgeted, and Used
  - Limited Duration Positions
  - Nonlimited Authority
  - Status of Oregon Marijuana Programs
  - Referral of Measure to a Budget Committee
  - State of Oregon Bond Programs
  - State Agency Pension Obligation Bonding
  - State Pension Obligation Bonding Capacity
  - Projected Increase in PERS Unfunded Accrued Liability
  - Compensation Plan Funding
  - Liquidated and Delinquent Accounts Report(s)