

## Appropriations Subcommittee Process and Role of Central Staff

### Continuation and Expansion Budget

- **Continuation Budget** is the recommended funding to carry on the operations of programs at the level of support previously approved by the General Assembly. *Allowable increases* from previous funding levels include:
  - Inflation for certain operating costs (e.g. food, gas, medical)
  - Annualizing costs of programs funded part year in the previous fiscal year (e.g. programs started January 1 will need full funding in FY 2013-14).
  - Operating funds for newly completed facilities (e.g. operating funds for prison facilities that will open during FY 2013-15).

Funding for new programs or to expand current programs must be requested in the expansion budget

- **Expansion Budget** includes new programs; expansion of existing programs; or permanently funding programs originally funded as pilots or with one-time funding. Expansion budget review was limited in 2011 and 2012 due to budget deficits.

Expansion items include members' bills or suggestions; Governor's recommendations; and, expansion requests from agencies. Expansion requests by the Judicial Branch and Council of State agencies are submitted to the Governor and the Governor may recommend changes in their Recommended Budget.

### Governor's Budget Documents

- **Governor's Recommended Continuation Budget for Agencies 2013-15.** This document is the agency recommended base operating budget, as completed in December 2012 by most Departments. This budget includes both reductions and increases in the **Continuation Budget**.
- **Governors Recommended Budget Adjustments for 2013-15.** This document summarizes reductions to the Continuation Budget as well as any **Expansion Budget** items.

### Budget Review Schedule

Review in Joint Subcommittee normally takes approximately six weeks before the House and Senate split to develop their respective budgets. In 2013, the Senate will develop their budget first. The Joint committee schedule will be partly based on the Senate's projected date for sending a budget to the House.

### Budget Targets

Typically, the House and Senate Subcommittees are each given a budget target by their respective Full Appropriations Chairs. The target is usually a total Subcommittee budget amount, not a target for each agency.

## **Subcommittee Goal**

Prepare the Subcommittee Budget as represented through the Subcommittee Report and Special Provisions for presentation to full Appropriations.

## **Role of Fiscal Staff**

- **Budget and Policy Analysis** - Fiscal Staff will review continuation and expansion budgets for each department with State Budget staff and departmental staff prior to Subcommittee review. Analysts will then highlight for Subcommittee discussion the following in each Department: Consider a list of: (1) cost components (staffing, contracts, etc.) of major programs (2) recent reductions or expansion of these programs; (3) major budget changes proposed by the Governor for 2013-15; and, (4) other budgetary or policy options. During this process, analysts will conduct further analysis of budget and policy issues identified by members.
- **Requests** - Fiscal Staff will work with State agencies to handle Subcommittee member requests for information. Staff will also maintain a list of any programs or areas that are “flagged” by member for possible increase or decrease since votes on budget reductions or increases are generally not taken until later in the subcommittee process.
- **Special Provisions** - As budget issues are discussed and decisions are considered, members may suggest special language that directs certain policy actions and/or specifies how budgeted monies are to be used. Bill Drafting staff, in consultation with members and fiscal staff, draft these special provisions.
- **Coordination** - Fiscal staff coordinate daily meetings and agenda with subcommittee chairs; develop and track subcommittee schedules for chairs; and, prepare the Subcommittee budget reports.
- **Fiscal Notes** - Fiscal staff prepare fiscal notes to estimate the effects of a bill on DHHS expenditures or revenues.

## **Role of Other Staff in the Appropriations Process**

- **General Assembly Bill Drafting Staff** – In addition to drafting bills, Staff Attorneys in the Bill Drafting Division assist members with research on legal issues affecting Subcommittee deliberations and assist members in writing special provisions. Joyce Jones, Lisa Wilks, and Ryan Blackledge are the bill drafting attorneys assigned to the HHS subcommittees.
- **General Assembly Research Division Staff** – In general, staff of the Research Division provide assistance with the budget process as needed. Jennifer Hillman is the Research Division attorney assigned to HHS committees and subcommittees to provide research and information on legal issues impacting Medicaid, including Medicaid aspects of mental health.
- **Departmental Staff** – Department staff will answer members’ questions during committee meetings and work with General Assembly staff to obtain additional information if needed.

Departments may also make presentations on budget issues and on studies required by the General Assembly.

- **Office of State Budget and Management (OSBM)** - OSBM analysts assist General Assembly members and staff with information on departmental budgets and programs.