

JOINT BUDGET COMMITTEE



JOINT BUDGET COMMITTEE ORGANIZATIONAL MEETING

JBC WORKING DOCUMENT - SUBJECT TO CHANGE
STAFF RECOMMENDATION DOES NOT REPRESENT COMMITTEE DECISION

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JOINT BUDGET COMMITTEE OPERATING RULES

The following are the operating rules that were adopted by the Joint Budget Committee (JBC) in November 2018. *Staff has included below some non-substantive edits for the Committee's consideration.*

1. Every two years, after the Committee is formed, the JBC members elect a ~~Chairman~~ CHAIR (from the Senate) and ~~vice-Chairman~~ VICE-CHAIR (from the House). The ~~Chairman~~ CHAIR and Vice-~~Chairman~~ CHAIR switch titles the next year.
2. A quorum consists of two members from each chamber and at least one minority party member.
3. Motions go through the ~~Chairman~~ CHAIR.
4. Motions do not require a second.
5. The ~~Chairman~~ CHAIR may make motions.
6. Passage of a motion requires a simple majority. In the event of a tie vote, the motion fails.
7. Only one substitute motion is allowed at any one time.
8. A member can ask for reconsideration of a decision at any time. Passage requires a simple majority.
9. To "close" or agree that no further votes will be taken on the Long Bill or a department requires two votes from each ~~house~~ CHAMBER.
10. Decisions by the Conference Committee members on supplemental bills, the Long Bill, and any other ~~orbital Joint Budget Committee Bills~~ BILL THAT IS SPONSORED BY THE JBC require two votes from each ~~house~~ CHAMBER.
11. The Committee, by two-thirds vote of the entire body, can go into Executive Session to discuss legal matters or staff personnel matters.
12. ~~Members need to~~ A JBC MEMBER MUST ask the Chair to be officially "excused" when ~~they~~ HE OR SHE will not be able to attend A scheduled ~~meetings~~ MEETING.
13. A unanimous vote of the JBC is necessary for a bill to be considered a JBC bill.

JOINT BUDGET COMMITTEE OPERATING PROCEDURES

The following are the operating procedures that the JBC adopted in November 2018. *Staff has included below for the Committee's consideration some edits to update and more accurately describe current practice.*

1. Staff ~~write-ups~~ DOCUMENTS will be available to ~~Committee~~ JBC members by 4:00 p.m. two BUSINESS days before ~~action by~~ THE DOCUMENT IS SCHEDULED TO BE PRESENTED TO THE Committee. ~~Write-ups~~ DOCUMENTS will be pre-punched and placed in notebooks for ~~Committee~~ JBC members.
2. ~~Telephone messages will be taken and placed in the Committee's message box or forwarded to a member's voice mail. Only if it is an emergency will support staff carry messages to Committee members across the street to the Capitol.~~
3. Information prepared for the ~~Committee~~ JBC will not be ~~released~~ MADE PUBLIC before ~~the Committee has~~ JBC MEMBERS HAVE had an opportunity to ~~receive~~ REVIEW the information. STAFF DOCUMENTS WILL BE AVAILABLE AND POSTED TO THE INTERNET THE DAY OF THE PRESENTATION.
4. Letters received by all ~~Committee~~ JBC members regarding the same budget matters may be referred to the Staff Director for response by the appropriate ~~staff~~ JBC analyst. Responses will be reviewed and approved by the ~~Committee~~ JBC before being SIGNED BY THE CHAIR AND sent out. Individual letters regarding budget matters or separate legislation will not be reviewed by the full ~~Committee~~ JBC.
5. Staff will not be responsible for constituent related correspondence and ~~matters~~; MATTERS. House and Senate staff, aides, or interns will handle these items.
6. Support staff will not call ~~Committee~~ JBC members out of hearings or ~~take~~ DELIVER messages into a hearing unless specifically instructed TO DO SO by a ~~Committee~~ JBC member ~~to do so~~. OR IN THE EVENT OF AN EMERGENCY.

The following items have been edited and moved from the next page:

7. THE OFFICE OF STATE PLANNING AND BUDGETING (OSPB) ~~OSPB~~ will present departmental requests for reconsideration of ~~Committee~~ JBC BUDGET decisions ("comebacks") ~~on~~ AT THE END OF THE supplemental ~~requests or~~ AND figure setting ~~at the end of decision making by the Committee~~ PROCESSES. ~~The other elected officials and the~~ Judicial Branch AGENCIES, THE ATTORNEY GENERAL, THE STATE TREASURER, AND THE SECRETARY OF STATE will be allowed the same opportunity.
8. A JBC STAFF WILL SHARE A draft of each ~~department's portion~~ SUPPLEMENTAL BILL AND THE RELEVANT SECTION(S) of the Long Bill ~~will be shared~~ WITH EACH DEPARTMENT'S BUDGET OFFICE prior to introduction of the bill ~~with the department's budget officer~~ to check for technical errors.
9. ~~General~~ STAFF WILL MAKE GENERAL overview information presented during caucus discussions of SUPPLEMENTAL BILLS OR the Long Bill ~~will be made~~ available to OSPB and other interested

parties after ~~members have~~ the information HAS BEEN MADE AVAILABLE TO LEGISLATORS. STAFF WILL NOT RELEASE ~~Amendments~~ AMENDMENTS or responses to INDIVIDUAL LEGISLATORS' questions ~~will not be available~~ to OSPB or other interested parties.

- ~~10. Staff responses to individual member questions during caucus discussions of the Long Bill will be provided to the member who asked the question and to the JBC members.~~

This item has been moved down from above to group items by topic:

11. Requests ~~for Tuesday/Thursday meetings~~ FROM A GROUP OR AN INDIVIDUAL TO MAKE A PRESENTATION TO THE JBC will be coordinated through the Staff Director. ~~The Staff Director will review these requests with~~ AND REVIEWED BY the Chair. ~~Meetings~~ ANY SUCH PRESENTATIONS will be scheduled on Tuesday and Thursday afternoons. Priority will be given to ~~meetings where participants~~ INDIVIDUALS AND GROUPS WHO have not previously met with the JBC and groups without a lobbyist. GENERALLY, THESE MEETINGS OCCUR DURING THE LEGISLATIVE INTERIM AND NOT WHILE THE GENERAL ASSEMBLY IS IN SESSION.

SHARING INFORMATION WITH THE OFFICE OF STATE PLANNING AND BUDGETING, THE DEPARTMENTS, AND OTHER INTERESTED PARTIES

The following is a list of the procedures for sharing information that have been used in the past by the JBC. *Staff has included edited versions of these items in the previous section to consolidate office operating procedures.*

- ~~1. Staff briefing write-ups will be available the day of the briefing and given to the OSPB and the department representatives at the start of the briefing. Additional copies will be made available for the press and other interested parties at the start of the briefing.~~
- ~~2. Supplemental and figure setting write-ups will be available at the start of the presentation and given to OSPB and department representatives. Technical issues/errors will be discussed at the staff level and brought to the Committee's attention for approval. These write-ups will also be available to interested parties at the start of the Committee's discussion.~~
- ~~3. All other printed information will be made available to OSPB and the department representatives at the time it is presented to the Committee. This information will also be available to interested parties at the start of the Committee discussion. Staff documents (briefing, hearing agenda, supplemental and figure setting write-ups) will be posted on the Internet.~~
- ~~4. OSPB will present departmental requests for reconsideration of Committee decisions ("comebacks") on supplemental requests or figure setting at the end of decision making by the Committee. The other elected officials and the Judicial Branch will be allowed the same opportunity.~~
- ~~5. A draft of each department's portion of the Long Bill will be shared prior to introduction of the bill with the department's budget officer to check for technical errors.~~
- ~~6. General overview information presented during caucus discussions of the Long Bill will be made available to OSPB and other interested parties after members have the information. Amendments or responses to individual questions will not be available to OSPB or other interested parties.~~
- ~~7. Staff responses to individual member questions during caucus discussions of the Long Bill will be provided to the member who asked the question and to the JBC members.~~

PRIOR YEAR COMMON HEARING QUESTIONS TO DEPARTMENTS

The following is a list of the nine common questions that were included in each department's hearing agenda during the FY 2019-20 budget cycle. **On Thursday, November 14, staff will ask the Committee to discuss and vote on which common hearing questions, if any, staff should include on department hearing agendas during the FY 2020-21 budget cycle.** The Committee can choose to include some or all of the questions below (updated as necessary), and add new questions.

- 1 Provide a list of any legislation that the Department has: (a) not implemented, or (b) partially implemented. Explain why the Department has not implemented or has only partially implemented the legislation on this list. Please explain any problems the Department is having implementing any legislation and any suggestions you have to modify legislation.
- 2 Does the Department have any HIGH PRIORITY OUTSTANDING recommendations as identified in the "Annual Report: Status of Outstanding Audit Recommendations" that was published by the State Auditor's Office and dated June 30, 2018 (link below)? What is the Department doing to resolve the HIGH PRIORITY OUTSTANDING recommendations? Please indicate where in the Department's budget request actions taken towards resolving HIGH PRIORITY OUTSTANDING recommendations can be found.

<http://leg.colorado.gov/audits/annual-report-status-outstanding-audit-recommendations-june-30-2018>

- 3 If the Department receives federal funds of any type, please respond to the following:
 - a. Are you expecting any changes in federal funding with the passage of the FFY 2018-19 or 2019-20 federal budget? If yes, in which programs, and what is the match requirement for each program?
 - b. Does the Department have a contingency plan if federal funds are eliminated?
 - c. Please provide a detailed description of any federal sanctions or potential sanctions for state activities of which the Department is already aware. In addition, please provide a detailed description of any sanctions that MAY be issued against the Department by the federal government during FFY 2018-19 or 2019-20.
- 4 Is the Department spending money on public awareness campaigns? If so, please describe these campaigns, the goal of the messaging, the cost of the campaign, and distinguish between paid media and earned media. Further, please describe any metrics regarding effectiveness and whether the Department is working with other state or federal departments to coordinate the campaign?
- 5 Based on the Department's most recent available record, what is the FTE vacancy and turnover rate by department and by division? To what does the Department attribute this turnover/vacancy? Do the statewide compensation policies administered by the Department of Personnel help or hinder in addressing vacancy or turnover issues?

- 6 Please identify how many rules you have promulgated in the past two years (FYs 2016-17 and 2017-18). With respect to these rules, have you done any cost-benefit analyses pursuant to Section 24-4-103 (2.5), C.R.S., regulatory analyses pursuant to Section 24-4-103 (4.5), C.R.S., or any other similar analysis? Have you conducted a cost-benefit analysis of the Department's rules as a whole? If so, please provide an overview of each analysis.
- 7 What are the major cost drivers impacting the Department? Is there a difference between the price inflation the Department is experiencing compared to the general CPI? Please describe any specific cost escalations.
- 8 How is the Department's caseload changing and how does it impact the Department's budget? Are there specific population changes or service needs (e.g. aging population) that are different from general population growth?
- 9 Please provide an overview of the Department's current and future strategies for the use of outward facing technology (e.g. websites, apps) and the role of these technologies in the Department's interactions with the public.