

Joint Committee on Ways and Means
Subcommittee on Public Safety
Subcommittee Orientation Information 2019

Informational & Procedural Issues

Attendance

- Please be in attendance at the 3:00 PM starting time. If you are unable to attend a meeting, please notify the Legislative Fiscal Office front desk at 986-1828, or email the subcommittee coordinator - julie.neburka@oregonlegislature.gov
- Occasional field trips or evening meetings may be scheduled.

Subcommittee Rules

- The Subcommittee will use the 2019 Joint Committee on Ways and Means rules.
- Two Senate members and three House members are required to make a quorum **and convene the meeting**. A quorum is also required to report legislation from the Subcommittee to the Joint Committee. Ways and Means Co-Chairs may also participate and vote (except that both of the Senate Co-Chairs cannot vote in the same subcommittee on the same motion) when in attendance, as described in Rule 7.

Meeting Operations

- Subcommittee members, staff, presenters, and audience members should turn off audible pagers, cell phones, and other electronic devices.
- The microphones in this room are very sensitive, and may pick up side conversations.
- Most votes will be on a voice vote only, with the chair calling for any objections. If a roll call is needed, the roll will be called by the Subcommittee Assistant.
- The Subcommittee requires a quorum to open every meeting.

Distribution of Materials

- All informational materials that are normally provided to members by LFO will be provided electronically. The files will be placed in the OLIS system where members of the Subcommittee will have access to them. We will try to get materials to OLIS two or three days before the meeting. 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 bill and 48 hours for subsequent public hearings and work sessions. This may change near the end of session.

- Bills can be carried over to the next day in cases where the work is not completed, if the Subcommittee co-chair announces that the bill will be carried over and the unfinished portion 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 provided on OLIS.
- All meeting materials will be provided electronically on OLIS

Budget Hearings and Work Session Process

Agency Budgets

- A list of all agencies assigned to this Subcommittee is included with today's meeting materials. The Legislative Fiscal Office (LFO) analysts assigned to each agency are listed; if you have questions about specific budget or policy issues, check with the analyst for that agency.
- The following outlines the tentative order of agency budget hearings beginning on January 28th:
 - Department of Public Safety Standards and Training
 - Board of Parole and Post-Prison Supervision
 - Criminal Justice Commission
 - Commission on Judicial Fitness and Disability
 - Oregon Military Department
 - Oregon State Police
 - Oregon Youth Authority
 - District Attorneys and Their Deputies
 - Department of Justice
 - Public Defense Services Commission
 - Department of Corrections
 - Oregon Judicial Department
- Before each agency's budget hearings begin, a number of materials will be posted to OLIS for the subcommittee members to review:
 - The Governor's budget document for the agency
 - LFO 2019-21 Budget Review document for the agency
 - Agency presentation materials for that day (or period of days)

Another useful document is the LFO Analysis of the 2017-19 Legislatively Adopted Budget, which can be found at the following link:

<https://www.oregonlegislature.gov/lfo/Documents/2017-19%20LAB%20Detailed%20Analysis.pdf>

A second document provides updates from the 2018 Session:

<https://www.oregonlegislature.gov/lfo/Documents/2017-19%20Budget%20Highlights%20Update.pdf>

Additional budget information is available on the Legislative Fiscal Office website, <https://www.oregonlegislature.gov/lfo>

- The subcommittee will spend the first two months doing “Phase I” budget hearings on each agency. Today’s meeting materials include an expanded explanation of agency and LFO presentation guidelines. 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 agency’s programs have been performing
 - Outcomes expected from the budget request
 - Actions taken to improve program delivery
 - An analyst from the Department of Administrative Services’ Chief Financial Office will present a high-level summary of the Governor’s Budget
 - Public testimony
- Phase 2 hearings will take place in April, and may not include all agencies. The purpose of this phase is to prepare for work sessions (actions on budget bills) by going over major budget issues and decisions that need to be made. There may also be special presentation topics.
- Phase 3 is for work sessions on agency budgets, and could start as soon as possible for non-General Fund and/or smaller agencies. Work sessions will be scheduled with the approval of the Ways and Means Co-Chairs.
- The Subcommittee will use work sessions to review and act on budget issues and performance measures. LFO will provide a summary memo and work session document. 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 consideration by the full Committee on Ways and Means, as well as House and Senate members.
- Budget notes may be included in the budget report, if essential to clarify or expand upon administrative requirements directly related to the budget. Proposed budget notes must be channeled through the Subcommittee co-chairs, and must be approved by both Co-Chairs of the Joint Committee on Ways and Means. More information about budget notes can be found at the following link:
<https://www.oregonlegislature.gov/lfo/Documents/2007-3%20Budget%20Note.pdf>
- The Subcommittee co-chairs will assign members to carry the Subcommittee’s recommendations to the Joint Committee on Ways and Means, and to the floor of each chamber. Carriers must be members of the Full Committee. LFO will prepare a summary “pony” of the budget bill for carriers for the Full Committee and for each chamber. LFO will be at the side aisle to provide staff support for floor discussions.

Other Subcommittee Work

- The Subcommittee may also deal with:
 - Budget-related fee bills
 - Federal grant application requests
 - Agency reports
 - Substantive legislation with fiscal impact, as assigned by the Co-Chairs