November 21, 2019

MEMORANDUM

To: Department Directors, Institution Executives, and Fiscal Officers

From: Paul Headlee, Manager
Division of Budget & Policy Analysis
Legislative Services Office

Subject: 2020 JFAC Budget Hearing Schedule

The Joint Finance-Appropriations Committee (JFAC) will convene Tuesday, January 7, 2020, to begin agency and institution budget hearings. Six weeks have been scheduled for the hearings, which will be held daily beginning at 8:00 A.M. in the JFAC hearing room (C310) located on the third floor of the Capitol. Attached to this memo is the budget hearing schedule; please check it for your hearing date.

There will not be specific start and end times for hearings, so please be available to begin as soon as the previous presenter is finished. All state departments, institutions, and commissions will have a budget hearing this session.

The current budget hearing schedule is posted on the Legislature’s website at:
https://legislature.idaho.gov/lso/bpa/process/ and the daily JFAC agenda will be posted at:
https://legislature.idaho.gov/lso/bpa/jfac/

Your hearing will follow last session’s format, and the director or presenter will have a seat at the presentation desk along with your assigned LSO analyst who will display all necessary hearing materials on the monitors. The LSO analyst will address some items but will yield much of the time to you to discuss your budget request. There will be a seat for your fiscal staff at the DFM desk and you are welcome to have additional personnel sitting in the benches.

The FY 2021 Legislative Budget Book (LBB) is the primary document used by JFAC members and LSO analysts for funding decisions and it summarizes the agencies’ requests and the Governor’s recommendation. The LBB will be available on the Legislature’s website immediately following the Governor’s state of the state address on Monday, January 6, 2020.
Handouts: Agencies are not requested to prepare a PowerPoint presentation. However, if it is determined that a handout is necessary, then deliver one electronic copy and 35 hard copies to your legislative analyst at least 48 hours prior to the budget hearing. Please ensure that any handouts are budget-related and no more than four pages in length.

Hearing Materials and Performance Reports (PRs): LSO analysts will not be developing additional budget hearing packets as has been the practice during the last three sessions. Rather, as much budget hearing information as practicable will be included in the FY 2021 LBB. This will include the standard LBB reports and detail, department organizational charts, and any open LSO Audit Division’s findings. We will also provide JFAC members a report of FY 2019 actual expenditures for all departments as reported in the State Controller’s System and this information may be used during the budget hearings.

Your department’s performance report (PR) pursuant to Section 67-1904, Idaho Code, will be viewed online during your hearing. The expectation is for each director to briefly describe your performance measures including your successes and any challenges you have in achieving them. JFAC members may have questions at that time or return to the PR when discussing any line item requests.

JFAC Hearing Process Orientation: Last year our Budget & Policy Analysis Division provided an orientation to the budget hearing process. This opportunity will be provided again this year from 2:00 p.m. – 3:00 p.m. on December 11 and again at the same time on December 18. The plan is to stream this orientation so that if you are unable to attend in person, you will have the opportunity to follow online at https://legislature.idaho.gov/. The orientation will take place in the JFAC hearing room, C310, and a one-page budget hearing budget hearing guide will be provided at that time.

FY 2020 Supplemental Appropriation Requests: A separate schedule of FY 2020 supplemental appropriation requests will be posted on the Legislature’s website sometime during session. LSO analysts will contact agencies with additional information regarding when JFAC may hear those requests.

Please feel free to contact me or your assigned LSO analyst with any questions on how to best prepare for your budget hearing. Thank you.

cc: JFAC Members
Alex Adams, DFM

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December 9, 2019

MEMORANDUM

To: Agency Directors, Institution Executives, and Fiscal Officers

From: Paul Headlee, Manager
Division of Budget & Policy Analysis
Legislative Services Office

Subject: Revised JFAC Budget Hearing Schedule v2 and Hearing Orientation Details

Revised Budget Hearing Schedule:
This is a follow-up to the November 21 memo regarding the JFAC budget hearing schedule and hearing instructions for the 2020 session.

Due to requests, the following adjustments were made to the initial schedule:

- The Division of Vocational Rehabilitation has been moved to January 29,
- Idaho Public Television has been moved to January 24, and
- The University/College Presidents have been added to January 20.

All other agency hearings remain unchanged. This revised version of the schedule will be posted to the LSO website at https://legislature.idaho.gov/lso/bpa/process/

JFAC Hearing Process Orientation: As detailed in the November 21 memorandum, I will be providing an orientation to the budget hearing process in C310 (JFAC Committee Room) from 2:00 p.m. – 3:00 p.m. on December 11th and again on December 18th. This orientation will be streamed live by IPTV at http://idahoptv.org/insession/leg.cfm for those who cannot attend. The attached budget hearing process guide will be used for the orientation and for hearings, in general. JFAC will follow last session’s format, where the agency director or agency presenter will be seated at the presentation desk with an additional seat available for fiscal staff at the DFM desk.

Please feel free to contact me or your LSO analyst with questions on how to best prepare for your hearing.

cc: JFAC Members
Alex Adams, DFM
The 2020 session budget hearings will use the same format as past sessions, with a couple of key changes. The format will span three years and include the FY 2019 expenditures, FY 2020 funded line items, and the FY 2021 request and recommendation. The key changes are 1) there will not be a separate hearing packet distributed the day of the hearing, and 2) agency performance measures reports will be incorporated into the hearing. The LSO Analyst will coordinate and manage the presentation materials on the screen and speak to some items, but the emphasis will be on the director to address the agency budget and answer questions. Standard committee protocol is used whereby all questions and answers go through the Chair. Questions may be directed to, and answered by, either the agency Director or staff, the LSO Analyst, or the DFM Administrator or staff. There is a seat and microphone at the DFM table for agency fiscal staff. The budget hearing materials are listed below with a table that details each step in the hearing process and the expectations of the LSO Analyst and agency Director.

### Budget Hearing Materials
1. FY 2021 Legislative Budget Book (LBB), organized by budgeted Division
2. 2019 Performance Reports from DFM website
3. Any Management Review open audit findings (LSO Audit Division)
4. FY 2019 actual expenditures from SCO and compiled by LSO
5. Agency Spending Reset Plans submitted DFM and compiled by LSO

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<tr>
<th>Steps in the Hearing Process and Materials on the Screen</th>
<th>LSO Analyst</th>
<th>Agency Director</th>
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<tr>
<td>1. JFAC Co-Chair welcomes agency Director and the LBB Historical Summary page for the Department or Division is on the screen</td>
<td>LSO Analyst identifies the agency and the page number in the LBB where presentation materials begin. Points out the FY 2021 request, Gov. recommendation, and source of funds (Gen/Ded/Fed). This will require less than 1 minute.</td>
<td>The Director will have 1-3 minutes for brief opening comments. This will include an overview of the organization and comments on any vacant positions and actions to fill those positions.</td>
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<td>2. LBB - Org chart on the screen</td>
<td>LSO Analyst moves to the org chart for department, institution, or commission.</td>
<td>The Director will have up to 5 minutes to provide an overview of Part II of the Performance Report and inform committee on the performance measures used and the successes and challenges in attaining them. The Chairman may return to the Performance Report when discussing any FY 2021 line item requests or to address additional questions about the report or specific measures.</td>
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<td>3. Performance Report</td>
<td>LSO Analyst displays Part II of the Performance Report and yields to the Director.</td>
<td>The Director will address the open finding(s). This should include how long the finding(s) has been open, whether it has been recurring, and the corrective action plan.</td>
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<td>5. FY 2019 Actuals - Variance Report</td>
<td>The LSO Analyst will point out any noteworthy transfers, reversions, or expenditures detailed in this report.</td>
<td>The Director or staff may be called on to answer questions regarding FY 2019 actual expenditures.</td>
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<td>6. LBB page with FY 2021 Comparative Summary of Agency Request and Governor’s Recommendation</td>
<td>The LSO Analyst will briefly highlight the FY 2021 Agency Request and the Governor’s Recommendation, including the percentage increase or decrease to the General Fund.</td>
<td>Address questions if necessary.</td>
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<td>7. LBB page that begins with the FY 2020 approved line items (if any) for each budgeted Division</td>
<td>The LSO Analyst will describe any line items funded for the current FY 2020.</td>
<td>The Director will have an opportunity to comment on the status of FY 2020 line item implementation.</td>
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<td>8. LBB page will continue with the FY 2020 Supplemental Requests, Rescissions, and FY 2021 Request for each budgeted Division</td>
<td>The LSO Analyst will walk through the decision units in the LBB. This will include any supplementals, rescissions, Base adjustments, and maintenance items (including replacement items). When finished with maintenance items the LSO Analyst will display the line items on the screen and yield to the Director for details of the request(s).</td>
<td>The Director will have an opportunity to address supplemental requests, rescissions, and the request for onetime replacement items. The Director will then be expected to provide detail and justification for each line item requested. The Governor’s staff may be called to address the recommendation for any of the line items.</td>
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<td>9. Finish - the Co-Chair will ask if there are any additional items to address</td>
<td>The LSO Analyst may present other information from the LBB, budget submission, or 2020 appropriation bill to assist the committee.</td>
<td>The Director may provide any closing comments.</td>
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