



**DEPARTMENT OF CORRECTIONS  
Business & Finance**



<b>Title:</b>	<b>Emergency Board &amp; Interim Joint Committee on Ways and Means Requests</b>	<b>DOC Policy: 30.5.2</b>
<b>Effective:</b>	<b>3/15/17</b>	<b>Supersedes: 12/7/11</b>
<b>Applicability: All functional units</b>		
<b>Directives Cross-Reference: ORS 291.328; ORS 8.105; ORS 291.326(1)(a), (b), (c), and (d); ORS 276.390; ORS 291.371; and ORS 291.375.</b>		
<b>Attachment: None</b>		

**I. PURPOSE**

The purpose of this procedure is to establish specific responsibilities within the Department of Corrections for identification and preparation of Emergency Board requests.

**II. DEFINITIONS**

- A. Interim Joint Committee on Ways and Means (IJCWM): The Interim Joint Committee on Ways and Means is a legislative interim committee which is empowered to make certain fiscal decisions in the absence of the full Legislature. They meet periodically during the first fiscal year of each biennium between the full session and interim session. The Interim Committee refers recommendations to the interim session.
- B. Emergency Board: The Emergency Board is a legislative interim committee which is empowered to make certain fiscal decisions in the absence of the full Legislature. They meet periodically during the second fiscal year of each biennium between the interim session and the full session. The Emergency Board cannot appropriate funds, but can award funds from the Emergency Fund and can approve applications for federal fund grants.

**II. POLICY**

- A. Determination of an Emergency:
  - 1. Functional unit managers shall monitor and assess the impact of circumstances that develop which could have adverse fiscal impact upon a functional unit's programs.
  - 2. As soon as such circumstances are identified as beyond the scope of the functional unit, the affected functional unit manager will inform their Assistant Director.
  - 3. If similarly unresolvable at the division level, the Assistant Director will work with the agency Chief Financial Officer to determine whether or not the problem can be resolved within the department's legislatively approved budget. If resolution

cannot be reached, the issue will be brought before the agency Executive Team for recommended action.

4. The Executive Team will review the problem to determine whether, in their judgment, a defined emergency does exist. They will make a recommendation to the Director. The Director will make the final determination and will communicate the decision to the Executive Team. That communication may come through the Chief Financial Officer.
5. In addition to the defined emergencies discussed above, the Interim Joint Committee on Ways and Means and Emergency Board review and approve agencies' ability to apply for financial assistance or grants specifically from the federal government. Agencies must not even apply for a federal grant without legislative approval, and the Emergency Board fulfills that role when the legislature is not in session.

#### B. Process of Emergency Board Request

1. When the Director determines that an Interim Joint Committee on Ways and Means or Emergency Board request is required, the Chief Financial Officer will notify the Department of Administrative Services and the Legislative Fiscal Office of the agency's intent to request action by the Interim Joint Committee on Ways and Means or Emergency Board by the deadline put in place by the Legislative Fiscal Office for submitting a Letter of Intent.
2. The Chief Financial Officer will provide the Assistant Director with the latest process memo from the Legislative Fiscal Office regarding Interim Joint Committee on Ways and Means or Emergency Boards, which includes requirements, criteria, templates, and direction on how to submit a Letter of Request.
3. The Assistant Director will then initiate a draft Letter of Request in the format prescribed by the Department of Administrative Services. Draft Interim Joint Committee on Ways and Means or Emergency Board requests shall be forwarded to the Chief Financial Officer one week prior to the Legislative Fiscal Office's deadline for submitting a Letter of Request.
4. The Chief Financial Officer will see that the request is transmitted to the Office of Communications, who will insure that it is sent to the Department of Administrative Services and Legislative Fiscal Office prior to the deadline for submitting a Letter of Request.
5. The Director, Assistant Director, and/or affected functional unit manager will present the request to the Interim Joint Committee on Ways and Means or Emergency Board.
6. The Chief Financial Officer will inform the affected functional unit, the Director, Assistant Director, and Budget Office of actions taken by the Interim Joint Committee on Ways and Means or Emergency Board.

C. Format

1. The Interim Joint Committee on Ways and Means or Emergency Board Letter of Request shall be prepared in the format specified in the process memo from the Legislative Fiscal Office, as provided by the agency Chief Financial Officer.
2. The request will be initiated in business letter form on Department of Corrections Director's Office letterhead.

**III. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

Certified: \_\_\_\_\_  
signature on file  
Birdie Worley, Rules Coordinator

Approved: \_\_\_\_\_  
signature on file  
Brian Belleque, Deputy Director