

CHILDREN AND FAMILIES INTERIM COMMITTEE DECISION MATRIX - Draft Study Plan

In order to maximize the use of Committee meeting time and staff time, the Committee members are encouraged to review the duties and responsibilities and the three options for allocating resources for each duty and responsibility and choose the combination that the Committee member believes will best fulfill the interim tasks. At the first Committee meeting, the Committee will discuss the various duties, responsibilities, interim studies (proposed study plans will be prepared for each), and related topics and emerging issues and adopt a study plan.

The Committee has approximately 9 meeting days (including one estimated for after 2005 Legislature in FY 2005), 0.60 FTE Research Analyst, and 0.20 FTE Staff Attorney. Committee interim work must be completed by SEPTEMBER 15, 2004.

Duties and Responsibilities	Option A - greatest time commitment for Committee meetings and staff research time	Option B - less Committee meeting time, Committee staff research time, more Committee member reading and preparation	Option C - less commitment on Committee meeting time and staff time, more Committee member reading and preparation	Option Selected and Time allocated
Interim Studies	Do both studies equally, dedicate time at each meeting or one or two meetings for each study.	Prioritize studies (one or both) and allocate resources accordingly, assign research topics for staff, receive presentations.	Relegate study to white paper by Committee staff for presentation to Committee: could choose to work on issue after presentation.	SJ 11: Option/% HJ 3: Option/%
Agency monitoring: By Division, Prioritized Topic or Interim Study, or Director or Administrator Reports	2-3 Division presentations at each meeting by Administrator or program staff. <u>OR</u> Prioritize 1 Division each meeting.	Choose 2 or 3 divisions (i.e. Child and Family services Division while studying abuse and neglect parental representation (HJ 3), Addictive and Mental Disorders Division for SJ 11 and children's mental health, new division post-reorganization)	Receive a Director's report at each meeting and leave division coverage to issues Director wants to share or upon Committee request.	

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Administrative Rule Review	Legal staff will provide written synopses of rules that are considered important for the committee to take note or rules of controversy at each meeting.	Legal staff will provide oral synopses of rules that are considered important for the committee to take note or rules of controversy.	<ol style="list-style-type: none"> 1. Receive regular printouts of the DPHHS website on notices of proposed rules and adoption notices. 2. Committee members may request specific areas for which they would like to receive synopses or full copies of notices. 3. Make a Committee request to Department legal staff to copy them when they send the letter to primary sponsor requesting input on legislative intent. 4. An individual legislator may request subscription to the Montana Administrative Register which contains all notices of proposed and adopted rules. 	
Related Topics and Emerging Issues (choose based on 2003 Leg or last interim)	Committee meeting time for reports of staff research and development of recommendations	Committee staff research reports	Requests for additional information or presentation during Committee meetings	

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Public Testimony	Reserve time at each committee meeting for public testimony.	Reserve time at each committee meeting for public testimony.	Reserve time at each committee meeting for public testimony.	
Required Reports	Reserve time at each meeting for presentation by appropriate person.	Ask for Committee staff to compile report and information to be mailed to members.	Ask appropriate person to provide written information.	
Other issues to be identified.				

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