



2023-2024 WORK PLAN

STATE ADMINISTRATION &
VETERANS' AFFAIRS
INTERIM COMMITTEE

Adopted September 2023

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COMMITTEE WEBSITE

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INTRODUCTION & PURPOSE

PURPOSE OF DRAFT WORK PLAN

This work plan details the State Administration and Veterans' Affairs (SAVA) Interim Committee's study and agency oversight duties for the interim, which runs from July 2023 through September 15, 2024. The adopted work plan reflects the Committee's priorities, as indicated by the amount of time the Committee decided to spend on each of its tasks. Staff uses the work plan to undertake research and arrange presentations related to the Committee's studies and other duties. Stakeholders and other members of the public use the work plan to track various study topics and other items of interest. The work plan is intended to be a fluid document, subject to change during the interim as questions and topics arise and committee decisions are made.

COMMITTEE PROCEDURES AND PUBLIC PARTICIPATION

The SAVA Interim Committee operates under the Rules, Procedures, and Guidelines for Interim Committees adopted by the Legislative Council. As required by law, 10-day advance public notice will be given for all meetings and the public will be given an opportunity to comment on any matter that is within the jurisdiction of the committee. The Presiding Officer may establish time limits for public comments if necessary.

Interested persons may sign up to receive electronic meeting notifications and submit public comment on the SAVA website. Agendas, memos, links, and other information can be found on the SAVA website: <https://leg.mt.gov/committees/interim/sava/>.

COMMITTEE DECISION - COMMITTEE PROCEDURES

At the July 2023 organizational meeting, committee members adopted the [Rules, Procedures, and Guidelines for Interim Committees](#) with the following amendment to item 2 of the "Quorums/Parliamentary Procedures" section:

"Regular meetings are publicly noticed 10 days prior to each meeting. Meetings to consider and vote on statewide initiatives assigned to the committee may be publicly noticed less than 10 days prior to the meeting but no less than 48 hours prior to the meeting."

STATE ADMINISTRATION AND VETERANS' AFFAIRS INTERIM COMMITTEE STATUTORY DUTIES & OBLIGATIONS

OVERVIEW

The State Administration and Veterans' Affairs Interim Committee draws its statutory responsibilities from a number of sources identified below. As applied to SAVA, statutes require the committee to:

1. **Conduct interim studies** as assigned. The committee may recommend to the Legislative Council that a study be assigned to another committee or not be conducted.
2. **Review administrative rules** of the Department of Administration, the Public Employees' Retirement Board, the Teachers' Retirement System Board, the Department of Military Affairs, the Montana Veterans' Affairs Division, the Office of the Secretary of State, and the Commissioner of Political Practices.
3. **Review the statutorily established advisory councils and required reports** of assigned agencies to make recommendations to the next legislature on retention or elimination of any advisory council or required reports (*required only if requested by a member of the interim committee*).
4. **Review legislation** proposed by the Department of Administration, the Public Employees' Retirement Board, the Teachers' Retirement System Board, the Department of Military Affairs, the Montana Veterans' Affairs Division, the Office of the Secretary of State, and the Commissioner of Political Practices. Bills requested by an individual member of the Legislature are not subject to this requirement.
5. **Review proposed statewide initiatives** within the interim committee's subject area and vote to either support or not support the placement of the test of a proposed statewide initiative on the ballot.
6. **Complete additional statutory duties** including oversight of the statewide public pension systems.
7. **Monitor the operation** of the Department of Administration, the Public Employees' Retirement Board, the Teachers' Retirement System Board, the Department of Military Affairs, the Montana Veterans' Affairs Division, the Office of the Secretary of State, and the Commissioner of Political Practices with specific attention to the following:
 - a. identification of issues likely to require future legislative attention;
 - b. opportunities to improve existing law through the analysis of problems; and
 - c. the experiences of Montana's citizens with the agency and whether these experiences may be amenable to improvement through legislative action.
8. (Committee driven): **Prepare bills and resolutions** that, in the committee's opinion, the welfare of the state may require for presentation to the next regular legislative session. An interim committee may, by vote, request four bill drafts on a partisan basis and an unlimited number of bill drafts on a bipartisan basis.

GENERAL DUTIES FOR ALL INTERIM COMMITTEES

Section 5-5-215, MCA, outlines the general duties of all interim committees.

5-5-215. Duties of interim committees.

- 1) Each interim committee shall:
 - a. review administrative rules within its jurisdiction;
 - b. subject to 5-5-217(3), conduct interim studies as assigned;

- c. monitor the operation of assigned executive branch agencies with specific attention to the following:
 - i. identification of issues likely to require future legislative attention;
 - ii. opportunities to improve existing law through the analysis of problems experienced with the application of the law by an agency; and
 - iii. experiences of the state's citizens with the operation of an agency that may be amenable to improvement through legislative action;
 - d. review if requested by any member of the interim committee, the statutorily established advisory councils and required reports of assigned agencies to make recommendations to the next legislature on retention or elimination of any advisory council or required reports pursuant to 5-11-210;
 - e. review proposed legislation of assigned agencies or entities as provided in the joint legislative rules;
 - f. accumulate, compile, analyze, and furnish information bearing upon its assignment and relevant to existing or prospective legislation as it determines, on its own initiative, to be pertinent to the adequate completion of its work; and
 - g. review proposed **ballot statewide** initiatives **as defined in [section 1]** within the interim committee's subject area and vote to either support or not support the placement of the text of **an the proposed statewide** initiative on the ballot in accordance with **13-27-202 [section 13]**.
- 2) Each interim committee shall prepare bills and resolutions that, in its opinion, the welfare of the state may require for presentation to the next regular session of the legislature. **An interim committee may by vote request four bill drafts on a partisan basis and an unlimited number of bill drafts on a bipartisan basis.**
- 3) The legislative services division shall keep accurate records of the activities and proceedings of each interim committee.
- 4) **As used in this section:**
- a. **"bipartisan basis" means a vote in which members from more than one party vote to request a bill draft; and**
 - b. **"partisan basis" means a vote in which members from only one party vote to request a bill draft.**

**The changes in bold reflect enacted legislation from the 2023 Legislature: changes in subsection (1)(g) are from Senate Bill No. 93; changes in subsection (2) and new subsection (4) are from Senate Bill No. 176.*

STATE ADMINISTRATION AND VETERANS' AFFAIRS INTERIM COMMITTEE DUTIES

Section 5-5-228, MCA, provides specifically for the State Administration and Veterans' Affairs Interim Committee's powers and duties.

5-5-228. State administration and veterans' affairs interim committee.

- 1) The state administration and veterans' affairs interim committee has administrative rule review, draft legislation review, program evaluation, and monitoring functions for the public employee retirement plans and for the following executive branch agencies and, unless otherwise assigned by law, the entities attached to the agencies for administrative purposes:
 - a. department of administration, except:

- i. the state compensation insurance fund provided for in 39-71-2313, including the board of directors of the state compensation insurance fund established in 2-15-1019;
 - ii. the Montana tax appeal board established in 2-15-1015;
 - iii. the division of banking and financial institutions; and
 - iv. the office of state public defender;
 - b. department of military affairs; and
 - c. office of the secretary of state.
- 2) The committee shall:
- a. consider the actuarial and fiscal soundness of the state's public employee retirement systems, based on reports from the teachers' retirement board, the public employees' retirement board, and the board of investments, and study and evaluate the equity and benefit structure of the state's public employee retirement systems;
 - b. establish principles of sound fiscal and public policy as guidelines;
 - c. as necessary, develop legislation to keep the retirement systems consistent with sound policy principles; and
 - d. publish, for legislators' use, information on the public employee retirement systems that the committee considers will be valuable to legislators when considering retirement legislation.
- 3) The committee may:
- a. specify the date by which retirement board proposals affecting a retirement system must be submitted to the committee for the review pursuant to subsection (1); and
 - b. request personnel from state agencies, including boards, political subdivisions, and the state public employee retirement systems, to furnish any information and render any assistance that the committee may request.

AGENCY OVERSIGHT

AGENCIES

Pursuant to 5-5-228, MCA, the State Administration and Veterans' Affairs Interim Committee has administrative rule review, draft legislation review, program evaluation, and monitoring functions for the following executive branch agencies and, unless otherwise assigned by law, the entities attached to the agencies for administrative purposes:

- **The Department of Administration (DOA)** and the following administratively attached entities and boards, councils, and commissions:
 - Public Employees' Retirement Board (PERB / MPERA)
 - Teachers' Retirement Board (TRS)
 - State Lottery Commission
 - Advisory Council on Workforce Development and Planning
 - Board of County Printing
 - Board of Examiners
 - Burial Preservation Board
 - Capitol Complex Advisory Council
 - Information Technology Board
 - Information Technology Managers Council
 - Montana Information Security Advisory Council
 - State Banking Board
 - State Employee Charitable Giving Campaign Advisory Council
 - State Employee Group Benefits Advisory Council
 - Employee Investment Advisory Council
 - *Note: The following entities within or attached to DOA are assigned to other interim committees:*
 - *Division of Banking and Financial Institutions (Economic Affairs)*
 - *State Compensation Insurance Fund (Economic Affairs)*
 - *Office of State Public Defender (Law and Justice)*
 - *Montana Tax Appeal Board (Revenue)*
- **The Department of Military Affairs (DMA)** and the following administratively attached entities:
 - Board of Veterans' Affairs
 - Montana Veterans' Affairs Division (MVAD)
- **The Office of the Secretary of State (SOS)** and the following administratively attached entities:
 - Office of Commissioner of Political Practices (COPP)
 - Board of State Canvassers

ADMINISTRATIVE RULE REVIEW

Interim committees are required to review administrative rule proposals for the agencies for which they have oversight responsibility. The committee's legislative attorney reviews rulemaking notices and provides regular updates, noting any rules that may be out of compliance with the Montana Administrative Procedure Act (MAPA). That law allows committees to:

- obtain an agency's rulemaking records to review them for compliance;
- submit written recommendations on adopting, amending, or rejecting a rule;
- require that a rulemaking hearing be held;

- require an economic impact statement relating to a rule adoption; and
- poll the Legislature by mail to determine if a proposed rule is consistent with legislative intent.

Interim committees may not prevent a rule or proposed amendment to a rule from being adopted, but a committee may object to the rule or amendment. If the majority of committee members object to the rule, the agency is notified, and the committee then addresses the rule at its next meeting. An objection may prevent a rule from being adopted for 6 months, during which time the agency may (but is not required to) withdraw or revise its proposed rule or rule change, or the committee may withdraw its objection. SB 82 (2021) allows the Speaker of the House and the Senate President to break a tie vote on any rule objection being considered by an interim committee.

COMMITTEE DECISION - ADMINISTRATIVE RULE REVIEW

The committee allocated 0.15 FTE to administrative rule review. This includes a rule review memo prior to each meeting and time on each meeting agenda for a high-level staff presentation and committee questions.

PROGRAM MONITORING

Interim committees are tasked with monitoring the operation of assigned executive branch agencies with specific attention to the following:

- identification of issues likely to require future legislative attention;
- opportunities to improve existing law through the analysis of problems experienced with the application of the law by an agency; and
- experiences of the state's citizens with the operation of an agency that may be amenable to improvement through legislative action.

COMMITTEE DECISION - PROGRAM MONITORING

The committee allocated 0.02 FTE to program monitoring. This includes two presentations from each agency during the interim.

REVIEW OF DRAFT AGENCY LEGISLATION

The interim committee process allows for an early review of agency-requested legislation. Interim committees can begin reviewing proposed legislation as early as June in the year preceding the next legislative session. This process frees up time for the Legislative Services Division to concentrate on legislator bill draft requests after the election. Agency bills drafted through this process must be introduced before the 2025 Legislative Session begins.

COMMITTEE DECISION - REVIEW OF DRAFT AGENCY LEGISLATION

The committee allocated 0.02 FTE to the review of draft agency legislation. Agencies will be asked to present their draft legislation at the September 2024 meeting.

REQUIRED AGENCY REPORTS

Agencies are required to submit certain reports to the State Administration and Veterans' Affairs Interim Committee annually, biennially, decennially, or as needed or requested. These reports are submitted in compliance with 5-11-210, MCA, which establishes the Legislative Services Division as the clearinghouse for the reports. Per HB 400 (2023), all reports must be submitted in writing.

SECRETARY OF STATE

REPORT	FREQUENCY	MCA
Statewide Election Security Report	Annual	13-1-205 (2) 5-11-222 (3)(b)(vi)
Report on the Use of Help America Vote Act (HAVA) Funds	Annual	NEW - SB 432 (2023)
Youth Voting Program	If Requested by a Member of the SAVVA Interim Committee	13-22-108 (1) 5-11-222 (3)(b)(vii)
Changes Affecting Filing-Office Rules under the Uniform Commercial Code	As Needed	5-11-222 (3)(b)(xiii)

COMMISSIONER OF POLITICAL PRACTICES

REPORT	FREQUENCY	MCA
Commissioner of Political Practices Report	Biennial	13-37-120 5-11-222 (3)(b)(viii)

DEPARTMENT OF ADMINISTRATION

REPORT	FREQUENCY	MCA
Report on Information Technology Activities	Biennial	2-17-512 (1)(x) 2-17-513 (9) 5-11-222 (3)(b)(i)
Capitol Complex Advisory Council Report	Biennial	2-17-804 (3) 5-11-222 (3)(b)(ii)
Employee Incentive Program Report	Biennial	2-17-804 (3) 5-11-222 (3)(b)(ii)

DEPARTMENT OF MILITARY AFFAIRS

REPORT	FREQUENCY	MCA
Grants to the Montana Civil Air Patrol	Biennial	10-3-802 5-11-222 (3)(b)(v)

MONTANA VETERANS' AFFAIRS DIVISION

REPORT	FREQUENCY	MCA
Montana Board of Veterans' Affairs Report	Biennial	10-2-102 (1)(i) 5-11-222 (3)(b)(iv)

**DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES & MONTANA VETERANS' AFFAIRS
DIVISION**

REPORT	FREQUENCY	MCA
Decennial Veterans' Long Term Care Needs Study	Decennial	NEW - HB 264 (2023)

BOARD OF INVESTMENTS

REPORT	FREQUENCY	MCA
Report on Retirement System Trust Investments	Annual	17-6-230(2) 5-11-222 (3)(b)(ix)

PUBLIC EMPLOYEES' RETIREMENT BOARD

REPORT	FREQUENCY	MCA
Actuarial Valuation Reports	Annual	19-2-405 (7) 19-3-117 5-11-222 (3)(b)(x)

TEACHERS' RETIREMENT SYSTEM BOARD

REPORT	FREQUENCY	MCA
Actuarial Valuation Report	Annual	19-20-201 (4) 19-20-216 5-11-222 (3)(b)(xi)
Report on Reemployment of Retired TRS Members	Biennial	19-20-732 (1)(e) 5-11-222 (3)(b)(xii)

COMMITTEE DECISION - REQUIRED AGENCY REPORTS

The committee allocated 0.02 FTE to required agency reports. The committee will receive written copies of all requires agency reports and may request presentations from the agencies on some or all of the reports.

ADDITIONAL AGENCY REPORTS

In addition to the reports the agencies are required to submit to the State Administration and Veterans' Affairs Interim Committee, there are several other reports that are statutorily required to be submitted to the legislature and may be of interest to committee members.

REPORT	ENTITY	FREQUENCY	MCA
Activities of the State Records Committee	State Records Committee	Biennially	2-6-1108 5-11-222 (2)(c)
Allocation of Space Report	Department of Administration	Biennially	2-17-101 (1) 5-11-222 (2)(k)
Statewide Facility Inventory and Condition Assessment	Department of Administration	Biennially	17-7-202 (2)(e) 5-11-222 (2)(jj)

Report of Political Committee Operations Conducted on State-Owned Property	Commissioner of Political Practices	If Required	13-37-404 (1) 5-11-222 (2)(x)
State Lottery Reports	State Lottery Commission	Biennially	23-7-202 (9) 5-11-222 (2)(yy)
Veterans' Home Loan Mortgage Loan Reports	Board of Housing	Biennially	90-6-604 (8) 5-11-222 (2)(III)

PENSION OVERSIGHT

PENSION STATUTORY DUTIES

The State Administration and Veterans' Affairs Interim Committee has specific statutory responsibilities with respect to the statewide public employee retirement systems. Per 5-5-228, MCA, the SAVA committee shall:

- consider the actuarial and fiscal soundness of the state's public employee retirement systems, based on reports from the teachers' retirement board, the public employees' retirement board, and the board of investments, and study and evaluate the equity and benefit structure of the state's public employee retirement systems;
- establish principles of sound fiscal and public policy as guidelines;
- as necessary, develop legislation to keep the retirement systems consistent with sound policy principles; and
- publish, for legislators' use, information on the public employee retirement systems that the committee considers will be valuable to legislators when considering retirement legislation.

COMMITTEE DECISION - PENSION STATUTORY DUTIES

The committee allocated 0.10 FTE to their pension statutory duties. This includes annual updates of the green sheets, the annual actuarial valuation reports from MPERA and TRS, a panel presentation on a pension-related topic of the committee's choosing, and a multi-state comparison on a pension-related topic of the committee's choosing.

ANNUAL ACTUARIAL VALUATION REPORTS

The two major pension bills that passed the 2013 Session, House Bill 377 and House Bill 454 respectively, require the Teachers' Retirement Board and the Public Employees' Retirement Board to each make a special report to SAVA and the Legislative Finance Committee (LFC). The reporting provision included in both bills states:

"As soon as possible after the completion of each annual actuarial valuation for the [teachers' retirement system or retirement systems administered by the public employees' retirement board], the board shall have its actuary present a detailed actuarial report to the legislative finance committee, provided for in 5-12-201, and the state administration and veterans' affairs interim committee, provided for in 5-5-228. The actuarial report must provide a trend analysis of the system's actual and projected progress toward 100% funding."

LEGISLATOR'S GUIDE TO MONTANA'S PUBLIC EMPLOYEE RETIREMENT SYSTEMS

The SAVA committee is responsible for updating and publishing the Legislator's Guide to Montana's Public Employee Retirement Systems prior to each legislative session.

COMMITTEE DECISION - LEGISLATOR'S GUIDE

The committee allocated 0.05 FTE to the Legislator's Guide. This includes agenda time for a review of the Legislator's Guide and direction to staff on changes and updates to make prior to the 2025 Legislative Session.

INTERIM STUDIES

STUDY PROCESS

An interim study typically involves information gathering, issue identification, and recommendations.



PHASE ONE: GATHER INFORMATION

The first phase of the study is carried out over the first few meetings of the interim, when the Committee:

- reviews staff research papers and other informational materials on study topics;
- hears presentations by people with experience and expertise on various aspects of the study topics; and
- takes public comment from interested parties, who may offer specific study-related suggestions.

PHASE TWO: IDENTIFY ISSUES & NARROW FOCUS

In the second phase, the Committee spends a meeting or two narrowing the focus of the study. Members identify topics or questions they'd like to analyze further. This phase helps members concentrate on the issues they consider to be of the greatest importance and obtain any additional information needed to make final recommendations.

PHASE THREE: ANALYZE INFORMATION & IDENTIFY OPTIONS FOR ACTION

During the third stage, members review and decide on options for action. Potential solutions, including legislation, are usually reviewed and refined at multiple meetings before the Committee takes final action.

PHASE FOUR: FINALIZE FINDINGS, RECOMMENDATIONS, & DELIVERABLES

By the end of the interim, the committee should finalize a set of findings and recommendations and complete any deliverables including a final report and possibly committee legislation for the next legislative session.

SJ 4: PROVIDE FOR INTERIM STUDY OF PERS AND TRS

At the May 18, 2023, Legislative Council meeting, the State Administration and Veterans' Affairs Interim Committee was assigned SJ 4: Provide for Interim Study of PERS and TRS. The study resolution was requested by the 2021-2022 SAVA Interim Committee and is intended to build upon the findings of the HJ 8 (2021) study, with a specific focus on the Public Employee Retirement System Defined Benefit Plan and the Teachers' Retirement System Defined Benefit Plan.

TASKS LISTED IN STUDY RESOLUTION

- Form a joint committee with the Legislative Finance Committee to conduct the study with all members having full voting power

- Study the financial stability of the Public Employees' Retirement System defined benefit plan and the Teachers' Retirement System
- Study the history of contributions from the general fund and other sources to the Public Employees' Retirement System defined benefit plan and the Teachers' Retirement System
- Investigate alternate approaches to funding and amortization policies and the actuarial impact of changes to the current plan policies
- Examine legislative education, oversight, and goals concerning the Public Employees' Retirement System defined benefit plan and the Teachers' Retirement System, including decision benchmarks or indicators for future action
- Develop recommendations for a long-term strategic approach to funding the Public Employees' Retirement System defined benefit plan and the Teachers' Retirement System that will ensure the financial strength of the systems while also recognizing the responsibility placed on the taxpayers and citizens of this state
- Conduct the study and develop the recommendations in consultation with all interested stakeholders, including but not limited to representatives of:
 - the state's taxpayers;
 - active and retired members of the retirement systems;
 - employers, including local governments, school districts, and state agencies;
 - key agencies, including the Governor's Office, the retirement boards, and the Board of Investments; and
 - other interested parties as considered appropriate.

COMMITTEE DECISION - SJ 4 PENSION STUDY

The committee allocated 0.40 FTE to the SJ 4 Pension Study. This includes multiple presentations from experts within the state and from around the country, staff papers and other materials on topics requested by the committee, and possible committee legislation to introduce during the 2025 Legislative Session.

OTHER COMMITTEE WORK

REVIEW PROPOSED STATEWIDE INITIATIVES

The State Administrative and Veterans' Affairs Interim Committee is required to review proposed statewide initiatives that relate to its subject area. The Legislature enacted [Senate Bill 93](#) (SB 93) in 2023 to clarify and revise the review process enacted in [House Bill 651](#) (HB 651) in 2021. The revised law provides that a statewide initiative includes a constitutional initiative, a constitutional convention initiative, or a statutory initiative.

Section 13 of SB 93 requires the interim committee to hold a public hearing on a statewide initiative referred to the committee by the executive director of the Legislative Services Division. The committee then votes to either support or not support the placement of the proposed statewide initiative on the ballot. The petition used to gather signatures to place the statewide initiative on the ballot must include the interim committee vote.

SB 93 applies to statewide initiatives submitted to the secretary of state after May 19, 2023. The review process may result in additional committee meetings because the committee vote must be submitted to the secretary of state no later than 14 days after receipt of the final text of the statewide initiative.

A complaint was filed May 26, 2023, in Lewis and Clark County District Court challenging SB 93, which may also alter the committee's work depending on the findings of the Court.

COMMITTEE DECISION - REVIEW PROPOSED STATEWIDE INITIATIVES

The committee allocated 0.05 FTE to proposed statewide initiatives. This includes Zoom meetings as proposed statewide initiatives are referred to the committee. Staff will prepare a memo for committee members prior to these meetings and will present on the proposed initiative and answer committee questions during the meeting.

MEMBER TOPICS

Interim committees may take up other matters related to the agencies and topics areas they oversee. Depending on whether committee members put greater or less emphasis on their statutory duties related to interim studies and agency monitoring, they have more time to focus on SAVA-relevant member topics.

COMMITTEE DECISION - MEMBER TOPICS

The committee allocated 0.25 FTE to member topics. Committee members will complete a poll between the September 2023 and November 2023 meetings to decide on the specific topics.

EMERGING ISSUES

Members may propose investigation of emerging issues at any time during the interim. Agencies may also request that the committee study an emerging issue that has resulted from court decisions, federal actions, or another cause.

Emerging issues are not necessarily member issues and may be raised by an agency or by staff. However, to be on the agenda, the Presiding Officer or other SAVA member must request agenda time. Staff resources are limited, so additions to the work plan must be accompanied by deletions to retain scheduling balance.

COMMITTEE DECISION - EMERGING ISSUES

The committee allocated 0.05 FTE to emerging issues.

COMMITTEE LEGISLATION

Per section 5-5-215, MCA, interim committees "shall prepare bills and resolutions that, in its opinion, the welfare of the state may require for presentation to the next regular session of the legislature." SB 176 (2023) revised 5-5-215 to state that:

(2) An interim committee may by vote request four bill drafts on a partisan basis and an unlimited number of bill drafts on a bipartisan basis.

.....

(4) As used in this section:

(a) "bipartisan basis" means a vote in which members from more than one party vote to request a bill draft; and

(b) "partisan basis" means a vote in which members from only one party vote to request a bill draft.

PROPOSED MEMBER TOPICS & EMERGING ISSUES

INTRODUCTION

The following topics were submitted by members of the State Administration and Veterans' Affairs Interim Committee and by staff based on trends observed during the 2021-2022 interim and the 2023 legislative session. Each is marked as either "agenda item", which means it would take 1-2 meetings to address, or "study topic", which means it would take 3 or more meetings to address. These markers are based on staff's conversations with committee members and preliminary research of the topics.

PENSIONS

Topic	Agenda Item or Study Topic
Monitor the impact of HB 569 on the public safety retirement systems	Agenda Item
Continue supplemental employer contribution for PERS-DB (SB 29)	Agenda Item
Review the history and impact of general fund and other fund contributions to retirement systems	Agenda Item
Change or eliminate GABA for new hires (SB 348)	Study Topic
Move PERS to a layered amortization model (HB 226)	Study Topic
Switch the PERS default plan from defined benefit to defined contribution (HB 226)	Study Topic
Add a defined contribution plan to TRS	Study Topic

COMMITTEE DECISION - PENSIONS

At the July 2023 meeting, committee members decided to incorporate all the proposed pension topics into the SJ 4 pension study.

ELECTIONS

Topic	Agenda Item or Study Topic
Follow-up/clean-up bill to align Title 7 provisions to the changes made in SB 93	Agenda Item
Review current training for election administrators and determine if changes are needed	Agenda Item
Review current protections and rules for poll watchers and determine if changes are needed	Agenda Item
Update from Secretary of State's Office on the transition to and implementation of Elect MT system	Agenda Item
Review past legislation related to special district elections and determine if additional changes are needed	Agenda Item
Field trip to election office during an election to observe the election day processes and procedures - SCHEDULED FOR SEPTEMBER 12, 2023	Agenda Item
Review and revise filing timelines for school trustee elections (HB 784)	Agenda Item
Review bills from Joint Select Committee on Election Security and consider introducing as SAVA bills in the 2025 session (SB 481 and SB 482)	Agenda Item
Remove postage requirements for certain election materials	Agenda Item
Consolidate the election schedule and timeline so all types of elections are held on either primary or general election day (HB 774); Look at incremental approach to	Study Topic

implementation and/or pilot project to determine what's feasible; Work with election administrators and other interested parties	
Study the possible implementation of universal voter registration (HB 756)	Study Topic
Study election security in Montana	Study Topic

COMMITTEE DECISION - ELECTIONS

At the July 2023 meeting, committee members decided to do a field trip to the Missoula County Elections Office in September. The committee members decided to vote via poll on the rest of the proposed topics. The results can be found in appendices C & D at the end of the work plan.

MILITARY & VETERANS' AFFAIRS

Topic	Agenda Item or Study Topic
Decennial Long Term Care Needs Study (HB 264)	Agenda Item
Review the military contracting process	Agenda Item

COMMITTEE DECISION - MILITARY & VETERANS' AFFAIRS

At the July 2023 meeting, committee members decided to request a presentation from DPHHS and MVAD on their plan for the study during the November 2023 meeting and another presentation on the findings of the study in 2024. The committee members decided to vote via poll on the rest of the proposed topics. The results can be found in appendices C & D at the end of the work plan.

STATE GOVERNMENT

Topic	Agenda Item or Study Topic
Review the impact of the transition to partisan interim committees (SB 176)	Agenda Item
Study the creation of the office of public records ombudsman (HB 893)	Study Topic
SJ 26 - Study of public information requests	Study Topic
HJ 23 - Study of disaster and emergency service recovery response	Study Topic

COMMITTEE DECISION - STATE GOVERNMENT

Committee members decided to vote via poll on the proposed topics. The results can be found in appendices C & D at the end of the work plan.

APPENDIX A: MEETING SCHEDULE

MEETING DATES

- Friday, July 21, 2023
- Monday, September 11 – Tuesday, September 12, 2023
- Wednesday, November 8 – Thursday, November 9, 2023
- Thursday, January 25, 2024
- Tuesday, March 12, 2024
- Thursday, May 23, 2024
- Thursday, July 25, 2024
- Thursday, September 5, 2024
- Thursday, October 24, 2024

APPENDIX B: TIME ALLOCATION DECISIONS

AGENCY OVERSIGHT

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)
ADMINISTRATIVE RULE REVIEW (staff attorney)				
Committee Activities	<ul style="list-style-type: none">Receive rule review memo prior to each meetingLegal staff will note issues of concernAgenda time for in-depth staff presentation of all proposed rules	<ul style="list-style-type: none">Receive rule review memo prior to each meetingLegal staff will note issues of concernAgenda time for high-level staff presentation of all proposed rules	<ul style="list-style-type: none">Receive rule review memo prior to each meetingLegal staff will note issues of concernAgenda time for committee questions	<ul style="list-style-type: none">Must do at least Option C
FTE	0.20 FTE	0.15 FTE	0.10 FTE	
PROGRAM MONITORING (research analyst)				
Committee Activities	<ul style="list-style-type: none">Each agency provides a brief overview during the first meeting and 1 additional update during the interimSAVA members specify follow-up reports on agency programs	<ul style="list-style-type: none">Each agency provides a brief overview during the first meeting and 1 additional update during the interim	<ul style="list-style-type: none">Each agency provides a brief overview during the first meeting	<ul style="list-style-type: none">Must do at least Option C
FTE	0.05 FTE	0.02 FTE	0.01 FTE	
REVIEW OF DRAFT AGENCY LEGISLATION (research analyst)				
Committee Activities	<ul style="list-style-type: none">Agenda time during 2 meetings - 1 for initial concept review and 1 for follow-up briefings for complex legislation	<ul style="list-style-type: none">Presentation of concepts during September SAVA meeting	<ul style="list-style-type: none">Must do at least Option B	
FTE	0.05 FTE	0.02 FTE		
REQUIRED AGENCY REPORTS (research analyst)				
Committee Activities	<ul style="list-style-type: none">Receive written copies of all required reportsAgency presentation of all required reportsFollow-up information or presentations provided at the request of SAVA	<ul style="list-style-type: none">Receive written copies of all required reportsAgency presentation of some reports as requested by SAVA	<ul style="list-style-type: none">Must do at least Option B	
FTE	0.05 FTE	0.02 FTE		

PENSION OVERSIGHT

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)
PENSION STATUTORY DUTIES (research analyst)				
Committee Activities	<ul style="list-style-type: none">Update green sheets each fiscal yearAnnual actuarial valuation presentationsMultiple expert panel or presentation on pension-related topics of interestComparison with other states on pension-related topic of interest	<ul style="list-style-type: none">Update green sheets each fiscal yearAnnual actuarial valuation presentationsExpert panel or presentation on pension-related topic of interest	<ul style="list-style-type: none">Update green sheets prior to 2025 legislative sessionAnnual actuarial valuation presentations	<ul style="list-style-type: none">Must do at least Option C
FTE	0.10 FTE	0.05 FTE	0.02 FTE	
LEGISLATOR'S GUIDE (research analyst)				
Committee Activities	<ul style="list-style-type: none">Agenda time to review Legislator's Guide and suggest changesUpdate Legislator's Guide prior to the 2025 Legislative Session	<ul style="list-style-type: none">Update Legislator's Guide prior to the 2025 Legislative Session	<ul style="list-style-type: none">Must do at least Option B	
FTE	0.05 FTE	0.02 FTE		

INTERIM STUDIES

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)
SJ 4: PROVIDE FOR INTERIM STUDY OF PERS AND TRS <i>(research analyst)</i>				
Committee Activities	<ul style="list-style-type: none"> Expert panel discussions and/or individual presentation on study topics identified by SAVA Review staff-prepared background materials on all study topics Additional items as identified by SAVA 	<ul style="list-style-type: none"> Expert panel discussions and/or individual presentation on study topics identified by SAVA Review staff-prepared background materials on 3-4 study topics identified by SAVA 	<ul style="list-style-type: none"> Expert panel discussion on 1-2 study topics identified by SAVA 	<ul style="list-style-type: none"> Choose not to carry out study
Staff Deliverables	<ul style="list-style-type: none"> Staff research papers on all study topics Committee legislation, if requested Final report 	<ul style="list-style-type: none"> Staff research papers on topics selected by SAVA Committee legislation, if requested Final report 	<ul style="list-style-type: none"> Summary of findings from panel discussion Committee legislation, if requested Final report 	<ul style="list-style-type: none"> None
FTE	0.35 FTE 0.40 FTE	0.20 FTE	0.10 FTE	0 FTE

OTHER COMMITTEE ACTIVITIES

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)
REVIEW PROPOSED STATEWIDE INITIATIVES (<i>research analyst</i>)				
Committee Activities	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Hold meetings as needed to review proposed initiatives assigned to SAVA Staff memo prior to the meeting summarizing the proposed initiative Staff presentation of proposed initiative during the meeting 	<ul style="list-style-type: none"> Hold meetings as needed to review proposed initiatives assigned to SAVA Staff memo prior to the meeting summarizing the proposed initiative 	<ul style="list-style-type: none"> Must do at least Option C
FTE	N/A	0.02 FTE 0.05 FTE	0.01 FTE	
MEMBER TOPICS (<i>research analyst</i>)				
Committee Activities	<ul style="list-style-type: none"> Choose 3-4 agenda items Choose 1-2 study topics Staff white papers on all topics Committee legislation on 1 or more topics 	<ul style="list-style-type: none"> Choose 2-3 agenda items Choose 1 study topic Staff white papers on all topics Committee legislation on 1 or more topics 	<ul style="list-style-type: none"> Choose 1-2 agenda items Choose 1 study topic (or more agenda items) Staff white papers on all topics Committee legislation on 1 or more topics 	<ul style="list-style-type: none"> Choose not to take up any member topics
FTE	0.20 FTE 0.25 FTE	0.15 FTE	0.10 FTE	
EMERGING ISSUES (<i>research analyst</i>)				
Committee Activities	<ul style="list-style-type: none"> Allocate 0.05 FTE for emerging issues (100 hrs.) 	<ul style="list-style-type: none"> Allocate 0.02 FTE for emerging issues (40 hours) 	<ul style="list-style-type: none"> Allocate 0.01 FTE for emerging issues (20 hours) 	<ul style="list-style-type: none"> Choose not to allocate time for emerging issues
FTE	0.05 FTE	0.02 FTE	0.01 FTE	
LITIGATION UPDATES (<i>staff attorney</i>)				
Committee Activities	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Litigation memo prior to each meeting Staff presentation and committee questions 	<ul style="list-style-type: none"> Litigation memo prior to each meeting 	<ul style="list-style-type: none"> Choose not to receive litigation updates
FTE	N/A	0.10 FTE	0.05 FTE	

STAFF FTE ALLOCATION

- Total Research Analyst = 0.96 FTE (1.0 FTE available)
- Total Staff Attorney = 0.25 FTE (0.25 FTE available)

APPENDIX C: MEMBER TOPIC SURVEY RESULTS

At the September 2023 State Administration and Veterans' Affairs' (SAVA) meeting, committee members voted to allocate 0.25 FTE within the work plan to member topic and to complete a poll between the September and November meetings to decide on the specific topics. 0.25 FTE is the equivalent of 3-4 agenda items and 1-2 study topics. Agenda items are topics that should be able to be addressed in 1-2 meetings and study topics are items that should be able to be addressed in 3 or more meetings. 4 out of 10 committee members completed the survey.

AGENDA ITEMS

TOPIC	VOTES
Update from Secretary of State's Office on the transition to and implementation of Elect MT system	4
Follow-up/clean-up bill to align Title 7 provisions to the changes made in SB 93	3
Review current protections and rules for poll watchers and determine if changes are needed	3
Review current training for election administrators and determine if changes are needed	2
Review bills from Joint Select Committee on Election Security and consider introducing as SAVA bills in the 2025 session (SB 481 and SB 482)	2
Review the impact of the transition to partisan interim committees (SB 176)	1

STUDY TOPICS

TOPIC	VOTES
Study the possible implementation of universal voter registration (HB 756)	3
Study election security in Montana and create list of items that make elections secure	2
HJ 23 - Study of disaster and emergency service recovery response	2
Study the consolidation of the election schedule and timeline so all types of elections are held on either primary or general election day (HB 774); Look at incremental approach to implementation and/or pilot project to determine what's feasible; Work with election administrators and other interested parties	1
SJ 26 - Study of public information requests	1
Study the creation of the office of public records ombudsman (HB 893)	0

APPENDIX D: MEMBER TOPIC DECISIONS

At the November 2023 State Administration and Veterans' Affairs (SAVA) meeting, committee members choose the following agenda items and study topics as the member topics for the 2023-2024 Interim.

AGENDA ITEMS

TOPIC	FREQUENCY/ MEETING
Update from Secretary of State's Office on the transition to and implementation of Elect MT system	January 2024 & As Needed
Review current protections and rules for poll watchers and determine if changes are needed	January 2024
Review current training for election administrators and determine if changes are needed	January 2024
Review the impact of the transition to partisan interim committees (SB 176)	March or May 2024
Follow-up/clean-up bill to align Title 7 provisions to the changes made in SB 93	March or May 2024

STUDY TOPICS

TOPIC	FREQUENCY/ MEETING
Study election security in Montana and create list of items that make elections secure	January-September 2024
HJ 23 - Study of disaster and emergency service recovery response	January-September 2024