

# ARKANSAS GENERAL ASSEMBLY

Senator Larry Teague  
Senate Co-Chairman

Senator Missy Irvin  
Senate Vice-Chair



Representative Lane Jean  
House Co-Chairman

Rep. Douglas House  
House Vice-Chair

## JOINT BUDGET COMMITTEE

### MEMORANDUM

TO: Members of the Joint Budget Committee

FROM: Kevin Anderson, Assistant Director Fiscal Division

SUBJECT: Pre-Fiscal Session Budget Hearings

DATE: August 24, 2015

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The Joint Budget Committee will be holding hearings on the budget requests for the Higher Education Institutions, Department of Education Public School Fund Account, the Department of Human Services, Department of Health, Department of Correction and the Department of Community Correction, commonly referred to the "Big 6". Other agencies may be heard after receiving approval from the Legislative Council or requested by the Joint Budget Committee for the 2016-17 State Fiscal Year. All hearings will be held in **Committee Room A on the 5th Floor of the Big Mac Building** and are open to the public. The Joint Budget Committee will begin budget hearings on Tuesday, March 8, 2016 at 9:00 a.m., and will meet Tuesday through Thursday. After the first week of budget hearings the Committee will meet as needed upon call of the Co-Chairs.

#### SCHEDULE:

- On the morning of March 8, 2016 at 9:00 a.m. the Committees tentative Agenda will consist of the Hearing Parameters, Rules, Budget Forms, other resource materials and the presentation of the Executive Balanced Budget for Fiscal Year 2016-17. In the afternoon starting at 1:00 p.m. the Committee will hear the requests for the Institutions of Higher Education.
- The morning of March 9, 2016 at 9:00 a.m. the Committee will hear the request for the Public School Fund – Department of Education. In the afternoon starting at 1:00 p.m. the Committee will hear the request for the Correction Department and Community Correction Department.
- The morning of March 10, 2016 at 9:00 a.m. the Committee will hear the request for the Health Department. In the afternoon starting at 1:00 p.m. the Committee will hear the request for the Department of Human Services.

#### RULES AND POLICY POSITIONS:

We have enclosed the rules which were in effect for the Fall 2014 hearings. The rules will be scheduled for adoption during the morning for the first meeting 9:00 a.m. on March 8<sup>th</sup>. If you have any proposed changes, please be prepared to present them at that time. At the end of the rules are three policy positions that have been adopted by the Committee in past budget hearings. You will be asked to vote on these as well.

**SEATING:**

Seating for Committee members will be those seats selected by the Committee in the 90<sup>th</sup> General Assembly Regular Session. A seating chart is attached and will be available at the hearings.

**ATTENDANCE, PER DIEM AND MILEAGE:**

If you are unable to attend a budget hearing, you are responsible for notifying your alternate so that they can do so. A list of the Committee membership and alternates is attached.

The chairmen of the Joint Budget Committee have adopted the following policies regarding attendance, per diem and mileage for the budget hearings:

- (A) You will need to sign the attendance roster each day.
- (B) It is important that you clearly understand that:
  - no one can be authorized to sign your name on the roster,
  - no member will receive per diem or mileage that is not on the signed roster, and
  - you may sign the roster only on the day you attend.

With the additional membership attending the hearings, we will need to pay particular attention to the noise level in the room. The chairmen have asked that all members make a concerted effort to keep casual conversation in the room to a minimum.

If we can provide you with assistance or clarification, please call us. We look forward to seeing you.

**2016 FISCAL SESSION IMPORTANT DATES****(Pursuant to Act 5 of 2015 1st Extraordinary Session):**

- **2-01-2016** - Official General Revenue Forecast.
- **3-14-2016** - Appropriation Bills and Identical Resolutions may be pre-filed.
- **3-08-2016** - Budget Hearings start in Big Mac Room A / Executive Balanced Budget
- **4-13-2016** - Fiscal Session starts.
- **4-13-2016** - Deadline for filing Identical Resolutions for Non-Appropriation bills.
- **4-27-2016** - Bill filing deadline for Appropriation Bills and Non-Appropriation bills for which an Identical Resolution has been approved.
- **5-12-2016** - Last Day of Fiscal Session, which is 30 days, unless extended 15 days by a 3/4 vote.
- **5-27-2016** - 45 Days from the start of Session which is the longest a Fiscal Session may last if extended.

Attachments

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### JOINT BUDGET COMMITTEE

#### PRE-FISCAL SESSION BUDGET HEARINGS PARAMETERS March 8, 2016

1. The Committee hearings will be held in Committee Room A of the Multi-Agency Complex (Big Mac).
2. During the first week of budget hearings beginning Tuesday, March 8, 2016 at 9:00 a.m., the Joint Budget Committee will meet Tuesday through Thursday. After the first week of budget hearings the Committee will meet as needed upon call of the Co-Chairs.
3. A member of the legislative fiscal staff will summarize the agency budget request and executive recommendation before the agency begins its presentation.
4. The Director of the Department of Higher Education will appear and present the Arkansas Higher Education Coordinating Board (AHECB) recommendations for all institutions of higher education. The directors of the remaining five agencies that make up what is commonly referred to as the "Big Six" will appear and present his/her budget request before the Committee.
5. Budget subcommittees may be appointed to consider selected budgetary matters in more depth.
6. Each member will receive a Budget Manual, Tax Handbook, "A" Book (Agency Expenditures for 10 years) and "B" Book (Selected Statistical Data).
7. Member's seats are permanently assigned and name plates will be used.
8. Press and Public are not allowed around the members' seating area.

**JOINT BUDGET COMMITTEE  
2016 PRE-FISCAL SESSION BUDGET HEARINGS  
BUDGET HEARINGS SPECIAL RULES AND  
POLICY POSITIONS**

**Budget Hearing Special Rules.** The following special rules shall apply to actions taken by the Joint Budget Committee during consideration and review of budget requests immediately prior to the convening of a fiscal session. All other rules of the Joint Budget Committee not superseded by the Budget Hearings Special Rules shall remain in effect during budget hearings.

- (a) **Quorum.** The presence of at least a majority (29 members) of the full membership (56) of the Joint Budget Committee shall be necessary to constitute a quorum for the transaction of business concerning budgets or budget-related matters. The determination of the number of members which constitute the quorum for each day and for all day shall be by roll call that day. If a member arrives after the roll call has been completed, the member shall inform the staff of that member's attendance and the staff shall so record it.
- (b) **Vote.** The affirmative vote of 15 members or a full majority of those members of the Joint Budget Committee voting on a matter, whichever is the larger, shall be necessary to adopt any budget matter or motion, unless otherwise provided, except that any change to these rules shall require the affirmative vote of two-thirds (2/3) of the quorum (20 members).
- (c) **Budget Recommendations.** The Joint Budget Committee will prepare a recommended budget for submission to the General Assembly for each agency, department, or branch of State Government which received an appropriation in the preceding General Assembly. If the committee determines that an agency or program should cease to exist, be reorganized or consolidated, it may submit such recommendation to the General Assembly. Budget requests submitted to the Joint Budget Committee shall be prepared and presented in the manner as determined by the committee.
- (d) **Action on Budget Requests.** Final disposition of budget requests or any item of a budget request heard by the Joint Budget Committee, shall not be made in the presence of the chief administrative officer or other employees of the department, agency, or institution whose budget is being considered.
- (e) **Reconsideration of Budget Requests.** After affirmative action has been taken by the Joint Budget Committee on a budget request or on any other item therein,

such action shall not be reconsidered except upon an affirmative vote of the greater of twenty (20) members or two-thirds (2/3) of the quorum.

- (f) **Motions for action on Budget Requests.** Whenever the Joint Budget Committee proceeds to act on any budget request, or any item therein, the Chairman shall state that the issue before the Joint Budget Committee is that the budget
- (1) be approved as recommended by the Governor in the case of all budget requests containing specific recommendations by the Governor, or
  - (2) be approved as requested by the department or agency, in the case of those budgets which have not been reviewed and recommended by the Governor.

Motions to amend the budget request, or any item thereof, shall then be in order, unless the Joint Budget Committee shall vote to limit the consideration of such motions. Upon conclusion of the consideration of motions to amend the budget request, the Joint Budget Committee shall then vote on the question of approving the budget, as amended.

If amendments to the budget request are not adopted, or if the motion to adopt the budget as amended fails, the Joint Budget Committee shall then vote upon the budget as recommended by the Governor or as requested by the department or agency, as the case may be.

- (g) **Voting by Alternates.** In the event that there is more than one Joint Budget Committee alternate attending budget hearings for a member of the Joint Budget Committee, the member selected as the first alternate by the alternate's legislative body shall cast the vote for the absent member. If neither the member of the Joint Budget Committee nor the first alternate are in attendance, the member selected as the second alternate may cast the vote for the absent member.

An alternate may vote only when the primary member has not been recorded as having been in attendance during the day. Votes cast by an alternate after the recording of the primary member's attendance shall be invalid. Votes cast by an alternate prior to the recording of the primary member's attendance shall be valid.

- (h) **Roll Call Vote.**

A roll call vote may be requested and approved in the following way:

Upon completion of a voice vote, any three (3) members of the membership of the Joint Budget Committee may require an oral roll call on any issue before the committee and have the ayes and nays entered into the record. An example of this procedure is provided to provide further clarification:

- 1) A voice vote is completed on an issue.
- 2) Any three (3) members request a roll call vote on the issue.
- 3) Roll call vote is completed and the results are entered into the record.

(i) **Subcommittees**

The co-chairs of the Joint Budget Committee shall be ex-officio members of any subcommittees formed during the Pre-Fiscal Session Budget Hearings. However, the ex-officio members shall not be counted in determining the number of members that constitute a quorum of the subcommittee but the ex-officio members shall be counted in determining whether a quorum is present. For instance, if seven non ex-officio members are appointed to a subcommittee, four members constitute a quorum and if two of the seven members are present and two ex-officio members are present, a quorum exists for the subcommittee to conduct business.

If a member of a subcommittee is unable to attend a meeting of the subcommittee, the member's alternate may attend and vote for that member during the entire meeting. The alternate must notify the staff prior to the meeting of the name of the member for which the alternate is substituting.

**POLICY POSITIONS OF THE  
JOINT BUDGET COMMITTEE**

1. No recommendation of the Joint Budget Committee (JBC) on operating budgets is to be considered as approving or disapproving any fee or tax increase proposed unless the motion adopted by the JBC expressly specifies otherwise.
2. No salary recommendation of the JBC for an employee or group of employees referred to a subcommittee is to be considered final action by the JBC until a report on such salary level is submitted by the subcommittee of the JBC appointed to review the salary level request unless the motion adopted by the JBC on the salary recommendation expressly specifies otherwise.
3. No recommendation of the JBC on a special language request referred to a subcommittee is to be considered final action by the JBC until a report on such special language is submitted by the subcommittee of the JBC appointed to review special language requests unless the motion adopted by the JBC expressly specifies otherwise.

**JOINT BUDGET COMMITTEE MEMBERSHIP AND ALTERNATES      Attachment 3**

<b>District</b>	<b>SENATE MEMBERS</b> <i>(Alternate)</i>
4	Sen. Teague, Co-Chair
1	Sen. Irvin, V-Chair <i>(Sen. Flippo)</i>
1	Sen. Burnett <i>(Sen. Flippo)</i>
1	Sen. Caldwell <i>(Sen. Flippo)</i>
1	Sen. Cooper <i>(Sen. Flippo)</i>
1	Sen. Ingram <i>(Sen. Flippo)</i>
1	Sen. Williams <i>(Sen. Flippo)</i>
2	Sen. Chesterfield <i>(Sen. English)</i>
2	Sen. Dismang <i>(Sen. English)</i>
2	Sen. Elliott <i>(Sen. English)</i>
2	Sen. Hutchinson <i>(Sen. English)</i>
2	Sen. Johnson <i>(Sen. English)</i>
2	Sen. Rapert <i>(Sen. English)</i>
3	Sen. Bledsoe <i>(Senator Standridge)</i>
3	Sen. Files <i>(Senator Standridge)</i>
3	Sen. Hendren <i>(Senator Standridge)</i>
3	Sen. Hester <i>(Senator Standridge)</i>
3	Sen. Lindsey <i>(Senator Standridge)</i>
3	Sen. Jon Woods <i>(Senator Standridge)</i>
4	Sen. Clark <i>(Senator Cheatham)</i>
4	Sen. Flowers <i>(Senator Cheatham)</i>
4	Sen. Maloch <i>(Senator Cheatham)</i>
4	Sen. Pierce <i>(Senator Cheatham)</i>
4	Sen. Stubblefield <i>(Senator Cheatham)</i>
Audit Chair	Sen. Hickey
Audit Past Chair	Sen. King
ALC Chair	Sen. Sample
ALC Past Chair	Sen. Sanders

<b>District</b>	<b>HOUSE MEMBERS</b> <i>(Alternate)</i>
4	Rep. Jean, Co-Chair
1	Rep. Ferguson <i>(Sullivan/Speaks)</i>
1	Rep. Hodges <i>(Sullivan/Speaks)</i>
1	Rep. Joe Jett <i>(Sullivan/Speaks)</i>
1	Rep. McElroy <i>(Sullivan/Speaks)</i>
1	Rep. Murdock <i>(Sullivan/Speaks)</i>
1	Rep. Payton <i>(Sullivan/Speaks)</i>
2	Rep. House, V-Chair <i>(C. Armstrong/E. Armstrong)</i>
2	Rep. Gillam <i>(C. Armstrong/E. Armstrong)</i>
2	Rep. Love <i>(C. Armstrong/E. Armstrong)</i>
2	Rep. Magie <i>(C. Armstrong/E. Armstrong)</i>
2	Rep. Steven Meeks <i>(C. Armstrong/E. Armstrong)</i>
2	Rep. Walker <i>(C. Armstrong/E. Armstrong)</i>
3	Rep. Collins <i>(Petty/Lundstrum)</i>
3	Rep. Dotson <i>(Petty/Lundstrum)</i>
3	Rep. Charlotte Douglas <i>(Petty/Lundstrum)</i>
3	Rep. Dan Douglas <i>(Petty/Lundstrum)</i>
3	Rep. Harris <i>(Petty/Lundstrum)</i>
3	Rep. Neal <i>(Petty/Lundstrum)</i>
4	Rep. Eubanks <i>(Bragg/Holcomb)</i>
4	Rep. Gonzales <i>(Bragg/Holcomb)</i>
4	Rep. Shepherd <i>(Bragg/Holcomb)</i>
4	Rep. Vines <i>(Bragg/Holcomb)</i>
4	Rep. Womack <i>(Bragg/Holcomb)</i>
ALC Chair	Rep. Branscum
Audit Chair	Rep. Broadway
ALC Past Chair	Rep. Davis
Audit Past Chair	Rep. Hammer

	<i>Senate Alternates</i>
<i>Dist. 1</i>	<i>Sen. Scott Flippo</i>
<i>Dist. 2</i>	<i>Sen. Jane English</i>
<i>Dist. 3</i>	<i>Sen. Greg Standridge</i>
<i>Dist. 4</i>	<i>Sen. Eddie Cheatham</i>

	<i>House Alternates</i>
<i>Dist 1</i>	<i>Sullivan / Speaks</i>
<i>Dist. 2</i>	<i>C. Armstrong / E. Armstrong</i>
<i>Dist. 3</i>	<i>Petty / Lundstrum</i>
<i>Dist. 4</i>	<i>Bragg / Holcomb</i>

JOINT BUDGET COMMITTEE SEATING CHART 'BIG MAC-ROOM A'

Attachment 4

1 2 3  
Witness Table

