

STUDY & WORK PLAN

AS ADOPTED ON SEPT. 14, 2017

Prepared for the
State Administration and Veterans' Affairs Interim Committee 2017-18
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Purpose

This paper presents the study plan for the State Administration and Veterans' Affairs Interim Committee based on the committee's discussion and vote to adopt it on September 14, 2017.

NOTE: STAFF HAS ADDED DETAIL ON THE COMMITTEE'S PRIORITIES BY TOPIC (SHOWN AS A PERCENTAGE) AND STAFF TIME TO BE DEDICATED TO THE TOPIC, SHOWN AS A PORTION OF AN FTE. (See Table 3)

A study plan provides committee members and staff with a blue print for structuring the committee's work according to agreed upon topics and priorities. The study questions and the proposed approach to answering these questions are used to set each meeting's agenda items. A study plan also informs interested stakeholders about what to expect during the interim.

The proposed study questions and approach as outlined in Table 1 is organized into a work plan proposal offered at this end of this paper. This work plan is organized by meeting date in Table 2 and by topic in Table 3.

The study and work plan are dynamic working documents subject to changes and refinements as work progresses. As a committee-approved plan, significant changes should not be made without the full committee's consent. Staff works with the presiding officer and vice-presiding officer when finalizing the agenda for each meeting.

Scope

This study plan is based on the committee's discussion during its July 20 meeting. At that meeting, committee members by consensus identified the following study topics and priorities, which are further detailed in this paper.

Tier one - highest priority

- I. Elections - Aging Voting Systems and Common Access Cards
- II. Pension Plans - Actuarial Funding Status and Investments

Tier two - lesser priority

- III. Veterans - Suicide Prevention, Benefit Claims, VA Health Care System (transportation, future of the Miles City nursing home)
- IV. Campaign Contribution Limits (only after court decision is issued)
- V. Local Elections narrow look at one statute on whether a local election is conducted on a partisan or nonpartisan basis
- VI. State Employee Pay Plan - examine vacancy and pay disparity issues
- VII. State Disaster and Emergency planning

TABLE 1 - STUDY PLAN

Study Topic/Questions	Study Plan Approach
I. Elections - Aging Voting Systems	Priority: Tier One (i.e., highest priority)
<p><u>A. ADA systems - AutoMark and other technologies</u></p> <ol style="list-style-type: none"> 1. What are the current statutes on ADA voting systems and the certification process? 2. What is the ES&S AutoMark machine, how is it currently used in Montana, and how are they maintained or do they need to be replaced with another system? 3. What are the feasible alternatives for maintaining or replacing the AutoMark machines? 4. What are the cost and funding options? 5. Is legislation needed/desirable? If so, what legislation does the committee wish to pursue as a final recommendation? If legislation is not needed or desirable, does the committee wish to make a recommendation for a certain non-legislative course of action? <p><u>B. Vote tabulation systems (e.g., optical scan systems)</u></p> <ol style="list-style-type: none"> 1. What are the current statutes on vote tabulation systems and the certification process in Montana? 2. What voting systems are used by Montana's counties? And, what is their current condition (i.e., what are the maintenance and/or replacement needs)? 3. What do are the associated costs and funding options? 4. Is legislation needed/desirable and if so, what options are available? Which option(s) does the committee wish to pursue (i.e., final recommendations)? <p><u>C. Common access cards and digital signature verification</u></p> <ol style="list-style-type: none"> 1. Can the use of common access cards and digital signature verification (as recommended by a CSG working group) be used to make voting in Montana more "user friendly"? 2. If so, what legislation could SAVA recommend? 	<p><u>For both ADA and non-ADA voting systems/machines:</u></p> <ol style="list-style-type: none"> a. Demonstrations: <ul style="list-style-type: none"> - election administrators - instructional/training videos - private-sector experts on available systems b. Staff report(s): <ul style="list-style-type: none"> - current statutes - system certification criteria (Sec. of State's role) - need for and use of voting systems in each county - issues and options regarding maintaining/replacing the systems c. Special presentations (e.g., individual testimony and/or panel discussions): <ul style="list-style-type: none"> - NCSL - other states, available technologies, funding options - county election administrators - private-sector system experts, ES&S and various other vendors - county officials and finance officers d. Committee work sessions <ul style="list-style-type: none"> - identification of issues appropriate for legislative action - selection of options for further analysis - preliminary recommendations - final recommendations

Study Topic/Questions	Study Plan Approach
II. Pension Plans - Actuarial Funding Status	Priority: Tier One (i.e., highest priority)
<p><u>A. Background and education</u></p> <ol style="list-style-type: none"> 1. What are the key actuarial assumptions and how are they set? 2. What is the actuarial funding status of each pension plan (special attention to any unsound systems following the Nov. 2017 actuarial valuations)? <p>* Special presentations from experts from NCSL, CSG, the private sector, and others to inform the committee on investments of pension plans in other states to see if we need to adjust our approach in Montana. What could we do better? Perhaps a panel in January. Scope should be narrowed to those states that compare best with Montana.</p> <p>THIS TO BE DISCUSSED BY FULL COMMITTEE AT SAVA MEETING ON NOVEMBER 14, 2017</p>	<ol style="list-style-type: none"> a. Staff reports and presentations <ul style="list-style-type: none"> - Legislator's Guide - Green Sheets - Actuarial Association Professional Guidelines/Standards - NCSL and other National Association fact sheets and comparisons with other states b. Presentations on actuarial valuation results (e.g., briefings from MPERA and TRS) <u>*Include history of legislative changes.</u> c. Presentations on MPERA and TRS experience studies (MPERA and TRS staff). d. *Special presentations upon request of the committee
<p><u>B. Issues and options identification</u></p> <ol style="list-style-type: none"> 1. Are legislative changes needed to maintain actuarial soundness? 2. If so, what options for legislative action should be further analyzed? 	<ol style="list-style-type: none"> a. Staff report on issues and options b. Stakeholder comments c. Committee work session(s) to instruct staff on what additional information should be provided
<p><u>C. Committee recommendations</u></p> <ol style="list-style-type: none"> 1. Does the committee wish to recommend specific legislation? 2. If so, what should be provided for in the legislation? 3. What informational material should be made available for the 2019 Session? 	<ol style="list-style-type: none"> a. Committee work session - instructions for drafting legislation (if any) b. Committee work session - final revisions and adoption of legislation (if any) c. Committee work session - final revisions and adoption of Legislator's Guide, guiding principles as required by statute, and any other materials SAVA deems would be valuable for the 2019 Session (e.g., the "green sheets")

Study Topic/Questions	Study Plan Approach
III. Veterans - Suicide Prevention, Benefit Claims, VA Health Care System	Priority: Tier Two (i.e. lesser priority)
<p><u>A. Suicide Prevention</u></p> <p>1. Education and background on state, VA, and MT National Guard Programs</p> <p>* Continue to monitor as programs are implemented in case changes are needed.</p>	<p>a. Informational briefings</p> <ul style="list-style-type: none"> - State suicide prevention program, DPHHS - Juliana Hallows, VA suicide prevention coordinator - MT National Guard suicide prevention program
<p><u>B. Benefit Claims</u></p> <p>1. Education and background <u>*Do this as a staff white paper</u></p> <p>a. What is the role of state Veteran Service Officers and how are they trained and certified?</p> <p>b. How do veterans file claims without using a state VSO?</p> <p>2. Are there legislative issues the committee could address to help ensure veterans are getting quality benefit claims services through certified VSOs?</p> <p>3. If there are legislative issues the committee wishes to address, how would the committee like to address them ?</p>	<p>a. Informational briefings <u>*(after SAVA receives staff white paper)</u></p> <ul style="list-style-type: none"> - MVAD - VA - Other stakeholders <p>b. Staff issues and options paper (if the committee identifies issues that may be addressed legislatively) <u>*Include this as part of staff white paper</u></p> <p>c. Stakeholder comments</p> <p>d. Committee work session(s) on whether there are legislative issues, and if so, how the committee would like to address those issues?</p>
<p><u>C. VA Health Care System</u></p> <p>1. Future of Miles City nursing home</p> <p>2. Transportation issues <u>*(done at 9/14/17 mtg)</u></p> <p>3. Report on steering committee about allocation of VA health care resources in VISN 19 (Rocky Mountain Network)</p>	<p>Informational briefings</p> <ul style="list-style-type: none"> - VA speaker on nursing home in Miles City - VA and DAV speakers on transportation - Joe Foster, administrator of MVAD, report on latest developments regarding the VISN 19 steering committee activities <p>* Staff white paper on VA health care system in VISN 19</p> <p>** White paper and info. briefing from Montana Medical Association (Ms. Branscum) to be presented to SAVA at a meeting in Spring 2018</p> <p>- SAVA is especially interested in update on Vet Choice II</p>

Study Topic/Questions	Study Plan Approach
IV. Campaign Contribution Limits	Priority: Tier Two (i.e. lesser priority)
Information and updates to SAVA when a court decision has been made	b. Briefings and invited testimony <u>* after a court decision has been made</u>
<u>B. Corridors</u> 1. Does the committee wish to recommend legislation? 2. If so, what would be provided for in the legislation?	a. Stakeholder comments b. Committee work session on whether to recommend legislation? b. If the committee chooses to recommend legislation, work session to take public comment and finalize bill draft(s)
V. Local Election Statutes - inconsistencies	Priority: Tier Two (i.e. lesser priority)
<u>C. Partisan or nonpartisan municipal and county elections</u> 1. What are the statutory provisions concerning whether a municipal or county election must be held on a partisan or nonpartisan basis? 2. Should these statutory provisions be changed in some way, and if so, how?	a. * Targeted focus. Staff to identify where a statutory fix could be done and committee's time would be narrowed to this fix. b. Stakeholder comment c. Committee work session(s)

Study Topic/Questions	Study Plan Approach
VI. State Employee Pay Plan - monitoring	Priority: Tier Two (i.e. lesser priority)
<p><u>A. Background and education</u></p> <ol style="list-style-type: none"> 1. What is the broadband pay plan? 2. How are positions classified? 3. What were the findings of recent legislative studies? 4. What were the most recent legislative changes? 	<ol style="list-style-type: none"> a. Staff background brief <ul style="list-style-type: none"> - LFC's previous study and findings - recent legislative changes from 2015 and 2017 Sessions b. *Information briefings from the Department of Administration, classification and pay staff <ul style="list-style-type: none"> - classification factors - broadband concepts - recruitment and retention, vacancies, and pay disparity issues, including with prison guards. c. Stakeholder comments d. Committee work session(s) if committee decides to develop recommendations for the 2019 Session
<p><u>B. Correctional officers classification and pay (*Combined with overall pay plan information under VI. A.)</u></p> <ol style="list-style-type: none"> 1. What is the current pay rate for correctional officers? 2. What are the challenges related to pay levels for these officers? 3. What options should the legislature consider? 	<p>Staff to check in with Sen. Wolken and Law and Justice Interim Committee about how the LJIC may be addressing this issue, especially staff shortages at correctional facilities. Info. to be shared with SAVA just for informational purposes.</p>

Study Topic/Questions	Study Plan Approach
<u>NEW TOPIC VII. Disaster and Emergency Services</u>	<u>Priority: Tier Two (i.e. lesser priority)</u>
<p><u>A. Background and education</u></p> <ol style="list-style-type: none"> 1. State plans compared to actual local readiness and related issues <p><u>B. Committee options/recommendations</u></p> <ol style="list-style-type: none"> 1. Could legislation, such as a study resolution, address some of these concerns? 2. If so, what should SAVA recommend? 	<ol style="list-style-type: none"> a. Staff background briefing paper b. Informational briefing from DES and related state and local agencies c. Exchange information with Local Gov't Interim Committee, which is studying first responders under two study resolutions (HJR 25 - municipal fire departments, and SJR 21 - EMTs and volunteer firefighter systems) d. Stakeholder comments e. Committee work session(s) if committee decides to develop recommendations for the 2019 Session

TABLE 2 - Work Plan - By Meeting Date

Meeting Date	Main Agenda Items
Nov. 14, 2017	<ul style="list-style-type: none"> - Elections - aging voting systems, AutoMark and ADA issue identification - Pension plans - actuarial valuations and staff report on actuarial assumptions including legislative history DISCUSS JAN. INVESTMENT PANEL - Veteran issues - staff white paper and info. briefing on veterans benefit claims process, VA health care system (report on Miles City and VISN 19 steering committee)
Jan. 18, 2018	<ul style="list-style-type: none"> - Elections - Common Access Cards and digital signatures - Pensions - special panel of experts (NCSL, CSG, private sector, other if appropriate) to address what other comparable states are doing and whether Montana could be addressing funding issues differently/better
March 22, 2018	<ul style="list-style-type: none"> - Elections - aging voting systems - special presentations (NCSL, private sector vendors, election administrators, county finance, secretary of state's office) - Campaign contribution issues <u>*(only if a court decision has been made)</u> - State employee pay plan - staff report and agency info. briefings
May 17, 2018	<ul style="list-style-type: none"> - Elections - aging voting systems - followup from March - begin developing preliminary recommendations - State employee pay plan - any followup from March - Disaster and Emergency Services, background and agency info. - Info. briefing on Interstate compact for Military Children - Review any agency legislative concepts ready for SAVA review and authorization for bill drafting
July 19, 2018	<ul style="list-style-type: none"> - Elections - aging voting systems - further work on recommendations - Pension plan actuarial funding - TRS experience study, further information and committee discussion on pension funding issues - Disaster and emergency services - any followup - Review any agency legislative concepts ready for SAVA review and authorization for bill drafting
Aug. 23, 2018	<ul style="list-style-type: none"> - Review all remaining agency legislative concepts ready for SAVA review and authorization for bill drafting - Review and adopt any final reports and committee legislation
Nov., 2018 (date TBD, coordinate with session orientation)	<p>Pension plans</p> <ul style="list-style-type: none"> - Review actuarial valuations - Finalize any committee legislation on pensions - Review and adopt legislators guide, green sheets, and any other materials for legislators on pension plans for 2019 Session

TABLE 3 - Work Plan - By Topic

Topic % committee time	Meeting Dates and Agenda Items	Estimated portion of 1 FTE
<p>Election Systems</p> <p>25%</p>	<p>Nov. 14, 2017</p> <ul style="list-style-type: none"> - More info. on AutoMark, other voting systems used in Montana - Issue identification for further analysis <p>Jan. 18, 2018</p> <ul style="list-style-type: none"> - Common Access Cards and digital signatures, staff background brief, invited testimony, analysis of identified issues <p>March 22, 2018</p> <ul style="list-style-type: none"> - Special expert testimony (NCSL, private vendors, other states, election administrators) <p>May 17, 2018</p> <ul style="list-style-type: none"> - Develop preliminary recommendations, instructions on any bill drafts <p>July 19, 2018</p> <ul style="list-style-type: none"> - Finalize recommendations 	<p>.20</p>
<p>Pension Plans</p> <p>25%</p>	<p>Nov. 14, 2017</p> <ul style="list-style-type: none"> - Receive reports on actuarial valuations - Identify issues for further analysis - *DISCUSS JANUARY PENSION INVESTMENT PANEL <p>Jan. 18, 2018</p> <ul style="list-style-type: none"> - Followup on information requests from Nov. meeting - Special panel of experts (NCSL, CSG, private sector, other if appropriate) to address what other comparable states are doing and whether Montana could be addressing funding issues differently/better <p>July 19, 2018</p> <ul style="list-style-type: none"> - Report on TRS experience study - Identify issues for further analysis/info. requests <p>Aug., 2018</p> <ul style="list-style-type: none"> - Follow up on information requests from July meeting - Develop framework for any committee pension legislation <p>Nov., 2018</p> <ul style="list-style-type: none"> - Review new actuarial valuations - Review "green sheets" - Adopt guiding principles - Review and approve Legislator's Guide to Montana's Public Employee Retirement Systems - Finalize any committee pension legislation 	<p>.25</p>
<p>Veterans' Affairs</p> <p>15%</p>	<p>Nov. 14, 2017</p> <ul style="list-style-type: none"> - Staff white paper on benefit claims process, role of state veteran services officers, claims processing at VA - Info. briefing on status of VA health care system changes, such as closure of Miles City nursing home <p>March 22, 2018</p> <ul style="list-style-type: none"> - Hear from Montana Medical Association about Vet Choice II and any other related VA health care issues <p>July 19, 2018</p> <ul style="list-style-type: none"> - Committee to finalize any recommendations or legislation 	<p>.20</p>

Topic % committee time	Meeting Dates and Agenda Items	Estimated portion of 1 FTE
State Employee Pay Plan 10%	March 22, 2018 <ul style="list-style-type: none"> - Staff report, background on LFC study, status of implementation of changes, what LJIC may be doing to address pay issues for correctional officers - Dept. of Administration - briefings on recruitment, retention, vacancies, and pay disparity issues, including with prison guards. May 17, 2018 <ul style="list-style-type: none"> - Followup from March, any preliminary recommendations July 19, 2018 <ul style="list-style-type: none"> - Finalize recommendations, if any 	.1
State Disaster and Emergency planning 10%	March 22, 2018 <ul style="list-style-type: none"> - Staff report, background on DES - Invited testimony May 17, 2018 <ul style="list-style-type: none"> - Followup from March, any preliminary recommendations July 19, 2018 <ul style="list-style-type: none"> - Finalize recommendations, if any 	.1
Statutory Oversight Duties 10%	All Meetings - Rule Review Agenda Item May 17, 2018 <ul style="list-style-type: none"> - Info. briefing on Interstate compact for Military Children July 19, 2018 - Begin reviewing agency legislative proposals/agency reports <ul style="list-style-type: none"> - Dept. of Administration - Dept. of Military Affairs and Board of Veterans' Affairs - Secretary of State's Office - Commissioner of Political Practices Aug. 23, 2018 - Finish review of agency legislative proposals <ul style="list-style-type: none"> - Any follow up from agencies listed in July - Public Employees' Retirement Board - Teachers' Retirement Board Nov. 2018 <ul style="list-style-type: none"> - Any adjustments to or new proposals by PERB and TRB proposals 	.1
Campaign Contribution Limits 2.5%	<u>*Information and updates if a court decision has been made</u> <i>If discussions yield further information requests or a request for committee legislation, this may be added to the agenda and meeting schedule subject to committee approval.</i> July 19, 2018 <ul style="list-style-type: none"> - Committee to finalize any recommendations or legislation 	.05
Statutory Housekeeping Issues 2.5%	May 17, 2018 Staff briefings focused on the key issues and statutes in question <ul style="list-style-type: none"> - statute on determining local partisan or nonpartisan elections - statute on filling U.S. Senate and U.S. House vacancies - statute concerning SAVA/LJIC oversight of Office of Public Defender July 19, 2018 <ul style="list-style-type: none"> - Finalize any bill drafts/recommendations 	.1
100%	9 Meeting Days (counting July and September 2017)	1 FTE