

# 2023-2024 SAVA DECISION MATRIX

STATE ADMINISTRATION AND VETERANS' AFFAIRS INTERIM COMMITTEE  
PREPARED BY REBECCA C. POWER - JULY 2023

## 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 tables provide members with options for allocating their time and planning their work for the interim.

## TIME ALLOCATION

SAVA's workload is limited only by the number of meetings and hours of available staff time. There is approximately 1.0 FTE of research staff time available to conduct the work identified by the committee. Please keep in mind the basic workload equation:



## RESEARCH FTE AVAILABLE TO SAVA

FTE	HOURS	DAYS
1.00 FTE	2,000 hours	250 days
0.75	1,500	188
0.50	1,000	125
0.35	700	87.5
0.30	600	75
0.25	500	62.5
0.20	400	50
0.15	300	37.5
0.10	200	25
0.05	100	12.5
0.02	40	5
0.01	20	2.5
0.005	10	1.25

Calculation used to arrive at the FTE availability number:  
The total number of work hours in this interim is approximately 2500 (July 1, 2023 to September 15, 2024).

Holidays, known vacation, conference, and meeting hours are subtracted from that total, along with hours for other duties and an estimate of sick time that might be used. In this case, 1.0 FTE is about 2,000 hours.

The calculation of 1.0 FTE is for the staff researcher and does not include the FTE allotment for the staff attorney. It is estimated there will be approximately 0.25 FTE available for legal duties such as 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.

# AGENCY OVERSIGHT

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)
<b>ADMINISTRATIVE RULE REVIEW (staff attorney) - work plan pgs. 8-9</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>Receive rule review memo prior to each meeting</li> <li>Legal staff will note issues of concern</li> <li>Agenda time for in-depth staff presentation of all proposed rules</li> </ul>	<ul style="list-style-type: none"> <li>Receive rule review memo prior to each meeting</li> <li>Legal staff will note issues of concern</li> <li>Agenda time for high-level staff presentation of all proposed rules</li> </ul>	<ul style="list-style-type: none"> <li>Receive rule review memo prior to each meeting</li> <li>Legal staff will note issues of concern</li> <li>Agenda time for committee questions</li> </ul>	<ul style="list-style-type: none"> <li>Must do at least Option C</li> </ul>
<b>FTE</b>	<b>0.20 FTE</b>	<b>0.15 FTE</b>	<b>0.10 FTE</b>	
<b>PROGRAM MONITORING - work plan pg. 9</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>Each agency provides a brief overview during the first meeting and 1 additional update during the interim</li> <li>SAVA members specify follow-up reports on agency programs</li> </ul>	<ul style="list-style-type: none"> <li>Each agency provides a brief overview during the first meeting and 1 additional update during the interim</li> </ul>	<ul style="list-style-type: none"> <li>Each agency provides a brief overview during the first meeting</li> </ul>	<ul style="list-style-type: none"> <li>Must do at least Option C</li> </ul>
<b>FTE</b>	<b>0.05 FTE</b>	<b>0.02 FTE</b>	<b>0.01 FTE</b>	
<b>REVIEW OF DRAFT AGENCY LEGISLATION - work plan pg. 9</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>Agenda time during 2 meetings - 1 for initial concept review and 1 for follow-up briefings for complex legislation</li> </ul>	<ul style="list-style-type: none"> <li>Presentation of concepts during September SAVA meeting</li> </ul>	<ul style="list-style-type: none"> <li>Must do at least Option B</li> </ul>	
<b>FTE</b>	<b>0.05 FTE</b>	<b>0.02 FTE</b>		
<b>REQUIRED AGENCY REPORTS - work plan pgs. 10-11</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>Receive written copies of all required reports</li> <li>Agency presentation of all required reports</li> <li>Follow-up information or presentations provided at the request of SAVA</li> </ul>	<ul style="list-style-type: none"> <li>Receive written copies of all required reports</li> <li>Agency presentation of some reports as requested by SAVA</li> </ul>	<ul style="list-style-type: none"> <li>Must do at least Option B</li> </ul>	
<b>FTE</b>	<b>0.05 FTE</b>	<b>0.02 FTE</b>		

# PENSION OVERSIGHT

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)
<b>PENSION STATUTORY DUTIES - work plan pg. 13</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>Update green sheets each fiscal year</li> <li>Annual actuarial valuation presentations</li> <li>Multiple expert panel or presentation on pension-related topics of interest</li> <li>Comparison with other states on pension-related topic of interest</li> </ul>	<ul style="list-style-type: none"> <li>Update green sheets each fiscal year</li> <li>Annual actuarial valuation presentations</li> <li>Expert panel or presentation on pension-related topic of interest</li> </ul>	<ul style="list-style-type: none"> <li>Update green sheets prior to 2025 legislative session</li> <li>Annual actuarial valuation presentations</li> </ul>	<ul style="list-style-type: none"> <li>Must do at least Option C</li> </ul>
<b>FTE</b>	<b>0.10 FTE</b>	<b>0.05 FTE</b>	<b>0.02 FTE</b>	
<b>LEGISLATOR'S GUIDE - work plan pg. 14</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>Agenda time to review Legislator's Guide and suggest changes</li> <li>Update Legislator's Guide prior to the 2025 Legislative Session</li> </ul>	<ul style="list-style-type: none"> <li>Update Legislator's Guide prior to the 2025 Legislative Session</li> </ul>	<ul style="list-style-type: none"> <li>Must do at least Option B</li> </ul>	
<b>FTE</b>	<b>0.05 FTE</b>	<b>0.20 FTE</b>		

## INTERIM STUDIES

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)
<b>SJ 4: PROVIDE FOR INTERIM STUDY OF PERS AND TRS - work plan pgs. 15-16</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>Expert panel discussions and/or individual presentation on study topics identified by SAVA</li> <li>Review staff-prepared background materials on all study topics</li> <li>Additional items as identified by SAVA</li> </ul>	<ul style="list-style-type: none"> <li>Expert panel discussions and/or individual presentation on study topics identified by SAVA</li> <li>Review staff-prepared background materials on 3-4 study topics identified by SAVA</li> </ul>	<ul style="list-style-type: none"> <li>Expert panel discussion on 1-2 study topics identified by SAVA</li> </ul>	<ul style="list-style-type: none"> <li>Choose not to carry out study</li> </ul>
<b>Staff Deliverables</b>	<ul style="list-style-type: none"> <li>Staff research papers on all study topics</li> <li>Committee legislation, if requested</li> <li>Final report</li> </ul>	<ul style="list-style-type: none"> <li>Staff research papers on topics selected by SAVA</li> <li>Committee legislation, if requested</li> <li>Final report</li> </ul>	<ul style="list-style-type: none"> <li>Summary of findings from panel discussion</li> <li>Committee legislation, if requested</li> <li>Final report</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>FTE</b>	<b>0.35 FTE</b>	<b>0.20 FTE</b>	<b>0.10 FTE</b>	<b>0 FTE</b>

## OTHER COMMITTEE ACTIVITIES

TOPIC	OPTION A (Significant Involvement)	OPTION B (Moderate Involvement)	OPTION C (Minimal Involvement)	OPTION D (No Action)
<b>REVIEW PROPOSED STATEWIDE INITIATIVES - work plan pg. 17</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Hold meetings as needed to review proposed initiatives assigned to SAVA</li> <li>Staff memo prior to the meeting summarizing the proposed initiative</li> <li>Staff presentation of proposed initiative during the meeting</li> </ul>	<ul style="list-style-type: none"> <li>Hold meetings as needed to review proposed initiatives assigned to SAVA</li> <li>Staff memo prior to the meeting summarizing the proposed initiative</li> </ul>	<ul style="list-style-type: none"> <li>Must do at least Option C</li> </ul>
<b>FTE</b>	<b>N/A</b>	<b>0.02 FTE</b>	<b>0.01 FTE</b>	
<b>MEMBER TOPICS - work plan pg. 17</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>Choose 3-4 agenda items</li> <li>Choose 1-2 study topics</li> <li>Staff white papers on all topics</li> <li>Committee legislation on 1 or more topics</li> </ul>	<ul style="list-style-type: none"> <li>Choose 2-3 agenda items</li> <li>Choose 1 study topic</li> <li>Staff white papers on all topics</li> <li>Committee legislation on 1 or more topics</li> </ul>	<ul style="list-style-type: none"> <li>Choose 1-2 agenda items</li> <li>Choose 1 study topic (or more agenda items)</li> <li>Staff white papers on all topics</li> <li>Committee legislation on 1 or more topics</li> </ul>	<ul style="list-style-type: none"> <li>Choose not to take up any member topics</li> </ul>
<b>FTE</b>	<b>0.20 FTE</b>	<b>0.15 FTE</b>	<b>0.10 FTE</b>	
<b>EMERGING ISSUES - work plan pgs. 17-18</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>Allocate 0.05 FTE for emerging issues (100 hrs.)</li> </ul>	<ul style="list-style-type: none"> <li>Allocate 0.02 FTE for emerging issues (40 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Allocate 0.01 FTE for emerging issues (20 hours)</li> </ul>	<ul style="list-style-type: none"> <li>Choose not to allocate time for emerging issues</li> </ul>
<b>FTE</b>	<b>0.05 FTE</b>	<b>0.02 FTE</b>	<b>0.01 FTE</b>	
<b>LITIGATION UPDATES (staff attorney)</b>				
<b>Committee Activities</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Litigation memo prior to each meeting</li> <li>Staff presentation and committee questions</li> </ul>	<ul style="list-style-type: none"> <li>Litigation memo prior to each meeting</li> </ul>	<ul style="list-style-type: none"> <li>Choose not to receive litigation updates</li> </ul>
<b>FTE</b>	<b>N/A</b>	<b>0.10 FTE</b>	<b>0.05 FTE</b>	

# DECISION MATRIX CALCULATOR

## RESEARCH STAFF

1.0 FTE of research staff time is available.



### AGENCY OVERSIGHT

ADMINISTRATIVE RULE REVIEW	
PROGRAM MONITORING	
REVIEW OF DRAFT AGENCY LEGISLATION	
REQUIRED AGENCY REPORTS	
<b>TOTAL AGENCY OVERSIGHT FTE</b>	

### PENSION OVERSIGHT

STATUTORY DUTIES	
LEGISLATOR'S GUIDE	
<b>TOTAL PENSION OVERSIGHT FTE</b>	

### INTERIM STUDIES

SJ 4 PENSION STUDY	
<b>TOTAL INTERIM STUDIES FTE</b>	

### OTHER COMMITTEE ACTIVITIES

REVIEW PROPOSED STATEWIDE INITIATIVES	
MEMBER TOPICS	
EMERGING ISSUES	
<b>TOTAL OTHER COMMITTEE WORK FTE</b>	

## LEGAL STAFF

0.25 FTE of legal staff time is available.

