

JOINT COMMITTEE ON WAYS AND MEANS
SUBCOMMITTEE ON HUMAN SERVICES
Subcommittee Orientation Memo - January 23, 2019

INFORMATIONAL & PROCEDURAL ISSUES

Attendance

- The Subcommittee's official meeting time is from 8:30 – 9:45 am, Monday through Thursday. Please be in attendance at the 8:30 am starting time. If you are unable to attend a meeting, please notify the Legislative Fiscal Office (LFO) front desk at 986-1828, or email Subcommittee staff (Laurie Byerly or Eric Sorenson). Meeting attendance is important given quorum and voting majority requirements.
- Occasional evening meetings may be scheduled.

Subcommittee Rules

- The Subcommittee will use the Joint Committee on Ways and Means rules (posted to OLIS).
- The Subcommittee requires a quorum to open every meeting.
- 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 Full Committee. Senate and House Ways and Means Co-Chairs may also participate and vote when in attendance, as described in the rules.
- Most votes will be on a voice vote only, with the chair calling for any objections. If a roll call is needed, the committee assistant will call the roll.

Meeting Operations

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

Distribution of Materials

- Meeting materials are provided to Subcommittee members electronically, via OLIS. Members can access documents directly on their laptops at the dais or may choose to print out materials and bring them to the meeting. We will try to get materials posted to OLIS two or three days before 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 when work has not been completed, if the Subcommittee co-chair announces that the bill will be carried over and the bill 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 emailed to you each Thursday for the following week.

BUDGET HEARINGS AND WORK SESSION PROCESS

- A list of all budget bills assigned to this Subcommittee, including each assigned LFO and Chief Financial Office (CFO) analysts, along with their telephone numbers is posted in OLIS. If you have questions about budget or policy issues, please contact the LFO analyst for that agency or measure.
- Prior biennium LFO publications are available online and may be helpful for providing background on agency programs and budget issues.
 - LFO Detailed 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>

In addition, a document with 2019-21 LFO Budget Review narratives for the full portfolio of Human Services Subcommittee agencies is posted in OLIS under today's meeting materials

- The Subcommittee may also deal with:
 - Budget-related fee bills
 - Federal grant application requests
 - Agency reports
 - DHS and OHA 2017-19 budget rebalance plans
 - Substantive legislation with fiscal impact, as assigned by the Ways & Means Co-Chairs
- The Subcommittee will spend the first two months doing "Phase 1" budget hearings on each agency; the content includes the following:
 - LFO will introduce the agency and describe major policy and budget issues
 - The agency will present policy and budget information, including:
 - Mission and goals
 - How the agency uses its budget, including major policy and budget issues
 - How the program has been performing
 - Outcomes expected from the budget request
 - Actions taken to improve program delivery
 - CFO will present a high-level summary of the Governor's Budget
 - Public testimony

Phase 2 hearings will start in April, and may not affect all agencies. The purpose of this phase is to prepare for work sessions (action on agency budget bills) by going over major budget issues and decisions that need to be made. There may also be special presentation topics.

Phase 3 will be for agency work sessions and could start during as early as February for some agencies.

- 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
 - Agency Ways & Means reference document
 - LFO 2019-21 Budget Review document for the agency
 - Agency presentation materials for that day (or period of days)
 - Most recent Annual Performance Progress Report (APPR)
- The Subcommittee will use work sessions to make recommendations on an agency's budget and its Key Performance Measures (KPMs). LFO will provide a summary memo and work session forms 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 on the budget for the Ways and Means Committee and the Senate and House members.
- 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 Co-Chairs and must be jointly approved by the Ways and Means co-chairs.
- 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 the member's chamber; another member will be assigned to carry the bill in the other chamber. 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.
- Electronic attachments posted to OLIS for today's orientation meeting:
 - a. Agenda
 - b. Human Services Subcommittee Orientation
 - c. 2019 Joint Committee on Ways and Means Rules
 - d. 2019 Agency Presentation Instructions
 - e. 2019 Federal Grant Application Instructions
 - f. Assigned Agency Budget Bills and Analysts
 - g. Human Services Budget Summary by Agency
 - h. Budget Reviews - Human Services Subcommittee
 - i. LFO Budget Basics Presentation