

# DETAILED WORK PLAN

For the State Administration and Veterans' Affairs Interim Committee  
As adopted on Sept. 3, 2019

This document is for planning purposes and subject to change as directed by the committee.  
The first section shows the work plan BY TOPIC.  
The second section shows the work plan BY MEETING DATE.

## SECTION 1 - BY TOPIC

HJ 3 - Accessible Elections/HAVA/Security - .25 FTE		
Date	Study Phase	Agenda Items
Sept. 3, 2019	Background	<p>Accessibility</p> <ul style="list-style-type: none"> <li>○ Staff: overview of SAVA's previous work</li> <li>○ Expert testimony: legal framework for accessible elections</li> <li>✓ <b>Committee decision and prep for Oct. 29 meeting</b> - Staff to coordinate with stakeholders to conduct survey for data on accessibility especially for school and special district elections. Committee identified desired data and information. Staff will include other stakeholders and DRM/disabled community in developing survey and coordinate with those conducting the survey.</li> </ul> <p>HAVA/Security</p> <ul style="list-style-type: none"> <li>○ Update from Sec. of State's Office</li> <li>○ Update from county election administrators</li> </ul>
Oct. 29, 2019	Issues & Options	<p>School, special district, and municipal elections</p> <ul style="list-style-type: none"> <li>○ Staff: applicable statutes, rules</li> <li>○ Panel: Data, training, ID concerns/challenges, survey results</li> <li>✓ <b>Committee:</b> discussion and decisions to identify issues for further research and/or potential legislation</li> </ul>
Dec. 3, 2019	Options Analysis - Preliminary Recommendations	<p>Accessibility/HAVA/Security</p> <ul style="list-style-type: none"> <li>○ Staff: discussion bill draft based on draft from last interim - additional work with stakeholders</li> <li>○ Expert panel: disabled electors, advocates, and election administrators - comments on draft</li> <li>○ Incorporate into discussion and potential action any HAVA/Security Issues, as appropriate</li> <li>✓ <b>Committee:</b> instructions/decisions to revise bill draft(s)</li> </ul>
Jan. 17, 2020		No agenda item
Feb. 27, 2020		No agenda item
March 25, 2020		No agenda item
June 17, 2020	Finalize Recommendations	<ul style="list-style-type: none"> <li>○ Any follow-up research/testimony</li> <li>○ Final hearing on bill draft(s)</li> <li>✓ <b>Committee:</b> adopt committee bill, if appropriate</li> </ul>
Aug. 25, 2020	Final Report	<ul style="list-style-type: none"> <li>○ Staff review of final report/ draft or conceptually</li> <li>✓ <b>Committee:</b> adopt final report/ draft or conceptually</li> </ul>

## HJ 23 - Veterans' Services - .25 FTE

Date	Study Phase	Agenda Items
Sept. 3, 2019	Background	<ul style="list-style-type: none"> <li>○ Staff: background, structure &amp; funding history, and HB 172</li> <li>○ MVAD: overview of MVAD currently</li> <li>○ Ravalli County: structure and funding of their office</li> </ul>
Oct. 29, 2019	Background and Issue ID	<ul style="list-style-type: none"> <li>○ Meeting focus: Training and certification requirements</li> <li>○ Staff: big picture, initial info on other states</li> <li>○ MVAD/Ravalli County: caseloads, power of attorney data, other performance measures</li> <li>○ Panel: National VSO and State Directors Associations - role of Veteran Service Organizations</li> <li>✓ <b>Committee:</b> discussion and decisions to identify the key issues for further analysis, decide on panel for Dec. 3</li> </ul>
Dec. 3, 2019	Issues & Options	<ul style="list-style-type: none"> <li>○ Panel of Experts -- models in other states</li> <li>○ Staff: review research on other states, options for next steps</li> <li>✓ <b>Committee:</b> select options for further consideration</li> </ul>
Jan. 17, 2020		No agenda item on HJ 23 - legislative week
Feb. 27, 2020		No agenda item on HJ 23 - lobbying subcommittee
March 25	Preliminary Recommendations	<ul style="list-style-type: none"> <li>○ Staff: follow-up research as requested at Jan. meeting</li> <li>○ Stakeholder testimony</li> <li>✓ <b>Committee:</b> adopt preliminary recommendations - instructions for bill draft, if appropriate</li> </ul>
June 17, 2020	Finalize Recommendations	<ul style="list-style-type: none"> <li>○ Any follow-up research/testimony</li> <li>○ Final hearing on bill draft(s)</li> <li>✓ <b>Committee:</b> adopt committee bill, if appropriate</li> </ul>
Aug. 25, 2020	Final Report	<ul style="list-style-type: none"> <li>○ Staff review of final report/ draft or conceptual</li> <li>✓ <b>Committee:</b> adopt final report/ draft or conceptual</li> </ul>

## Emerging/Member Issues - .25 FTE (.125 FTE to Lobbying)

Date	Study Phase	Agenda Items
Sept. 3, 2019	Background and Issue ID  Info Briefing	Lobbying <ul style="list-style-type: none"> <li>○ COPP: background briefing - issue identification</li> <li>✓ <b>Committee:</b> discussion/decisions on scope of examination</li> </ul> State Lottery and Sports Wagering Commission <ul style="list-style-type: none"> <li>○ Update on implementation of HB 725, legalizing sports wagering</li> </ul>
Oct. 29, 2019	Info Briefing	Montana Heritage Center - update/progress report - Dept. of Administration  Sports Betting - information from agency on legal analysis re: why not doing an RFP and action item for SAVA to either object to rules and/or provide comment on RFP
Dec. 3, 2019	Background and Issue ID	Ballot Interference Prevention Act (BIPA) <ul style="list-style-type: none"> <li>○ Staff overview of current law</li> <li>○ Stakeholder panel - COPP, SOS, county election administrators</li> <li>✓ <b>Committee:</b> request any additional information for next meeting,</li> </ul>
Jan. 17, 2020	Issues/Options ID & Analysis	Ballot Interference Prevention Act (BIPA) <ul style="list-style-type: none"> <li>○ Follow-up information as requested at Dec. 3 meeting</li> <li>✓ <b>Committee:</b> next steps, if any</li> </ul> Lobbying <ul style="list-style-type: none"> <li>○ Staff: background briefs on issues identified at Sept 3 meeting, options</li> <li>○ Stakeholder panel - experts and outside speakers</li> <li>✓ <b>Committee:</b> Instructions for discussion bill draft(s) including policy options/choices for the subcommittee to consider when reviewing the discussion bill draft at Feb. meeting</li> </ul>
Feb. 27, 2020	Options Analysis & Preliminary Recommendations	Lobbying - Subcommittee (Sen. Kary, Sen. Ellis, Rep. Bachmeier, Rep. Karjala) Staff: walk through of discussion bill draft(s) <ul style="list-style-type: none"> <li>○ Stakeholder/expert panel: discussion/analysis of options</li> <li>○ Public comment for broad participation</li> <li>✓ <b>Subcommittee:</b> further develop discussion bill draft for next meeting - narrow options</li> </ul>
March 25, 2020	Preliminary Recommendations  Issue ID & Options analysis	Lobbying - Full committee <ul style="list-style-type: none"> <li>○ Staff: review bill draft(s)/issues and options</li> <li>○ Testimony and comment on discussion bill(s)</li> <li>✓ <b>Committee:</b> work session on policy decision points</li> </ul> Signature gathering requirements for initiatives and minor party ballots <ul style="list-style-type: none"> <li>○ Informational briefing, staff and/or Sec. of State's Office</li> </ul>

## Emerging/Member Issues - .25 FTE (.125 FTE to Lobbying)

Date	Study Phase	Agenda Items
June 17, 2020	Info. Briefing  Info., analysis, any Recommendations  Finalize Recommendations	OPI - Education/suicide prevention - children of military families  State flag protocol ✓ <b>Committee:</b> any bill draft recommendations, if appropriate  Signature gathering for ballot issues and party access ✓ <b>Committee:</b> any bill draft recommendations, if appropriate  Lobbying ✓ <b>Committee:</b> finalize bill draft(s)
Aug. 25, 2020	Wrap-up work	Any required follow-up work to finalize emerging/member issues

## Pensions and Statutory Duties - .25 FTE (.20 FTE on pensions)

Date	Duties	Agenda Items
Oct. 29, 2019	Pensions	<ul style="list-style-type: none"> <li>○ Actuarial Valuations - MPERA and TRS</li> <li>○ LFC/subcommittee: update on studies concerning budget stress points related to pensions</li> <li>✓ <b>Committee:</b> SAVA's input/feedback to LFC subcommittee</li> </ul>
Jan. 17, 2020	Pensions  HJ 10	Progress report on LFC budget studies Stress testing reports from MPERA and TRS  Progress Report - voting challenges for American Indians
Feb. 27, 2020		Not on agenda
March 25, 2020		Not on agenda
June 17, 2020		Not on agenda
Aug. 25, 2020	Agency Oversight  HJ 10	Review agency legislation concepts - authorize bill drafting <ul style="list-style-type: none"> <li>○ Dept. of Admin</li> <li>○ Dept. of Military Affairs</li> <li>○ Board of Veterans' Affairs (usually none)</li> <li>○ Sec. of State</li> <li>○ Commissioner of Political Practices</li> </ul> Progress Report - voting challenges for American Indians
Oct. 29, 2020	Pensions	Actuarial Valuations Board of Investments - Summary Report Progress/final report on LFC studies and pension impacts <b>Committee:</b> <ul style="list-style-type: none"> <li>✓ Adopt Legislator's Guide</li> <li>✓ Adopt Green Sheet Summaries</li> <li>✓ Adopt any other information deemed appropriate to provide legislators during session</li> </ul>

## SECTION 2 - BY MEETING DATE

Dates/Topics	Main Agenda Items
<b>Sept. 3, 2019</b>	
HJ 3 - Accessible Elections plus HAVA/Security	<p>Background</p> <ul style="list-style-type: none"> <li>➤ Accessibility               <ul style="list-style-type: none"> <li>○ Staff: overview of SAVA's previous work</li> <li>○ Expert testimony: legal framework for accessible elections</li> </ul> </li> <li>➤ HAVA/Security               <ul style="list-style-type: none"> <li>○ Update from Sec. of State's Office</li> <li>○ Update from county election administrators</li> </ul> </li> </ul>
HJ 23 - Veterans' Affairs	<p>Background</p> <ul style="list-style-type: none"> <li>○ Staff: background report and HB 172</li> <li>○ MVAD: overview of MVAD currently</li> <li>○ Ravalli County: structure and funding of their office</li> </ul>
Emerging/Member Issues	<p>Lobbying - Background &amp; Issue ID</p> <ul style="list-style-type: none"> <li>○ COPP: background briefing - issue identification</li> <li>✓ <b><u>Committee:</u></b> discussion/decisions on scope of examination</li> </ul> <p>State Lottery and Sports Wagering Commission</p> <ul style="list-style-type: none"> <li>○ Update on implementation of HB 725, legalizing sports wagering</li> </ul>
<b>Oct. 29, 2019</b>	
HJ 3 - Accessible Elections plus HAVA/Security	<p>Background &amp; Issue ID</p> <ul style="list-style-type: none"> <li>➤ School, special district, and municipal elections               <ul style="list-style-type: none"> <li>○ Staff: applicable statutes, rules</li> <li>○ Panel: Data, training, ID concerns/challenges, options for further analysis</li> <li>✓ <b><u>Committee:</u></b> discussion and decisions to identify issues/options for discussion bill draft</li> </ul> </li> </ul>
HJ 23 - Veterans' Affairs	<p>Background &amp; Issue ID</p> <ul style="list-style-type: none"> <li>○ Staff: data and research - big picture, initial info on other states</li> <li>○ MVAD/Ravalli County: caseloads, power of attorney data, other performance measures</li> <li>○ Panel of experts: American Legion, VFW, etc. National Assoc. of County VSOs, National Assoc. of State Directors of Veterans' Affairs</li> <li>✓ <b><u>Committee:</u></b> discussion and decisions to identify the key issues for further analysis, decide on information desired from other states and/or county models for December meeting</li> </ul>
Statutory duties	<p>Pensions</p> <ul style="list-style-type: none"> <li>○ Actuarial Valuations - MPERA and TRS</li> <li>○ LFC/subcommittee: update on studies concerning budget stress points related to pensions</li> <li>✓ <b><u>Committee:</u></b> SAVA's input/feedback to LFC subcommittee</li> </ul>
Emerging/Member Issues	<p>Montana Heritage Center - update/progress report - Dept. of Administration</p> <p>Sports Betting - information from agency on legal analysis re: why not doing an RFP and action item for SAVA to either object to rules and/or provide comment on RFP</p>

Dates/Topics	Main Agenda Items
<b>Dec. 3, 2019</b>	
HJ 3 - Accessible Elections	Issues & Options - Preliminary Recommendations <ul style="list-style-type: none"> <li>○ Staff: discussion bill draft(s) based on draft from last interim - additional work with stakeholders</li> <li>○ Expert panel: disabled electors, advocates, and election administrators - comments on draft(s)</li> <li>○ Incorporate into discussion and potential action any HAVA/Security Issues, as appropriate</li> <li>✓ <b>Committee:</b> instructions/decisions to revise bill draft(s)</li> </ul>
HJ 23 - Veterans' Affairs	Issues & Options <ul style="list-style-type: none"> <li>○ Training and certification requirements</li> <li>○ Panel of Experts - models in other states</li> <li>✓ <b>Committee:</b> select options for further consideration, decide on what other states to invite more information on at Jan. meeting</li> </ul>
Emerging/Member Issues	Ballot Interference Prevention Act (BIPA) <ul style="list-style-type: none"> <li>○ Staff overview of current law</li> <li>○ Stakeholder panel - COPP, SOS, county election administrators</li> <li>✓ <b>Committee:</b> request any additional information for next meeting,</li> </ul>
<b>Jan. 17, 2020 - legislative week - interaction with Legislative Finance Committee/pension issues</b>	
Emerging/Member Issues	Ballot Interference Prevention Act (BIPA) <ul style="list-style-type: none"> <li>○ Follow-up information as requested at Dec. 3 meeting</li> <li>✓ <b>Committee:</b> next steps, if any</li> </ul> Lobbying - Issue Analysis <ul style="list-style-type: none"> <li>○ Staff: background briefs on issues identified at Sept 3 meeting</li> <li>○ Stakeholder panel - experts and outside speakers</li> <li>✓ <b>Committee:</b> Instructions to subcommittee on scope of discussion bill draft to be developed at Feb. meeting</li> </ul>
Statutory Duties	Progress report on LFC budget studies and intersections with pensions Stress testing reports from MPERA and TRS Progress Report - HJ 10 voting challenges for American Indians on living on reservations
<b>Feb. 27, 2020 - Subcommittee</b>	
Emerging/Member Issues	Lobbying - Issues and Options Analysis <ul style="list-style-type: none"> <li>○ Staff: walk through of policy options</li> <li>○ Stakeholder panel: discussion and analysis of options</li> <li>○ Public comment for broad participation</li> <li>✓ <b>Committee/Subcommittee:</b> develop discussion bill draft for next meeting - narrow options</li> </ul>
<b>March 25, 2020</b>	
HJ 23 - Veterans' Affairs	Preliminary Recommendations <ul style="list-style-type: none"> <li>○ Staff: follow-up research as requested at Dec. meeting</li> <li>○ Stakeholder testimony</li> <li>✓ <b>Committee:</b> adopt preliminary recommendations - instructions for bill draft, if appropriate</li> </ul>
Emerging/Member Issues	Lobbying - full committee - Preliminary Recommendations <ul style="list-style-type: none"> <li>○ Staff: presentation of initial discussion bill draft/issues and options from subcommittee work</li> <li>○ Testimony and comment on discussion bill</li> <li>✓ <b>Committee:</b> work session on policy decision points</li> </ul> Signature gathering requirements for initiatives and minor party ballots <ul style="list-style-type: none"> <li>○ Informational briefing, staff and/or Sec. of State's Office</li> </ul>

Dates/Topics	Main Agenda Items
<b>June 17, 2020</b>	
HJ 3 - Accessibility of Elections	Finalize recommendations <ul style="list-style-type: none"> <li>○ Any follow-up research</li> <li>○ Final hearing on bill draft</li> <li>✓ <b><u>Committee:</u></b> adopt committee bill, if appropriate</li> </ul>
HJ 23 - Veterans' Affairs	Refine preliminary recommendations <ul style="list-style-type: none"> <li>○ Staff: presentation of bill draft for discussion - fiscal analysis</li> <li>○ Stakeholder testimony on bill draft</li> <li>✓ <b><u>Committee:</u></b> discuss and revise recommendations as appropriate</li> </ul>
Emerging/Member Issues	Lobbying <ul style="list-style-type: none"> <li>✓ <b><u>Committee:</u></b> finalize any bill draft recommendations, as appropriate</li> </ul> State flag protocol <ul style="list-style-type: none"> <li>○ Initial information briefing</li> </ul> Signature gathering <ul style="list-style-type: none"> <li>○ Any follow-up information requested</li> </ul> OPI - Education/suicide prevention - children of military families <ul style="list-style-type: none"> <li>○ Informational briefing</li> </ul>
<b>Aug. 25, 2020</b>	
Agency oversight	Agency legislative proposals <ul style="list-style-type: none"> <li>✓ <b><u>Committee:</u></b> authorization of agency legislative proposals for drafting</li> </ul>
Final report(s) & recommendations	HJ 3 - accessibility of elections HJ 23 - veterans services HJ 10 - progress report/final report - voting challenges for American Indians Other Issues - if committee took action to develop recommendations <ul style="list-style-type: none"> <li>○ Lobbying</li> <li>○ BIPA</li> <li>○ Signature gathering</li> <li>○ State flag protocols</li> </ul>
<b>Oct. 29, 2020</b>	
Statutory duties/pensions	Actuarial Valuations Board of Investments - Summary Report Progress/final report on LFC studies and pension impacts <b><u>Committee:</u></b> <ul style="list-style-type: none"> <li>✓ Adopt Legislator's Guide</li> <li>✓ Adopt Green Sheet Summaries</li> <li>✓ Adopt any other information deemed appropriate to provide legislators during session</li> </ul>