JOINT COMMITTEE ON WAYS AND MEANS
SUBCOMMITTEE ON PUBLIC SAFETY
Subcommittee Orientation Information

INFORMATIONAL & PROCEDURAL ISSUES

Attendance

- Please be in attendance at the 1:00 PM starting time. If you are unable to attend a meeting, please notify the Legislative Fiscal Office front desk at 986-1828.

Subcommittee Rules

- The Subcommittee will use the Joint Committee on Ways and Means rules (page 4).
- Two Senate members and three House members are required to make a quorum and report legislation from the Subcommittee to the Joint Committee (Rule 10). Ways and Means Co-Chairs and Co-Vice Chairs may also participate and vote when in attendance, as described in Rule 5.

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.
- 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.

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.
- 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 it 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.
- 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 (page 6). The Legislative Fiscal Office (LFO) and Department of

Administrative Services (DAS) analysts assigned to each agency are listed, with phone numbers for each analyst. If you have questions about specific budget or policy issues, check with the analyst for that agency.

- A single binder of the Governor's budget for each agency will be available in the hearing room as supplemental information. These copies are to remain in the hearing room. Electronic versions of the Governor's budget for each agency assigned to the Subcommittee will be available on OLIS near the time of the agency's first hearing.
- The following outlines the tentative order of agency budget hearings beginning on February 9th:
    - Criminal Justice Committee
    - Oregon Military Department
    - Department of Public Safety Standards and Training
    - Board of Parole and Post-Prison Supervision
    - Oregon Youth Authority
    - District Attorneys and Their Deputies
    - Oregon Judicial Department
    - Public Defense Services Commission
    - Commission on Judicial Fitness and Disability
    - Department of Corrections
    - Department of Justice
    - Oregon State Police
- Your work will be organized in three phases. In the first phase, early February through early April, LFO will provide an informational overview of the agency, significant budget note reports, Emergency Board actions, audit findings, current budget issues, and other documentation and analyses as needed. The agency will complete the profile with agency mission, goals, and how the requested budget will produce desired program outcomes.
- 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 2015-17 Budget Review document for the agency
    - Agency presentation materials for that day (or period of days)
    - DAS CFO presentation materials
- During the second phase, April through early May, you will hear more in-depth discussions of major budget issues, from selected agencies. The purpose is to prepare for the work session by going over major budget issues and decisions that need to be made.
- The third phase is for work sessions on agency budgets. Today's meeting materials include an expanded explanation of agency and LFO presentation guidelines (page 8).
- Work sessions will be scheduled with the approval of the Ways and Means Co-Chairs. You will receive a copy of the agency's budget bill at the work session.
- 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.
- 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 will also deal with:
  - Budget-related fee bills
  - Federal grant application requests (process included on page 11)
  - Agency reports
  - Substantive legislation with fiscal impact, as assigned by the Co-Chairs

OTHER REFERENCE MATERIAL

- A one-page budget history for all agencies that will be heard in the Subcommittee (page 7)
- Another useful document is the LFO Analysis of the 2013-15 Legislatively Adopted Budget: https://www.oregonlegislature.gov/lfo/Documents/2013-15%20LAB.pdf
- An overview of Oregon's budget process is available at the following link: https://www.oregonlegislature.gov/lfo/Documents/LFOBudgetBasics.pdf
- The Governor's 2015-17 budget document is here: http://www.oregon.gov/gov/admin/Documents/2015-17_gb_ForWeb.pdf

Joint Committee on Ways and Means

900 Court St. NE, Rm. H-178
Salem, OR 97301
503-986-1828

Sen. Richard Devlin, Senate Co-Chair
Rep. Peter Buckley, House Co-Chair

Sen. Betsy Johnson, Senate Co-Vice Chair
Sen. Jackie Winters, Senate Co-Vice Chair
Rep. Nancy Nathanson, House Co-Vice Chair
Rep. Greg Smith, House Co-Vice Chair

Joint Committee on Ways and Means
2015 Session

Committee Rules

The Joint Committee will operate in accordance with the Oregon Constitution, House and Senate Rules, custom, usage and precedents, Mason's Manual of Legislative Procedure, and applicable statutory provisions.

1. The officers of the Joint Committee on Ways and Means shall consist of the Senate and House Co-Chairs and the Senate and House Co-Vice Chairs, who are appointed by the Senate President and the Speaker of the House, respectively. The Co-Chair of each Senate Subcommittee shall be appointed by the Senate President. The Co-Chair of each House Subcommittee shall be appointed by the Speaker of the House.

2. All meetings of the Joint Committee and Subcommittees shall be open to the public.

3. Voting by member of either the Joint Committee or Subcommittees shall be by roll call, if requested by any Committee member.

4. All meetings of the Joint Committee and Subcommittees shall be recorded. The audio records shall be indexed and placed with the Oregon Archivist in accordance with Oregon Law.

5. In addition to the quorum requirements described in Rule 10, the Co-Chairs of the Joint Committee shall be deemed voting members of all Subcommittees when in attendance, unless the Co-Chair is an appointed member of the Subcommittee, in which case the Co-Vice Chair of the same chamber and same party affiliation shall be deemed a voting member of said Subcommittee when in attendance.

6. Hearing notices identifying an agenda of bills and subjects to be considered by the Joint Committee and Subcommittees shall be posted publicly in accordance with Senate and House rules, and the Joint Committee and Subcommittees shall not take action on any item not included in the posted notice. The Senate Co-Chair and the House Co-Chair shall approve all Joint Committee and Subcommittee agendas prior to posting.

7. Members of the Legislative Assembly and the general public shall be welcome to testify at Subcommittee meetings posted for "Public Hearing with Public Testimony." Members of the Legislative Assembly and the general public may testify before the Joint Committee upon the invitation of the Co-Chairs of the Joint Committee and the Co-Chairs of the Subcommittee that heard the bill, or at the invitation of a majority of the Senate members and a majority of the House members of the Joint Committee.

8. Joint Committee bills and resolutions are to be sent to the floor of either chamber without minority reports. All Committee members have the right to their own position in floor debate. If a member plans to oppose a Committee bill, the member should advise the Senate or House Co-Chair in advance of debate in their respective chamber.

9. A quorum for reporting legislation to the floor of either chamber shall be a majority of Senate members and a majority of House members. The affirmative vote of a majority of the appointed members of each chamber is required to report legislation out of committee. In the event of a tie vote, either among the Senate members or among the House members, the Senate President or the Speaker of the House, respectively, may attend as voting members of the Joint Committee.

10. A quorum for reporting legislation from any Subcommittee to the Joint Committee shall be a majority of appointed Senate members and a majority of appointed House members of that Subcommittee. The affirmative vote of a majority of the appointed Subcommittee members of each chamber is required to report legislation to the Joint Committee.

11. Bills and resolutions shall be assigned jointly by the Senate Co-Chair and House Co-Chair to the appropriate Subcommittee for consideration. A Subcommittee does not have the power to table or hold legislation, but must report it back to the Joint Committee for consideration. The Senate and House Co-Chairs may, at any time by joint action, remove a bill or resolution from a Subcommittee and assign it to another Subcommittee or to the Joint Committee.

12. Once a bill has been reported to the floor of either chamber and passed, it shall be, after return to the Joint Committee in the second chamber, automatically reported to the floor of the second chamber unless the Senate and House Co-Chairs decide jointly that such legislation may be held in Committee for further consideration.

13. In the event that the Joint Committee identifies a need for language to clarify or expand upon administrative requirements which are directly related to the execution of budgets during the fiscal period covered by the appropriation and expenditure limitation, such language may be included within the Budget Report for the bill. If the Joint Committee identifies the need for a statement of policy or administrative direction which goes beyond the criteria described above, such statement or directive shall be handled as a separate bill, a resolution, or by amendment to the appropriation bill.

14. Introduction of bills:
    a) Appropriation bills and non-appropriation bills relating to fiscal matters may be introduced by the Joint Committee on Ways and Means at any date.
    b) All bills for introduction must first be approved by a Subcommittee before being brought to the Joint Committee, unless permission for direct submission to the Joint Committee is granted jointly by the Senate and House Co-Chairs.

15. These rules may be changed by the affirmative vote of a majority of the appointed members of each chamber of the Joint Committee, provided at least one day's notice of any proposed change has been given in writing to each Committee member.

JOINT COMMITTEE ON WAYS AND MEANS
2015 SUBCOMMITTEE ASSIGNMENTS

PUBLIC SAFETY

1:00 – 2:30 p.m.
Monday-Thursday
Hearing Room H-174

Senator Shields, Co-Chair
Senator Bates
Senator Winters

Representative Williamson, Co-Chair
Representative Barker
Representative Gorsek
Representative Krieger
Representative Whisnant

Linda Gilbert, Scheduler, 986-1845
Risa Chuman, Committee Assistant, 986-1822

Bill No.	Agency	LFO Analyst	Phone	DAS Analyst	Phone
SB 5504	Corrections, Department of	Linda Gilbert	986-1845	Art Ayre	378-3108
SB 5506	Criminal Justice Commission	Linda Gilbert	986-1845	Art Ayre	378-3108
HB 5015	District Attorneys and Their Deputies	Ken Rocco	986-1844	Michelle Lisper	378-3195
SB 5514	Judicial Department	Steve Bender	986-1836	Michelle Lisper	378-3195
SB 5515	Judicial Fitness & Disability, Commission on	Steve Bender	986-1836	Michelle Lisper	378-3195
SB 5516	Justice, Department of	John Borden	986-1842	Michelle Lisper	378-3195
HB 5032	Military Department, Oregon	Linda Gilbert	986-1845	Art Ayre	378-3108
SB 5529	Parole & Post-Prison Supervision, Board of	Tim Walker	986-1827	Michelle Lisper	378-3195
SB 5531	Police, Department of State	Julie Neburka	986-1839	Art Ayre	378-3108
SB 5533	Public Defense Services Commission	Steve Bender	986-1836	Michelle Lisper	378-3195
SB 5534	Public Safety Standards and Training, Department of	Julie Neburka	986-1839	Denver Peterson	378-2227
SB 5542	Youth Authority, Oregon	Linda Gilbert	986-1845	Art Ayre	378-3108

Ways & Means Public Safety Subcommittee

Agency Budget History: 2011-13 Actuals to 2015-17 Governor's Budget

Dollars in Millions

PROGRAM AREA AGENCIES	2011-13 Actuals			2013-15 Legislatively Approved			2015-17 Current Service Level			2015-17 Governor's Budget		
	General Fund	Total Funds	FTE	General Fund	Total Funds	FTE	General Fund	Total Funds	FTE	General Fund	Total Funds	FTE
Public Safety												
Corrections, Dept of	1,359.6	1,745.4	4,415.74	1,448.3	1,500.5	4,441.68	1,564.0	1,605.9	4,441.58	1,549.0	1,618.7	4,456.58
Criminal Justice Commission	4.8	21.2	9.00	23.9	32.8	8.38	25.0	32.4	8.50	73.5	75.6	11.00
District Attorneys & Their Deputies	10.6	10.6	36.00	10.8	10.8	36.00	11.6	11.6	36.00	11.6	11.6	36.00
Justice, Dept of	59.0	397.0	1,273.17	66.3	500.9	1,266.83	80.7	479.3	1,260.48	81.5	531.5	1,279.28
Military Department	28.0	369.3	458.59	21.9	427.1	477.51	23.6	401.5	445.01	26.2	429.3	476.01
Oregon Youth Authority	255.6	291.1	1,009.31	275.7	329.9	989.79	290.0	339.4	972.50	290.9	374.1	977.00
Parole & Post Prison Supervision Bd.	3.5	3.5	14.00	4.5	4.5	15.67	4.6	4.6	16.00	4.7	4.7	16.00
Police, Department of State *	227.8	318.4	1,227.98	247.8	350.5	1,245.63	266.8	374.1	1,254.50	282.5	391.0	1,277.00
Public Safety Standards & Training	10.6	101.2	129.54	9.8	46.3	133.06	9.6	46.9	133.54	9.6	47.5	136.97
Public Safety Subtotal	**1,959.5**	**3,257.7**	**8,573.33**	**2,108.9**	**3,203.3**	**8,614.55**	**2,275.9**	**3,295.7**	**8,568.11**	**2,329.5**	**3,484.1**	**8,665.84**
Judicial Branch												
Judicial Department	365.4	414.6	1,742.95	402.8	511.5	1,763.60	430.1	464.8	1,722.18	422.0	547.2	1,832.59
Judicial Fitness, Commission on	0.2	0.2	0.50	0.2	0.2	0.50	0.2	0.2	0.50	0.2	0.2	0.75
Public Defense Services Commission	230.2	234.0	75.23	249.7	254.2	75.79	265.6	270.6	75.11	260.9	264.7	77.11
Judicial Branch Subtotal	**595.8**	**648.8**	**1,818.68**	**652.7**	**765.9**	**1,839.89**	**696.0**	**735.6**	**1,797.79**	**683.0**	**812.1**	**1,910.45**
Program Area Total	**2,555.2**	**3,906.5**	**10,392.01**	**2,761.6**	**3,969.2**	**10,454.44**	**2,971.9**	**4,031.3**	**10,365.90**	**3,012.6**	**4,296.2**	**10,576.29**

* State Police General Fund totals include Measure 76 Lottery Funds

State of Oregon
Legislative Fiscal Office

900 Court St. NE, Rm. H-178
Salem, OR 97301
503-986-1828

Ken Rocco
Legislative Fiscal Officer

Daron Hill
Deputy Legislative Fiscal Officer

Date: November 25, 2014

To: Agency Directors and Budget Officers

From: Ken Rocco, Legislative Fiscal Office

Subject: Presentation Instructions for Ways and Means Subcommittees (2015 Session)

The following information outlines general presentation guidelines, which agencies are expected to follow, for the Joint Committee on Ways and Means Subcommittees (2015). The format continues to draw upon the work already completed by agencies for the Agency Request and Governor's budget processes.

We are anticipating that the Ways and Means schedule will be divided into three phases as was done in 2013. All agencies will participate in phases one and three, while certain agencies will be selected to participate in phase two based on specific topics that the Legislature wants to consider in more detail. Details on what agencies need to prepare and how each phase will be conducted are included in the attachment. Please note that failure to follow the instructions on agency presentations could result in agency hearings and presentations being rescheduled and delayed until later in the Session.

The Ways and Means schedule of hearings has not yet been completed, but all agencies should have presentation materials completed, in an electronic format, by February 16, 2015.

In addition to the presentation materials, agencies need to provide an update of Other Funds ending balances. The form and instructions are attached, and are due to the Legislative Fiscal Office (LFO) by December 15, 2014.

Please contact your LFO analyst with any questions.

Ways and Means Presentation Requirements

A. General Process and Format

- Presentations should be consistent in content and format. Agencies may be allowed, with advance approval by LFO, to tailor presentations to help provide clarity.
- Agencies should work with LFO analysts to prepare presentations, including confirming major budget drivers, environmental factors, budget issues, and program changes.
- Agency presentations are to be submitted to LFO in an electronic format, accompanied by two hard copies in binders. Electronic copies must be provided to the LFO analyst at least one week prior to presentation. Presentations sent on a CD should be in PDF format.
- If Subcommittee members ask questions of the agency that need to be responded to in writing, the agency has two working days to provide the written response to LFO, unless an exception has been granted for an extension.
- Agency presentations should be provided by directors and program area managers. While it is the responsibility of agency directors to determine which staff should attend the Subcommittee meetings, it is the intent of the Legislature to disrupt agency operations as little as possible, so only those who are needed to respond to questions should be present.
- Agencies must ensure presentations can be completed within the time allotted, including leaving sufficient time for Subcommittee questions.

B. Phase 1: Agency Profile (Early February through late March/early April)

- Role of LFO
  - LFO will provide an informational overview of the agency and, if applicable, any budget plan released by the Co-Chairs. LFO will also outline significant budget note reports, Emergency Board actions, audit findings, current budget issues, and other documentation and analyses as needed.

- Role of Agency
  - The agency should focus on its goals and how the requested budget will produce the desired program outcomes.
  - The agency written presentation should include the following information (large agencies should prepare the content for the entire agency and for each major division/ program area; small agencies may cover the entire agency at the summary level):
    - Agency mission, goals, and historical perspective
    - Summary of programs, including who is served by programs and how many people are served
    - Agency organizational information, including an organizational chart and description of how services are delivered
    - Overview of agency performance and outcome measures, how measures are used by the agency, and progress toward achieving performance goals
    - Major budget drivers and environmental factors (for large agencies, specific detail should be provided in the program discussion)
    - Major changes to the agency in the past 10 years, including program changes (additions or reductions) and the effect of changes on service and program delivery
    - Specific actions the agency has taken or plans to take to contain costs and improve programs and service, including realigning/consolidating programs with other agencies, eliminating or reducing duplication of services or unnecessary processes, and/or proposed

statutory, rule, or process changes (data supporting these actions, including estimated savings, should be included)

- Major budget information, including caseloads, fees, construction, unique cost increases or decreases, summary of revenues and any proposed changes in revenue sources or fees, and historical and projected spending for programs
- Summary of proposed legislation affecting agency operations, the status of the legislation, and the budgetary impact
- Discussion of 10% reduction options and long-term vacancies (based on the most recent quarterly report)
- In the appendix, provide the following (if applicable):
  - Actions to comply with HB 4131 (2012) regarding the ratio of employees to supervisory employees
  - Results of all audits on the agency conducted by the Secretary of State under ORS 297.070 and a description of the agency response to the audit recommendations
  - Description of how recent changes to agency budget and/or management flexibility affected agency operations
  - Summary of proposed technology and capital construction projects
  - List of position reclassifications completed during the 2013-15 biennium, including position classifications and salary changes due to the reclassification
  - List of new hires made during the 2013-15 biennium, the salary step the position was hired at, and justification for any position hired above step two
  - Ending balance form

- Role of CFO staff and/or Governor's Policy Advisor
  - CFO staff and/ or the Governor's Policy Advisor will describe (at a high level) the Governor's recommended budget for the program area and the agency, the policy rationale or other reasons for the Governor's recommended changes (either additions or reductions) to the budget, alternatives considered for major budget or policy issues, and other information, including major alignments and differences between the Governor's Recommended Budget and, if applicable, any budget plan released by the Co-Chairs.

C. Phase 2: Discussion of Issues (upon completion of Phase 1 through early May)

- This phase is to conduct a more in-depth discussion of major budget issues and will include only some agencies. During this phase, there will be a review of major budget issues, detail, and outstanding decisions needed. Materials for this phase will be developed by the agency in conjunction with LFO staff.

D. Phase 3: Work Session (may be conducted as soon as agency hearings are completed)

- LFO staff will present recommendations for Subcommittee action. This phase could include consideration of fee bills or substantive legislation.

LEGISLATIVE FISCAL OFFICE

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KEN ROCCO, LEGISLATIVE FISCAL OFFICER
DARON HILL, DEPUTY FISCAL OFFICER

JOINT COMMITTEE ON WAYS AND MEANS

SEN. RICHARD DEVLIN, SENATE CO-CHAIR
REP. PETER BUCKLEY, HOUSE CO-CHAIR

SEN. BETSY JOHNSON, SENATE CO-VICE CHAIR
SEN. JACKIE WINTERS, SENATE CO-VICE CHAIR
REP. NANCY NATHANSON, HOUSE CO-VICE CHAIR
REP. GREG SMITH, HOUSE CO-VICE CHAIR

To: Agency Heads and Agency Budget Managers

From: Ken Rocco, Legislative Fiscal Office

Date: January 12, 2015

Subject: Federal Grant Applications and Agency Reports

The following is the process that will be used to deal with agency grant requests and other Emergency Board type issues (reports) during the 2015 regular legislative session. The interim process will continue to be used until February 2, 2015.

- Submit an official agency request letter along with the grant application or other supporting materials to the Chief Financial Office (CFO) of the Department of Administrative Services and to the Legislative Fiscal Office (LFO) in an e-mail.
- As required during the interim for 10-day notification letters, send this material in electronic form to George Naughton at CFO and Ken Rocco at LFO with a copy sent to your assigned CFO and LFO analysts; no additional hard copies will be required.
- The letter should be addressed to the Co-Chairs of the Joint Committee on Ways and Means, Senator Richard Devlin and Representative Peter Buckley.
- Once an official agency request letter is received, CFO and LFO staff will review the request; LFO staff will prepare a brief analysis and recommendation for the co-chairs of the Joint Committee on Ways and Means.
- The co-chairs will review the recommendation and request and, if approved, will authorize the appropriate subcommittee to schedule the item.
- LFO staff will work with the subcommittee chair to schedule a hearing and work session on the item.
- The request will be handled in subcommittee with a presentation of the item by the agency, followed by analyses and recommendations by the CFO analyst and the LFO analyst (the same process used during the interim for Emergency Board action).
- The subcommittee will make a recommendation to the Full Committee.
- The item will appear on the next possible Full Committee agenda with the subcommittee’s recommendation.
- If the item is a grant request, it needs the Full Committee’s approval and can then be submitted to the federal agency (with the timing exception discussed below).
- If the item is a report, it is acknowledged by the Full Committee.

Agencies will be expected to submit federal grant request letters to the Co-Chairs with adequate time to meet federal grant submittal deadlines (i.e., there is no excuse for retroactive approval requests since the Legislature is in session). However, since Full Committee meetings are held sporadically at various points during the session, subcommittee approval to submit the grant will be considered sufficient for grant submittal in cases where the deadline occurs before the next scheduled Full Committee meeting. In such cases, the request to submit a federal grant will not be considered retroactive if the subcommittee process has been completed in a timely fashion. If the Full Committee subsequently decides to not approve the grant application request, the agency will be instructed to withdraw the application.

Since the Legislature is in session, there should be no retroactive grant application approval requests submitted. Agencies will need to provide sufficient advance notice to the Joint Committee on Ways and Means to allow this process to work.