

**Backgrounder on previous  
Legislative Council Strategic Planning Sessions 2003-2012**

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**2011-2012 Strategic Planning Results**

These items resulted from the 2011 Strategic Planning and includes a description of any action or results.

1. Pay plan legislation. The Legislative Council will encourage the Governor/OBPP to split the pay plan (traditionally HB 13) and any proposed pay plan rules into separate bill draft requests.
  - ✓ As introduced, House Bill No. 13 contained the proposed salary 5% increase and appropriations. The Legislature in its deliberations added a section on the intent of the pay plan and used the section to implement changes to the salary survey and broadband pay plan, in addition to providing direction to the Executive Branch on how to implement the appropriations. The net result was that the changes to the proposed pay plan rules were necessary to implement the pay plan and to be included in the bill.
2. Standing committees & business processes. Legislative Council and staff will work on the business processes and technological solutions to make standing committee votes accessible to legislators and the public more quickly.
  - ✓ Improved training with secretaries resulted in quicker postings to the website.
  - ✓ No changes were made in the method of posting minutes as it is the business process that require changing before a technological solution can be pursued. Because of the nonstandard ways of voting (i.e., voice votes, proxies) and the temporary nature of the secretarial pool, there is concern that the newer secretaries are not able to add another process at this time. It is hopeful that in the Session Systems Replacement project, that a simple technological solution can be offered that will meet the business process need.
  - ✓ Because the audio minutes are the official records, the business form was implemented in 2011 as the minutes log which required the committee chairman to verify the agenda items instead of approving the minutes and allowed quicker posting of minutes and exhibits.
3. Standing committees, number of legislators, & proxies. Discussion revolved around proxies out of the committee minutes discussion; i.e., number of proxies that are used or needed during committee action and the message that it sends to the public. Legislators are often juggling numerous committees and need to present their bills before other

committees. Leadership has the challenge of trying to appoint legislators to multiple committees to provide them with experience, to create a "bench", to make sure everyone has a class 1 committee (one that meets 5 times a week), and to reflect the balance of the body.

- ✓ Staff provided research regarding historical numbers of legislators on committees, appointment of leadership to committees, and the numbers of committees on which legislators serve.
  - ✓ Included in training for chairman is direction on announcing to the public why certain legislators are excused and the need to use proxies for committee action.
4. Leadership training. The 2011 session was the first session that there was a Leadership Training, and the second session for which leaders were provided a Leadership Notebook.
- ✓ For 2013, leaders were invited to drop by the Executive Director's Office for materials and assistance. Because of the busy nature of both caucus/orientation and the beginning of session, finding a time to provide a thorough training was challenging. Notebooks were prepared for Speaker, President, Majority and Minority Leaders, and Whips.
  - ✓ Breakfast for the newly-elected and former Speaker, President, Majority and Minority leaders to share their experiences was held and may be a point of discuss for training.
  - ✓ The three directors met with Governor's chief of staff to discuss roles and responsibilities to assist in a successful session. More work could be done in this area during the middle and towards the end of session to make sure that expectations and assumptions are accurate and shared.
5. Session caucus costs. In the Feed Bill, each chamber has had a single budget for costs, such as printing and postage. Basically, the discussion is how to reallocate existing budgets to allow more flexibility with accountability. Areas suggested for research last interim included:
- ✓ Each caucus within a chamber could be apportioned a budget that would be under the responsibility of the caucus leaders for their members for the costs of constituent communications (i.e., printing and postage). In 2013, we tried to provide each caucus in each chamber with an idea of the amount of postage that was available for each legislator. The Council could look over the budgets and provide information about how the accounting worked for them.
  - ✓ Leaders (especially the Speaker and the President) need a small budget to cover additional expenses the they incur, such as working lunches or special projects. There is a need to explore flexibility of funds -- no progress was made on this point.
  - ✓ Other related items include: legislator technology allowance and appropriate technologies, a need for land lines or providing cell phones under legislator communication, and technology allowance.

6. Legislative Calendar. Some legislators liked the 10-day period that the Governor had for HB 2 and proposed building that in the calendar, others did not agree. There was agreement that perhaps HB 2 needed to move through the system differently in the future, but that the practical effects and scenarios to accomplish the legislators' goals need to be mapped out.
  - ✓ Worked with session staff to add more information to the Legislative Calendar to complement the transmittal deadlines and guide committee chairs and legislators on what is needed to meet transmittal deadlines, i.e., introduction of bills, committee meetings, and executive action. A separate calendar was developed specifically for committee chairs to help them with bill flow.
  - ✓ House Bill No. 2 followed a different path in the 2013 session, however, there was little or no discussion about repeating the 10-day period that occurred in 2011. No amendments to House Bill No. 2 were offered on the House Floor and the bill passed unanimously with those present. Amendments were offered in Senate Finance and Claims and on the Senate Floor. The Senate's amendments were concurred in by the House and House Bill No. 2 was transmitted to the Governor on April 25 (sine die April 24). No conference committee was held on House Bill No. 2.
  - ✓ There were 71 bills vetoed following the 2013 session (second highest number in history and which resulted in an unprecedented number of veto polls). This should be discussed and analyzed for bill flow and how to mitigate in the future if the Council sees it as problematic.
7. Bill draft timing. Legislators want to have bills that have bigger policy issues out earlier in the session.
  - ✓ Additional training for all caucus leaders, and need to address timing issue of training. There was an opportunity at the end of orientation for caucus leaders talk to their members about rules and deadlines, the role of bill drafters, bill drafts, types of requests, priorities, and getting information together and to the drafters on a timely basis.
  - ✓ Discussion of the possibility of more tools to help leaders identify when there are multiple bill drafts with the same concept. There are reports, but leaders do not always use them. If there continues to be the addition of more legislative aides, this would be an ideal task for them to assist their caucuses.
8. Legal review of bill drafts. Bill drafters flag bills with potential constitutional or legal problems. These are noted in the junque file (routing file for bill draft requests before the bill is picked up and introduced). In the 2011 session, there were more bills flagged, and an increase in the amount of information requests for copies of junque files, and a change in how that information was used.
  - ✓ In the 2011-12 interim, legal staff made a presentation on the current bill drafting process and what staff does (review, providing notice, assisting in finding other ways to draft bills, ultimate decision is the legislator's), and provided options gleaned from other states, such

as use of a set format for review (like a fiscal note) which resulted in the new process for 2013. An official "gray sheet" for any bill was found to have potential Constitutional issues and that was sent to the requester, the sponsor, and posted to the website on the LAWS system in the same manner that the fiscal notes are posted.

- ✓ An analysis was presented to the Legislative Council on the bills that were flagged from last session and how far each one got through process.
  
- 9. Revenue Estimate. For the 2007, 2009, and 2011 sessions, the revenue estimating resolution (traditionally House Joint Resolution No. 2) did not make it to the Senate (2nd house). Last interim, the Legislative Council, the Legislative Finance Committee, and the Revenue and Transportation Interim Committee met to discuss alternatives. A new rule was developed for a joint revenue estimating committee, which did not pass. A specific rule for the 2013 session was adopted providing for a Senate resolution in light of the Revenue and Transportation Interim Committee's inability to adopt of a revenue estimate. The revenue estimate was introduced as *Senate* Joint Resolution No. 2 and received additional hearing time in which to analyze the various estimates and receive public comment. SJR 2 passed out of the Senate to the House, which was passed by the House, and then filed on March 22, 2013. A second revenue estimating resolution, Senate Joint Resolution No. 27, was introduced on April 3, with the purpose of revising the revenue estimates in SJR 2, but it died in the process. Senate Bill Nos. 177, 228, 303 and 350 were introduced to revise the revenue estimating laws, but died in the Senate or House Taxation Committees.
  
- 10. Medicaid estimate. The Medicaid estimate is the basis for the budget in many of the Department of Health and Human Services programs and is built into the Governor's budget. Currently, there is no joint process for developing the Medicaid estimate which is usually updated in March during the session. In the 2011-12 Interim, the Legislative Finance Committee and the HB 642 Select Committee looked into this. For the 2013-14 Interim, Legislative Fiscal Division is working on a Medicaid forecasting and evaluation model which the Legislative Council could receive future information as the Legislative Fiscal Committee does.
  
- 11. Interim committee process. There is concern that interim committee legislation is not more successful and therefore calls into question the value of interim committees. There was discussion that interim committees provide intangible benefits, in addition to recommending legislation, those of developing bicameral, bipartisan relationships, involvement of more legislators in policy areas during the interim, and the value of time spent on studying various issues so that knowledge and research is not lost and that some legislation may not have passed without the time spent in an interim committee.

There was a discussion about the value of agency oversight, administrative rule review, and the responsibility to request legislation on behalf of the agencies. The tension is how to balance oversight and develop a relationship between agencies and committees with little oversight, and not having a legislative presence in the interim.

- ✓ This was not pursued during the interim, but numerous bills were requested to try various options. This area needs more research and wider discussion during the interim if changes are to be pursued.
- 12. Standing committees and committee chair training. At the Legislative Council business meeting prior to strategic planning, a member of the public raised a concern about bills having amendments proposed immediately before or at the hearing without advance notice or sufficient notice, resulting in the public inability to comment on the amendments. Committee chair training should include a discussion of the amendment process and how to provide sufficient notice to the public so that the public is able to testify on the bill and any proposed amendments.
- 13. Support for use of technology by legislators. Legislators currently receive an IT allowance every four years to purchase laptops. This may be too restrictive and legislators have other needs for which this could apply; i.e., cell phones, smart phones, tablets, etc. Related issues are: appropriate use of technology and decorum in committees and in floor sessions, training on LAWS, websites, publications, paperless legislature and hard copies of bills, web and phone messages, pilot projects, and previous sessions' experiences.
- ✓ The IT staff supported approximately 137 legislators with 191 devices that is in our list. On average, each legislator had 1.4 devices. Adding 13 systems that were provided by LSD to legislators, resulted in 204 devices to 141 legislators. There were over 62 types of workstations, operating systems, anti-virus programs and web browsers, all of which were not supported by our IT staff. This is an area that needs much discussion.
- 14. LAWS upgrade. An appropriation was included in House Bill No. 5 (Long-range IT legislation) and was successful. The Council will receive regular updates.
- 15. Permanent House and Senate staff. Most legislators in other states have more permanent staff that is equivalent to session staff (Chief Clerk or Chief of Staff) than the nonpartisan permanent staff. Two different staff functions were identified. The first was related to facilities, supporting use of the chambers between sessions, and personnel to prepare for session earlier. The second was interim leadership support, especially for the Speaker and President. Immediately after session, and well into the interim, leaders need support for scheduling appointments, returning phone calls, letter writing, scheduling appointments for committees, and authorizing travel. No change has occurred and requires more discussion if leadership wishes to pursue this.
- 16. Legislative Security. The 2013 Session resulted in a Capitol Security Program appropriation in HB 2 to pay for 1 full-time officer for the Capitol Building. Legislative Services Division will be working with the Helena Police Department and the Department of Administration on policy and protocol, as well as preparing a proposal for the 2015 Session to have an enterprise rate to pay for security for the entire Capitol Complex with dedicated officers in the Capitol during sessions.

## 2009-2010 PLANNING SESSION RESULTS

1. Initiative: To develop interdivisional staff teams (related to Interim Committee Improvement). The Council discussed the need to identify interdivisional staff policy teams to better provide policy and fiscal support to legislators. These teams would support the administrative and interim committees during the interim, and standing committees and subcommittees during the session.
  - ✓ Interdivisional staff teams were developed with staff attorneys, research analysts, fiscal analysts, audit managers, and IT staff. Brown bag meetings were held to orient all staff to the three divisions.
  - ✓ Interdivisional teams organized mentoring groups for 10-15 legislators for Legislator Orientation.
  - ✓ A staff guide booklet with a table of the interdivisional teams by policy/budget was developed.
  
2. Initiative: To provide leadership and legislator training before and during session. The Council discussed the need to provide more training to newly-elected legislative leadership post election.
  - ✓ Leadership notebooks were provided to President, Speaker, Majority and Minority Leaders and Whips.
  - ✓ Leadership training was held on November 16, 2010, and was provided to President, Speaker, Majority and Minority Leaders and Whips.
  - ✓ Some of the ideas discussed were a leadership transition meeting between former leaders and newly-elected leaders, improving the leadership notebook, providing specific training on developing communication skills, conflict resolution, leadership, negotiation, and positive partisanship. Topics related to bills include assignment of bills, priority of bills, and bill flow.
  - ✓ The Council also discussed the need to improve legislator training and to build relationships between legislators and staff. Some of the ideas for this included assigning caucus and staff mentors to legislators in small groups, providing training and other opportunities to bring permanent and session staff together, providing new, different, more legislator training during caucus week and early in session, using standing committees for training in early session, providing specific training in web tools and the paperless legislature options, improve the law school for legislators, provide lunch and dinner opportunities, and surveying all legislators at the end of session.
  
3. Initiative: To review and improve Legislative Rules. The Council discussed improving the rules and creating tools for easier reference.
  - ✓ Legislative Council had a Rules Subcommittee that proposed rule changes for the 2011 session.
  - ✓ Staff created searchable rules, a reference guide, and other tools for the floor process.
  - ✓ Other ideas included linking rules to the vote system, cross-referencing or reorganizing rules for ease of use, and exploring options to institutionalize rules knowledge in staff,

legislators; i.e., parliamentarian.

4. Initiative: Interim Committee Improvement and Interim Training for Legislators. The Council discussed ways to better utilize interim committees, to expand opportunities for more legislators to attend meetings, to bring legislators together during the interims outside of committee meetings for training and for informal time to develop better working relationships.
  - ✓ Held March 2010 training on budget for entire Legislature.
  - ✓ Ideas included adding nonvoting members to interim committees, reimbursing a certain number of meetings for nonmembers to be able to attend interim meetings, using standing committees to compose interim committees memberships. [Committee membership changes may require changes in statutes, voting, numbers, compensation.] There was a suggestion that we consider going to specified legislative days each or every other month for committees to meet, including training or seminars to be scheduled, and holding mini-caucuses and social events. Training topics include: nuts and bolts, budgeting, communication skills, conflict management; general topical and educational leadership development, bringing in NCSL, covering broad topics and emerging issues (health care); basics of leadership and theories; using online courses or regular seminars like the Wheeler Center; encouraging leadership promotion within caucuses; and providing continuing education. Social events could include committee dinners at the beginning of an interim and during the interim week.
  - ✓ Council considered but declined to change committee membership and chairmanship rotation statutory change.
  - ✓ Successful bill drafts: SB 32 made changes to monitoring duties at request of certain interim committees; SB 34 made changes to interim committee statutes to provide that the legislative council may assign an entity that is administratively attached to an agency to a different interim committee upon petition; providing that appointing authorities' attempt to appoint to each interim committee a member of the joint subcommittee considering related agency budgets.
  
5. Initiative: To review legislative space in the Capitol Building. The Council discussed concerns regarding legislator and staff space in terms of quality, quantity, current and future needs, legislative control, and related tenancy concerns.
  - ✓ Council reviewed statutory authority and need for changes and potential oversight in determining legislative space, learned more about the state's process and the Capitol Complex Master Plan.
  - ✓ Council authorized a Legislative Space Analysis as part of the Capitol Complex Master Plan and received a proposal.
  - ✓ Council adopted a resolution to continue the study of legislative space (SJ 3). The resolution did not make it out of the 2011 session.
  - ✓ The study did not include long-term needs and those of the Governor and Secretary of State.
  - ✓ 2011 Legislature approved a \$240,000 appropriation in House Bill No. 2 for retrocommissioning the Capitol Building HVAC system, and to improve lighting needs in

- ✓ basement.
  - ✓ Other ideas included legislation regarding control of the Capitol Building (not pursued) and Council authority to adopt policies for use of legislative space, the possibility of a parking shuttle for next session.
  - ✓ Council proposed rule changes that passed regarding guidelines, a form, and a process for media on the respective chamber floors; adopted a media registration proposal.
  - ✓ Council adopted a protocol and list of considerations for use of non-Capitol rooms for legislative hearings.
6. Legislative Council Management and Succession Planning Subcommittee.
- ✓ Subcommittee monitored LSD succession planning and conducted a performance appraisal on the Executive Director.

## **2007-2008 PLANNING SESSION RESULTS**

1. Social Get Togethers. Need additional opportunities for legislators to come together in a bicameral and bipartisan atmosphere to develop relationships for future trust and communication.
  - ✓ Put on Legislative Council Agenda for January.
  - ✓ Set dates and scheduling of caucus week and orientation.
  - ✓ Set schedule for session (first Saturdays off, weekends off, transmittal family-friendly).
  - ✓ Caucus Week, pre-session evenings (time to schedule get togethers).
  - ✓ Early Session Leadership meetings.
  - ✓ Explore interim opportunities throughout year.
  - ✓ At the start of interim committees, standing committees, explore joint committees early in session.
  - ✓ Enhance chair/vice chair trainings, rules training, refresher training (e.g., challenging ruling of the chair).
  - ✓ Promote early agreement of certain bills as examples of bipartisanship.

The 2008 Legislator Orientation was opened to all legislators and included an evening dinner. Staff coordinated with Governor's office so that they could schedule a dinner as well. The session schedule did include the first two Saturdays in January and an extra Saturday off in April. New leadership changed from the original proposed schedule of three Saturdays off in January.

2. Issue Caucuses. Develop a time for legislators who care about similar policy issues to come together.
  - ✓ Coincide with orientation/caucuses, first Saturdays.
  - ✓ Interim committees to sponsor, training facilitated, use of \$50,000.

Issue caucuses were conducted during legislator orientation. Not well-attended, need some revision. The Education and Local Government Interim Committee held an education



summit on the first Saturday.

3. Legislative rules review and rewrite

- ✓ Subcommittee: House members are Himmelberger and Bergren; Senate members are Gebhardt and Cocchiarella.
- ✓ Senate Rules in comparison to House rules lack specific detail. House went through rules more recently and Senate should follow the same process. Joint Rules should be looked at also and index needs attention.
- ✓ Examples include: rules regarding different readings on different days, bill printed on different color, and the expectations of rules being followed versus practicality of getting bills printed, etc.; motions, do they need to be rearranged, missing ones listed, which are non-debatable, what is the vote required. Also cover: decorum and press issues, bill numbers, committees, house and senate joint subcommittees, committee selection numbers.

Legislative Council had a Rules Subcommittee that proposed changes to the House, Senate, and Joint Rules. Most changes were adopted.

4. Need to impress upon members the need to speak in positive manner about legislature.
- ✓ letter from Sales and Cooney to all legislators.
  - ✓ needs to be ongoing effort

No action taken (similar to 2005 recommendation).

5. Get feedback to legislators on Legislative Council ideas.

- ✓ Interim news article (Susan will draft and send to Cooney and Sales for edit and approval for December Interim - can be Back Page article) - No action taken.

6. Ideas for Information Officer assistance.

- ✓ Prepare DVD on topics such as legislator getting a bill drafted (all the steps from idea, drafting, introduction) - no action
- ✓ Synopsis of LC Discussions for Legislators - no action
- ✓ Weekly Legislative Report - needed more direction

7. Consider interim committee field meetings on budgeting and policy issues.

- ✓ Place on April agenda item
- ✓ Monitor budgets
- ✓ Policy parameters for interim committee field hearings and travel

8. Next session ideas

- ✓ Improving bill requesting (to address multiple requests of same bills, number of bills and draft limits (or self-imposed), cancel after deadline if no information, committee bills, leadership placeholders, tools for leadership on bills/subjects)
- ✓ Joint hearings early in session -- rules, scheduling early in session

- ✓ Caucus - limits, interests caucuses
- ✓ Chair/vice chair training - held November 2008
- ✓ Will contribute to Rules Review - LC approved Rules Subcommittee changes and made amendments

9. Increase pay/stipend - low pay causes economic distress, is a barrier to recruiting new candidates, and prevents some people from running.

- ✓ Revisit past bills: constituency accounts - Gallus bill '07, Grinde/Menahan
- ✓ System/process that determines elected officials salary (other states average) prospectively (can't set own salary) timing may work well with executive survey
- ✓ Stipend - could affect this session

The Council introduced SB 30 to revise reimbursement for meals and lodging to apply to all state employees. Because of some legal issues, the Senate State Administration Committee requested a separate bill, SB 309, which died in the process. The Council also introduced HB 145 regarding a legislator stipend during the interim. It was unsuccessful, in part due to the cost.

10. Open caucus discussion: administrative and organizational issues

- ✓ review of court cases and decisions: issue paper by Greg Petesch
- ✓ review options
- ✓ potential agenda item for leadership discussion with each caucus

This was an agenda item on the Council's January 2008 meeting and Greg Petesch provided a history and legal analysis. Although there was strong opposition from the media to even having it as an agenda item, the testimony and staff analysis was helpful. The Council did not pursue the discussion further.

11. Term limits (not a future agenda item unless requested)

- ✓ Legislators could join constituency - it is a constituency issue and could only happen with a broad-based effort from both right and left that includes a caucus of former legislators
- ✓ Request NCSL publication on term-limits (mailed 10/07)
- ✓ Revisit Sales bill - absolute 16 year limit on terms but in any combination/any house

The Council gathered information on term limits but did not pursue any recommendations.

12. Even year or annual sessions

- ✓ Need to research ramifications (EPP, interim committees, budget)
- ✓ Revisit bill 10 years ago - may require move primary/filing deadlines
- ✓ Contested primaries less with term limits - need more information
- ✓ Rule issues - go to recess or special session route initially
- ✓ Look at Wyoming abbreviated one session, budget ready to go, requires supermajority for other bills.

The Council gathered information on term limits but did not pursue recommendations.

13. Decorum on Floor and in Committee Hearings

- ✓ who, what equipment allowed on House and Senate floor and in committee hearings
- ✓ what is technically possible - sharing TVMT video streams
- ✓ what is a defensible policy, is it consistent, does it have a rational basis, what exceptions might be allowed - i.e. families
- ✓ how to show respect and credibility of legislative institution vs. demeaning behavior
- ✓ how to provide TVMT, audio streaming, and videostreaming access to public on legislative actions

The Council did not pursue any specific proposals in this area. Legislative Services staff did work with media to provide additional ports for media access in committee rooms and on the floor. Staff conducted a Media training and developed a media handbook on covering the Legislature to assist in maintaining decorum and providing guidance to the media.

14. TVMT

- ✓ check status of NEMont
- ✓ expansion to more areas
- ✓ explore satellite options - Montana public television

The Council had a TVMT Subcommittee that made a recommendation to the Council to consolidate the budget and to expand access. The Council adopted the consolidation proposal and adopted a broader funding proposal than recommended to expand access. Within the budget approved by the Council, staff pursued an alternative arrangement through a Department of Administration statewide contract which enabled transmission by satellite. In order to ensure that we were receiving the least expensive option for transmission services, A RFP was issued in July of 2009. If a lower rate is able to be found, the budget adopted by the 2009 Legislature should be sufficient. If not, additional funding may be necessary in the 2011. Feed Bill. The contract for production of the broadcast signal will expire in August of 2010 and a RFP will need to be issued which may present opportunities for production, transmission, maintenance and support, and archiving.

15. Staff transition planning

- ✓ no bench in research, legal
- ✓ LSD has branchwide responsibilities, what do LFD and LAD offer
- ✓ space issues, etc.

The 2005 Legislature provided a Retirement Reserve Account in order to buffer the Legislative branch budget from high payouts and ease the hiring of replacement staff. Currently, the budget is approx. \$300,000 and the 2009 Legislature declined to bring it up to previous levels. It should still provide a buffer for the impending retirements, but the Council will need to consider the needs of the 12-13 biennium for funding in the 2011

session.

The 2009 Legislature also provided the Legislative Services Division with 2 FTE and the Legislative Fiscal Division with 2 FTE. Management staff has been working on transition planning. For the legal division, 6 attorneys are eligible to retire, at least 2 of which are anticipated prior to next session. In addition, an indexer has retired but we were able to contract for that service leaving an additional FTE for the legal division. For the research division, there are 2 FTE that are eligible for retirement this biennium, and 3 the following biennium.

- ✓ Hiring 2 new attorneys in fall '09 (1 indexer FTE and 1 new FTE). One at entry level and one advertising for an attorney with experience in state budget and finance. This will enable us to reallocate the work duties in anticipation of the legal director retiring. Work duties include expertise in state finance and support of the Fiscal Division, writing legal opinions, bill drafting, and legislative rules expertise. By recruiting an experienced attorney in the fall of '09, the person may be interested in applying for the Legal Director position and have greater familiarity with the legislature. In addition, we have offered that any current attorney that wants to is encouraged to take management training courses.
- ✓ Other initiatives include requesting the Legislative Council to appoint an Assistant Code Commissioner from existing staff to guide the new Legal Director through their first session and codification and annotations process. We also created a legal intern position for the 2009 session to assist in the recruitment of new attorneys that would have some legislative experience.
- ✓ Hiring 1 new researcher in fall '09 (new FTE) advertising for experience in state budget and finance. This new researcher will work with the current revenue staff (research analyst, attorney, and LFD) in a junior capacity so that there can be training and transmission of knowledge while experienced staff is still on board. It provides additional resources to the legislature in this area. Additionally, we anticipate that this researcher can assist with school funding policy.
- ✓ Pursuing the code update/bill drafting replacement. This effort is to replace aging computer equipment, but also to capture the knowledge of the legal director, an attorney with computer expertise, an editor, the IT director who does the mainframe work, the document processing technician who performs many of the conversion processes that take the bills into the MCA and prepare for publication, and others involved in the process. An RFP will be let for a contractor to document the business processes and system requirements to capture the institutional knowledge and prepare us for the replacement of the computer equipment.
- ✓ In many other areas, as staff prepares to retire and new staff is hired, training and manuals are being written and updated and processes are being documented. When it involves information technology, we are changing the composition of the staff to provide more assistance to all three division in systems analysis which includes documenting business processes. This is imperative with the potential retirements that may be faced by the Fiscal Division and the numerous systems that have not been created, maintained, or

supported by the IT staff in the past.



## 2005-2006 PLANNING SESSION RESULTS

1. Provide for statewide expansion of TVMT coverage.
  - 2007 session streamed by HCTV to Helena and the 7 other largest communities in Montana through Bresnan Communications and to approximately 18 other communities. (2009 session used satellite transmission to 46 communities)
2. Examine fiscal note process; transfer process to Legislative Branch
  - SB 66 to revise fiscal note laws (not to transfer to Leg. branch) was requested and sponsored by the Legislative Council and died in the process in 2007. (In 2009, SB 18 was successful.)
3. Push forward with technology improvements.
  - \$225,000 funding for laptops for legislators for the 2007 Legislative Session was included in the Feed Bill, and a \$75,000 biennial appropriation for the 2009 Legislative Session in the HB 2 from the May Special Session. The 2009 budget request was amended out and will need to be in the 2011 Feed Bill.)
  - The Computer System Reserve Account has been successful in its purpose. The Council authorized expenditures of approximately \$1 million to replace the vote systems in the House and the Senate which was successfully completed prior to the 2009 session. The Council had approved a budget proposal to add to the account for the next project of the code update and bill drafting systems which was rejected. There is sufficient budget in the account to perform a business processes and system requirements study and any proposal will be brought to the Legislative Council for approval.
4. Increase public awareness of legislative issues. Create a position to conduct and coordinate public outreach.
  - Comment was offered that it is already being done. The 2007 Legislature approved 1 FTE for a legislative information officer to assist in these efforts and an information officer was hired in October 2007.
5. Create a mentoring program for new legislators.
  - No action taken.
6. Increase training opportunities for legislators.
  - LC approved a 2009 biennium proposal for participation in both NCSL and CSG (8 members for each per year). Dues were approved for both also. (Also passed 2009 Legislature.)
  - LC, State Bar and UM School of Law cosponsored the 2005 and 2007 Law School for Legislators.
  - November 2004, 2006, 2008 - Legislative Council sponsored legislative rules workshops

- November 2004, 2006, 2008 - Legislative Council sponsored and Legislative Services Division conducted new legislator orientation sessions.
  - A Chairman Orientation was also held in the fall of 2006 and 2008 in conjunction with the Rules Committees.
7. Develop methods for legislators to share information obtained by attending interstate activities.
    - No action taken (appropriation for interstate participation was approved).
  8. Create a televised program about the Montana Legislature to inform the public about the role of the legislature
    - No formal action taken but between the relationship with TVMT and the new legislative information officer a proposal may be more likely to succeed in the future.
  9. Increase legislator participation in the interim committee process by increasing the number of committees.
    - HB 80, which included the separation of the Education and Local Government content areas from the education and Local Government Interim Committee failed in the 2007 legislature. Two statutory committees were created (water policy and fire suppression, two study bills (local government special purpose districts and property tax revaluation) and a \$200,000 appropriation (mental health study) was passed.
    - Additional interim committees or separation of policy areas into different committees would require legislation and an appropriation.
    - There was significant action during the 2009 Session regarding interest in additional committees, few were successful (Water Policy Committee).
  10. Develop plan for staff transition.
    - House Bill 139 established a Legislative Branch retirement termination reserve account in the state special revenue fund. Money deposited into the account is statutorily appropriated to the Legislative Services Division to be used for staff retirement termination pay. For the 2009 biennium \$400,000 of general fund is to be transferred into the account.
    - Currently management staff is analyzing the need for additional professional staff positions (attorneys/research analysts) in the area of school finance, revenue, and state finance. The legal services office is the area most likely to have significant turnover in the next five years.
    - There is currently over \$300,000 in the account and the 2009 Legislature declined to add funding to bring it to \$400,000 as requested by the Council.
  11. Develop proposed budget for interstate participation and a strategy for obtaining the funding.
    - The 2007 Legislature approved dues and participation in NCSL, CSG, Legislative Council on River Governance, and Pacific Northwest Economic Region (PNWER). (2009 approved also.)

12. Develop procedures to allow interested legislators the opportunity to participate in interstate activities.
  - A policy on how to approve funding for individual legislators was prepared for the September 25, 2007 Legislative Council meeting. (Need to revisit)
13. Increase legislator participation in the interim committee process by increasing the size of committees.
  - No action taken. (See Dec. 2005 Tabulation of Results for more information.) Funding should be adjusted accordingly.
14. Develop parliamentary position for the Senate and House.
  - No action taken.

### **2003-2004 - PLANNING SESSION RESULTS**

This list contains the activities that the members indicated a high level of interest from the list of items generated in the strategic planning session. A list of all of the items is available upon request.

1. Provide rules training for new and returning legislators.
  - Rules Workshop and New Legislator Orientation since 2004.
2. Encourage statewide expansion of TVMT
  - Expansion: broadcast in 2003 from 1 full-time and 7 part-time channels to 46 full-time channels in 2009
3. Promote TVMT; reach out to local television stations.
  - On-going efforts
4. Encourage legislators to speak highly of the Legislature and to defend the institution
  - No specific action taken, issue raised again in 2007
5. Educate the public on the role of the Legislature
  - In 2004-2005, efforts on videoconferencing, audio minutes, Back to School Program, Intern Program
  - In 2009, all above efforts continue, 2007 Council authorized Legislative Information Officer to continue these efforts.
6. Commit time and money for legislator training
  - 2007 biennial proposal to include funding for legislator training, and payment of complete dues for NCSL and CSG (successful) (2009 legislature included training and dues funding)

- 2005 Law School for Legislators (sponsored by Bar Association), continued in 2007 and 2009
- 7. Create a mentorship program for new legislators
  - No formal, individual caucuses may have provided their own
- 8. Appropriate sufficient money to achieve goals
  - Submission to 2005 Legislature for 2007 biennium was largely unsuccessful (submission to 2009 legislature was successful).
- 9. Low-cost improvements to the Legislative Branch website
  - 2004 spring survey and subsequent online survey solicited suggestions, many of which were implemented.
- 10. Educate legislators on the real costs of drafting bills.
  - 2004 (and subsequent) legislator orientation included a staff demonstration to emphasize extent of staff resources involved.

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