

Final Report Process

Values, Findings, Goals, and Recommendations

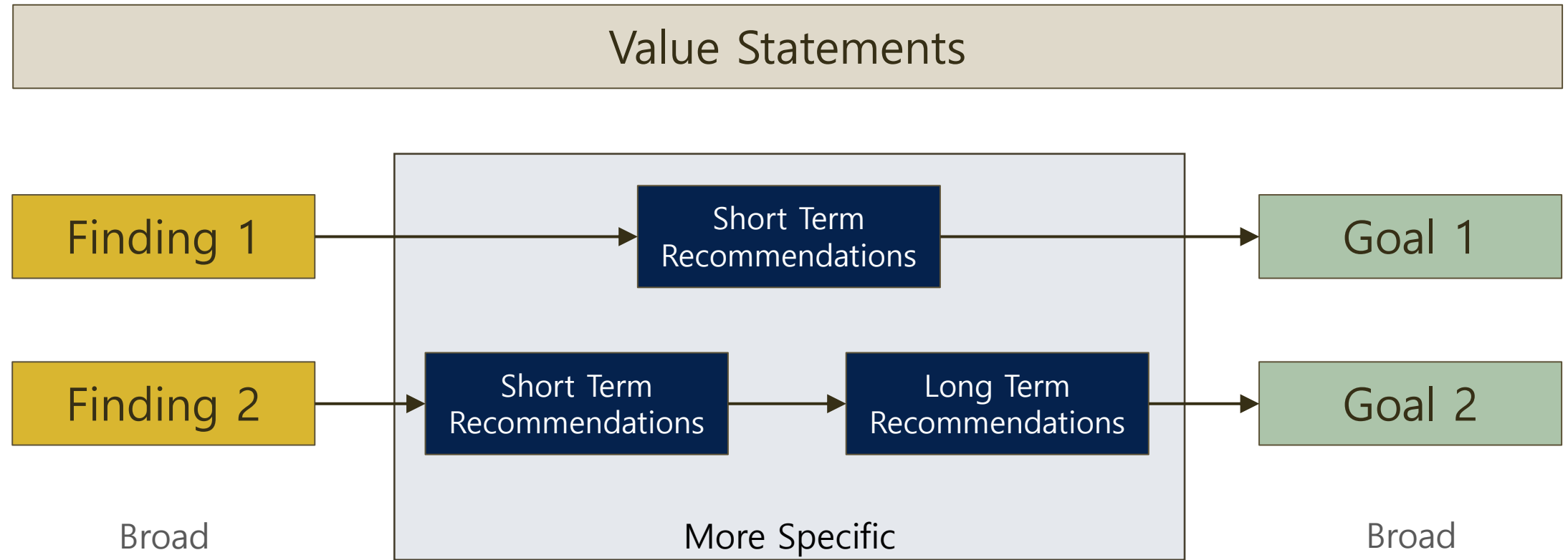
PREPARED FOR: Joint Task Force on Substitute Teachers

DATE: June 13, 2024

BY: Legislative Policy and Research Office



Structure of Final Report



Timeline

June 13:

Review draft values, findings, & goals.
Begin one-on-one meetings.

August 8:

Members present & discuss proposed recommendations.

September 13:

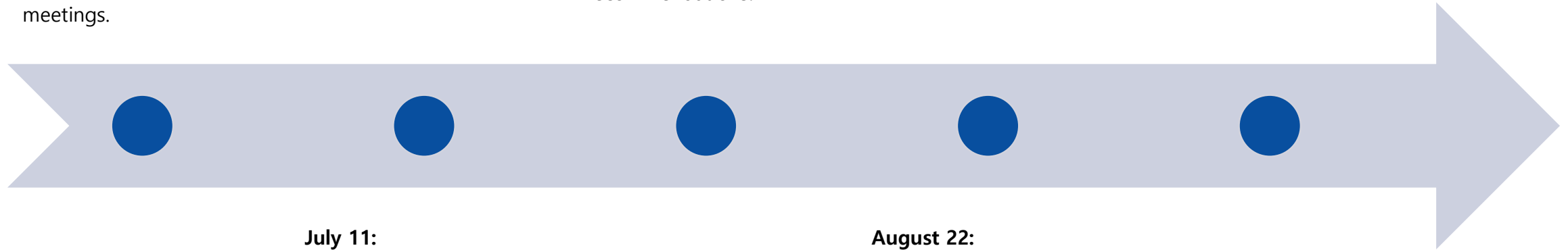
Finalize & adopt task force report.

July 11:

Finalize values, findings, goals.
Members begin work on proposals.

August 22:

Review draft report and vote on recommendations.
Members submit vote explanations, if desired.



Statements

Values

The broad principles the task force will use to consider the merits of proposed recommendations.

Example:

We value high-quality transportation for all Oregonians.

Findings

The problems the task force is attempting to solve.

Example:

The task force finds that Oregon's roads have too many potholes.

Goals

The desired end results the task force would like to achieve for the state of Oregon.

Example:

Oregon will have processes in place to fill all potholes shortly after they are reported.



Member Feedback

June 13: Members will discuss initial draft of values, findings, and goals at today's meeting.

June 17-28: Staff will meet one-on-one with each member over the course of the next two weeks.

July 11: Revisions will be presented and discussed at the next task force meeting.

Feedback from members will inform, but not necessarily determine, the revisions made to the values, findings, and goals.



Recommendations

Drafted by **task force members** (with staff assistance upon request)

Describe proposed changes to state policy. Should include the following:

- brief description
- which findings/goal statement(s) the proposal applies to
- elements of the proposed policy
- what state agency will be responsible for implementation
- enforcement and reporting mechanisms, if applicable



Recommendations

Example:

We propose establishing a pothole-filling grant program within the Department of Transportation.

- *Applicable goal: Oregon will have processes in place to fill all potholes shortly after they are reported.*
- *Specific elements of the program include:*
 - *Funding allocated to ODOT for distribution to local governments*
 - *A requirement that recipient governments fill some percentage of their reported potholes within a certain time of receiving the report*
 - *ODOT should be responsible for enforcement of grant requirements and annual report*



Revision Process

Members will present initial recommendations at the meeting on **August 8**.

Task force members may meet one-on-one or in small groups to revise their recommendations.

- Small groups should include no more than 3 voting members.
- Legislators are non-voting members.

Sponsors will present final recommendations for consideration and voting at the meeting on **August 22**.



Recommendations: Voting

Voting on recommendations will include the following options:

- Recommend
- Recommend with Reservations
- Do Not Recommend

Members will have the option to submit brief statements relating to each recommendation for inclusion in the final report. Submissions **must be received no later than August 29.**



Recommendations: Voting

Example: [Joint Interim Task Force on the Fair Pricing of Prescription Drugs Final Report](#) (2018)

Manufacturer Recommendation #1

Disclosure of total and average spending on patient assistance programs from manufacturers.

The Task Force recommends requiring manufacturers to report on spending in Oregon for the prior calendar year:

- Total dollar amount spent on patient assistance programs,
- Aggregate dollar amount spent on patient assistance programs (or drug base name using Medispan GPI or by 9-digit national drug code (NDC)); and,
- Any financial assistance provided to pharmacies, government agencies, and patient groups (other than rebates or discounts) for the purchase of pharmaceuticals reported separately.

Recommend		Do Not Recommend	Abstain
9	3	1	1

Feedback for Manufacturer Recommendation #1

Members provided the following feedback on this recommendation:

- This is proprietary information and should not be disclosed.

Report Writing Process

Task Force Member Role

- Meet with staff; revise value, findings, and goal statements
- Create policy proposals (staff assistance available upon request)
- Present policy proposals on Aug 8
- Meet one-on-one or in small groups (3 or fewer voting members) to revise
- Submit optional vote statements for final report no later than Aug 29

LPRO Staff Role

- Draft and edit background and process sections of report
- Draft initial value, findings, and goal statements
- Work with task force members on revisions to value, findings, and goal statements
- Provide assistance as needed to creators of recommendations



Thank you. Questions?

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