

**2021 Regular Session**  
**JOINT COMMITTEE ON WAYS AND MEANS**  
**Subcommittee on General Government**  
**Subcommittee Orientation**

**INFORMATIONAL & PROCEDURAL ISSUES**

**Remote Subcommittee Meetings**

- The Subcommittee will meet remotely (i.e., virtually) using the Microsoft TEAMS application. The physical subcommittee meeting room will be unavailable to members and the public until such time as the Legislature is able to return to meeting in-person.
- Subcommittee members will be sent TEAMS invitations for each meeting of the Subcommittee by LFO staff.

**Attendance**

- The Subcommittee on General Government meets remotely from 1:00 to 2:45 p.m. each Monday and Wednesday during session. Please be in attendance at the 1:00 p.m. starting time. If you are unable to attend a meeting, please notify both Subcommittee Co-Chairs and John Borden, Subcommittee Coordinator. 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. A roll call will be necessary during remote hearings to establish quorum. When their name is called, committee members shall state whether they are participating by phone or video (or both).
- 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.
- A roll call vote will be necessary during remote hearings and the Committee Assistant will call the roll.
- The Subcommittee does not have the power to table or hold legislation.

**Remote Meeting Operations**

- For Subcommittee meetings, please have your video monitor turned on and mute your microphone unless speaking.
- Please use the “raise your hand” feature in Microsoft TEAMS to alert the presiding subcommittee co-chair that you have a question or comment to make.

- In the event of technical difficulties, exit and then try rejoining the TEAMS meeting. If still unable to rejoin the TEAMS meeting, please call into the TEAMS meeting using the phone number provided in the TEAMS invitation. *Please note, you may only call into the meeting with a phone number(s) previously provided to subcommittee staff.*

## **Meeting Materials**

- Meeting materials will be provided to Subcommittee members electronically, via the Oregon Legislative Information System (OLIS) and legislative staff meeting materials are displayed separately from other posted meeting materials, including public testimony.
- There will be an increase in the posting of supplementary meeting materials to OLIS due to the reduced number of subcommittee hearings from prior sessions. Supplementary material serve to augment what agencies will be presenting during subcommittee meetings and should be reviewed outside of the scheduled subcommittee meeting and, if possible, prior to an agency's subcommittee hearing.

## **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 for public viewing four hours 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).
- Meeting agendas will be provided through OLIS.

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

### **Agency Budgets**

- A list of budget measures assigned to the Subcommittee, including each assigned Legislative Fiscal Office (LFO) analyst 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 Co-Chairs suggest that subcommittee members take advantage of the time outside of subcommittee meetings by reviewing agency budget materials, including all supplemental postings to OLIS and, if necessary, meeting remotely with agency staff on specific issues in order to more fully understand agency operations, performance, budgetary requests, agency policy initiatives, and the impact of reduction options.
- 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 for hearing agency budgets (posted to OLIS). The following table provides an overview:

Hearing-Type/ Timeframe	Purpose	Who
Agency Hearings Public hearings/Invited Testimony/Public Testimony  <i>Late January through late March to early April</i>	LFO overview; CFO summary of the Governor’s budget; condensed agency presentation of its mission, organization, budget, performance metrics, audits, and reduction options.  Select agencies will be scheduled for in-depth follow-up discussion of major budget issues/decision points.	All Agencies/ follow-up with select agencies
Work Session  <i>Late March to Early June</i>	Agency work session may be conducted as soon as agency hearings are completed	All agencies

- 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 presentations hearings is listed below.

<ul style="list-style-type: none"> <li>1. Employment Relations Board</li> <li>2. Board of Tax Practitioners</li> <li>3. Government Ethics Commission</li> <li>4. Construction Contractors Board</li> <li>5. State Library</li> <li>6. Board of Accountancy</li> <li>7. Advocacy Commission</li> <li>8. Public Employees Retirement System</li> </ul>	<ul style="list-style-type: none"> <li>9. State Treasurer</li> <li>10. Department of Revenue</li> <li>11. Department of Administrative Services</li> <li>12. Secretary of State</li> <li>13. Governor’s Office</li> <li>14. Legislative Branch agencies</li> </ul>
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- Prior to each agency’s budget hearings, the following materials will be posted to OLIS:
  - LFO agency budget review;
  - DAS-CFO’s Governor’s budget overview (with the exception of the State Treasurer, Secretary of State and Legislative Branch);
  - Agency subcommittee presentation materials, including a link to the agency budget binder for the Governor’s budget;
  - Agency supplementary materials; and
  - The agency’s Annual Performance Progress Report

- 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, via Qualtrics Survey, 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. The Full Committee on Ways and Mean will also be remotely held and LFO will be at the remote hearing to provide staff support for 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 meetings include:
  - Subcommittee Orientation Memorandum
  - Joint Committee on Ways and Means Rules
  - Assigned budget measures with Budget Analysts
  - Session Agency Presentation Instructions
  - Federal Grant Application Instructions
  - General Government Budget Summary by Agency
  - Oregon Budget Basics and Process Review
  - Comparison of General Government Subcommittee and Administration Program Area.

Other resources can be found on Legislative Fiscal Office website and OLIS, some of note include:

- Legislatively Adopted Budget Detailed Analysis
- Emergency Board summary and actions

- Budget Terms
- Budget Notes
- Legislative Budget Authorities
- Continuing Resolution
- 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
- Compensation Plan Funding
- Liquidated and Delinquent Accounts Report(s)