

Subcommittee Meetings Overview

Note: Any Subcommittee may decide to change these steps at any time

Initial Voting and Information - Agencies Selected, Process Explained, Public Survey, Program Evaluation Report

- Full Committee Meeting - Vote on five agencies for study
- Entry Mtg. w/ Agency - Subcommittee explains process and agency agrees to send public survey to its employees.
- Initial Information Gathered - At the same time, **Public Survey** is opened and **Program Evaluation Report** is sent. Both allow 30 days before a response is due.

Planning and Staff Study - Process Explained Again, Staff Study

- Staff/Agency Meeting - Oversight staff meet with the Agency prior to providing the staff study to reiterate the process explained during the entry meeting with the Subcommittee.
- Staff Study
 - Oversight staff provide the Agency the Staff Study. The Staff Study includes a summary of information gathered.
 - The Agency has 10 business days to provide an agency response to the Staff Study. The Agency is not required to provide a response.
 - The Subcommittee receives the Staff Study and, if one is provided, an agency response. The Staff Study is sent to all House Members for information purposes at the same time the Subcommittee receives it

Subcommittee Study Step 1 - Agency Background

Purpose: Determine *if the intent of the General Assembly is being implemented* (to put into effect according to or by means of a definite plan or procedure) in the agency's mission, vision and strategic plan.

- Meeting 1 - Agency presents **History, Mission, and Strategic Plan**.
 - Agency explains its **strategic plan** (i.e. goals, strategies and objectives and how they satisfy **legal requirements** of agency). Agency also explains **potential negative impacts**
- Meeting 2 - Agency explains **relationships** with other entities which the agency utilizes to accomplish the objectives in its strategic plan. Subcommittee analyzes responses to public surveys, other input submitted online and receives **public comments during the meeting**. Agency Director or other representative is allowed to make closing comments at the end of the meeting.
 - Note: LOC Staff will call all entities the agency lists having a relationship with in its Program Evaluation Report (i.e. partners), send notice about the meeting to all House Members to encourage them to inform their constituents and send a statewide press release announcing the meeting.
- Meeting 3 - Agency presents **resources** available (Employees and Finances) and how the agency allocates the resources to accomplish the objectives in its strategic plan.

Subcommittee Study Step 2 - Agency Performance

Purpose: Determine *if the intent of the General Assembly is being carried out* (to effect or accomplish; complete) by the agency through its performance. Determine *if laws should be continued, curtailed or eliminated*.

- Meeting 4 - Agency explains the **performance** (efficiency and outcome metrics) measures it utilizes for each objective as well as the performance measure results and trends over the past few years. Agency also explains **agency recommendations (law changes and major internal changes) to improve efficiency and outcomes**.

Subcommittee Study Step 3 - Subcommittee Recommendations

Purpose: Determine *if programs should be continued, curtailed or eliminated*.

- Meeting 5 - Agency presents information on which programs it utilizes to achieve each objective in its strategic plan and the Subcommittee performs a **program analysis**. Agency explains **laws that are archaic or do not match with current practices** so the Subcommittee can determine whether to recommend they be continued, curtailed or eliminated. Subcommittee votes on any new Subcommittee recommendations and approves final contents that staff will draft into the Subcommittee Study to be sent to the Full Committee.
- Additional Meetings (Optional) - As necessary during the process as well as for continued discussion of Subcommittee Study Report, if requested by a Subcommittee member after receiving the drafted Subcommittee Study Report.

Additional Information

- Agency staff are encouraged to contact Oversight Committee staff with questions they have at any time.