

APPENDIX A: STAFF FTE DECISION MATRIX

DECISION MATRIX

This document provides a brief description of the State Administration and Veterans’ Affairs (SAVA) Interim Committee’s activities over the course of the interim and is intended as a companion document to the draft work plan. The table provides members with options for allocating their time for assigned studies, statutory duties, and other topics, and planning their work for the interim.

TIME ALLOCATION

There is approximately 1.0 FTE of research staff time available to conduct the work identified by the committee throughout the course of the interim. This matrix is intended to determine the allocation of research staff time for the interim. There is also 0.25 FTE of staff attorney time available, which is primarily allocated to administrative rule review.

ADDITIONAL RESEARCH

Individual members of the committee may seek additional information on issues that fall under the jurisdiction of the committee. Under the rules adopted by the Legislative Council, a staff member may provide up to 16 hours of research for a request that is not included in a committee’s work plan unless the presiding officer of the interim committee approves additional research time.

INSTRUCTIONS

- 1. Review the potential topics, including assigned studies, statutory duties, and any member-suggested topics presented in the work plan or during committee conversation.
- 2. Prioritize the topics you want SAVA to focus on this interim.
- 3. Select the FTE you wish to allocate to each of the topics in which you’re interested. The options you choose should total no more than 1.0 FTE.



AGENCY MONITORING

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)	FTE ALLOCATED
Program Monitoring (pg. 9)		0.05 FTE <ul style="list-style-type: none"> Each agency provides a brief overview during the first SAVA meeting and 1 additional update during the interim SAVA members specify follow-up reports on agency programs 	0.02 FTE <ul style="list-style-type: none"> Each agency provides a brief overview during the first SAVA meeting and 1 additional update during the interim 	<ul style="list-style-type: none"> Must do at least Option C 	
Review of Advisory Councils and Reports (pg. 9)		0.01 FTE* <ul style="list-style-type: none"> Written list of reports and advisory councils Written summary of specific council, commission, or other entity's duties, functions, and operations Agency presentation on work of the specific council or commission <i>*Add 0.01 FTE per additional council, commission, or other entity</i>	0.005 FTE <ul style="list-style-type: none"> Written list of reports and advisory councils 	<ul style="list-style-type: none"> No Action 	
Review of Draft Agency Legislation for Pre-Intro (pg. 9)			0.01 FTE <ul style="list-style-type: none"> Committee reviews legislative proposals from agencies during the July or September 2026 meeting; may authorize drafting of the legislation for pre-introduction 	<ul style="list-style-type: none"> Must do at least Option C 	0.01 FTE
Review of Required Agency Reports (pgs. 10-11)		0.04 FTE <ul style="list-style-type: none"> Receive written copy of each required report Agency presentation of some reports as requested by SAVA members Follow-up information and/or presentations from agencies at the request of SAVA members 	0.02 FTE <ul style="list-style-type: none"> Receive written copy of each required report Agency presentation of some reports as requested by SAVA members 	<ul style="list-style-type: none"> Must do at least Option C 	

PENSION OVERSIGHT

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)	FTE ALLOCATED
Pension Statutory Duties (pg. 12)	0.10 FTE <ul style="list-style-type: none">Options B & CComparison paper to other states on pension-related topic of interest	0.05 FTE <ul style="list-style-type: none">Option COne to two expert panels or presentations on pension-related topic of interest	0.02 FTE <ul style="list-style-type: none">Update Green Sheets each fiscal yearAnnual actuarial valuation presentations from agencies	<ul style="list-style-type: none">Must do at least Option C	
Update of Legislator’s Guide to Montana’s Public Employee Retirement Systems (pg. 12)		0.05 FTE <ul style="list-style-type: none">Agenda time for review of Legislator’s GuideSubstantive updates to the Legislator’s Guide prior to the 2027 Legislative Session	0.02 FTE <ul style="list-style-type: none">Minimal updates to the Legislator’s Guide prior to the 2027 Legislative Session	<ul style="list-style-type: none">Must do at least Option C	

INTERIM STUDIES

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)	FTE ALLOCATED
HJ 48 – “Study of Moving the Date of the Primary Election” (pg. 13-14)	0.50 FTE <ul style="list-style-type: none">All of Options B & CThree to five panels or presentations from state and national election officialsStaff paper and presentation of possible changes to current deadlines and proceduresCommittee legislationFinal report of committee’s work	0.25 FTE <ul style="list-style-type: none">All of Option CTwo to three staff papers or presentationsTwo to three panels of state and national election officialsStaff outline of possible changes to current deadlines and proceduresCommittee legislationBriefing paper of committee’s work	0.10 FTE <ul style="list-style-type: none">One staff paper or presentation on current election calendarOne panel of election officials from across the state (SOS & EAs)Briefing paper of committee’s work	<ul style="list-style-type: none">No Action	
SJ 35 – “Study of Voter List Maintenance and Integrity” (pg. 14)		0.25 FTE <ul style="list-style-type: none">All of Option CTwo to three staff papers or presentationsTwo to three panels of state and national officialsPresentation from NCSL or other national organization about best practices in other statesCommittee legislationFinal report of committee’s work	0.10 FTE <ul style="list-style-type: none">One staff paper or presentation on current MT practices and best practices from other statesOne panel of state entities involved in voter list maintenanceBriefing paper of committee’s work	<ul style="list-style-type: none">No Action	

OTHER COMMITTEE WORK

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)	FTE ALLOCATED
Review of Proposed Statewide Initiatives (pg. 15)			0.02 FTE <ul style="list-style-type: none">Hold meetings as needed to review proposed initiatives referred to SAVAStaff memo prior to the meeting summarizing the proposed initiative	<ul style="list-style-type: none">Must do at least Option C	0.02 FTE
Member Topics* (pg. 15) <i>*FTE must be assigned for <u>each</u> member topic chosen</i>	0.25 FTE <ul style="list-style-type: none">Three to five panels or presentationsThree staff papers, comparative analyses, presentations, or other detailed research products	0.15 FTE <ul style="list-style-type: none">Two to three panels or presentationsTwo staff papers, comparative analyses, presentations, or other detailed research products	0.05 FTE <ul style="list-style-type: none">One panel presentationOne staff paper	<ul style="list-style-type: none">Choose not to take up any member topics	
Emerging Issues (pg. 16)	0.05 FTE <ul style="list-style-type: none">Allocate 0.05 FTE for emerging issues (approx. 100 hours)	0.02 FTE <ul style="list-style-type: none">Allocate 0.02 FTE for emerging issues (approx. 40 hours)	0.01 FTE <ul style="list-style-type: none">Allocate 0.01 FTE for emerging issues (approx. 20 hours)	<ul style="list-style-type: none">Choose not to allocate time for emerging issues	