



DEPARTMENT OF LEGISLATIVE SERVICES  
OFFICE OF POLICY ANALYSIS  
MARYLAND GENERAL ASSEMBLY

Warren G. Deschenaux  
Executive Director

MEMORANDUM

**To:** State Agencies  
**From:** Simon G. Powell *SGP*  
**Date:** December 20, 2017  
**Re:** 2018 Session Hearing Schedule

---

The fiscal 2019 operating and capital budgets are expected to be introduced by Wednesday, January 17, 2018. The Senate Budget and Taxation (B&T) Committee and the House Appropriations Committee (APP) will begin agency budget hearings on Wednesday, January 24, 2018. As the budget bills will originate in the Senate, B&T will be the first to conclude its deliberations.

In the Senate, budget hearings will be conducted in the full committee and four subcommittees: Health and Human Services (HHS); Education, Business, and Administration (EBA); Public Safety, Transportation, and the Environment (PSTE); and Capital. In the House, some budgets will be heard in full committee, but most budgets will be heard in five subcommittees: Education and Economic Development; Public Safety and Administration; Health and Social Services; Transportation and Environment; and Capital.

For this session only, the University System of Maryland (USM) institutions that are scheduled for operating budget hearings (University of Maryland, Baltimore Campus; University of Maryland, College Park Campus; University of Baltimore; Salisbury University; University of Maryland University College; and University of Maryland Center for Environmental Science) will instead participate in a higher education briefing. We will resume the regular operating budget hearings next session.

**Agencies Which Will Not Be Scheduled for Operating Budget Hearings at the 2018 Session:** The following agencies will not be analyzed during the 2018 session and will not have budget hearings scheduled:

Historic St. Mary's City Commission Maryland African American Museum Corporation Maryland Commission on Civil Rights Maryland Environmental Service Maryland Tax Court Maryland School for the Deaf Maryland State Department of Education Funding for Educational Organizations Office of People's Court Office of the Deaf and Hard of Hearing	Office of the State Prosecutor St. Mary's College of Maryland University System of Maryland Bowie State University Coppin State University Frostburg State University Office Towson University University of Maryland Baltimore County University of Maryland Eastern Shore
---	--

**USM Capital Budget Hearings for the 2018 Session:** The following USM institutions will be analyzed and presented as part of an omnibus USM analysis:

Bowie State University Coppin State University Frostburg State University Salisbury University Towson University University of Baltimore University of Maryland, Baltimore Campus	University of Maryland Baltimore County University of Maryland Center for Environmental Science University of Maryland, College Park Campus University of Maryland Eastern Shore University System of Maryland
---	--

**Presentations by the Office of Legislative Audits (OLA):** The enclosed schedule includes hearing dates and times for a number of OLA presentations based on the best information available at this time. Be advised that items may be added or dropped from the schedule if circumstances change. In addition, in the event any of these topics are chosen for early session briefings by one or both committees, they may be dropped from the budget hearing schedule.

**Analysis and Committee Jurisdiction Changes:** Please make note of the following:

- In B&T, the HHS Subcommittee will hear the budget of the Maryland Department of Health Overview instead of the full committee. Also in B&T, the full committee will hear the State Board of Elections instead of the HHS Subcommittee.

**Hearing Dates and Times:** Hearings in the Senate will continue to be held generally on Monday, Tuesday, Thursday, and Friday each week, beginning at 1:00 p.m. for the full committee and PSTE, HHS, and EBA subcommittees. B&T Capital hearings will be held at 3:00 p.m. on Tuesday afternoons. In the House, full APP committee meetings will continue to be held on Friday, when scheduled, beginning at 1:00 p.m. Subcommittee hearings will begin at 3:00 p.m. on Mondays

and at 1:00 p.m. on Wednesdays and Thursdays. APP Capital hearings will be held at 4:30 p.m. on Wednesdays. **Scheduled dates and times are subject to change, thus it is advisable to verify the schedule weekly.** The table below summarizes the hearing dates and times for both chambers.

<u>Day</u>		<u>House</u>		<u>Senate</u>
Monday	3:00 p.m.	Subcommittee Budget Hearings	1:00 p.m.	Subcommittee Budget Hearings
Tuesday	<i>No Budget Hearings</i>		1:00 p.m. 3:00 p.m.	Full B&T Budget Hearings Capital Subcommittee
Wednesday	1:00 p.m. 4:30 p.m.	Subcommittee Budget Hearings Capital Subcommittee	<i>No Budget Hearings</i>	
Thursday	1:00 p.m.	Subcommittee Budget Hearings	1:00 p.m.	Subcommittee Budget Hearings
Friday	1:00 p.m.	Full APP Budget Hearings	1:00 p.m.	Subcommittee Budget Hearings

**Changes to Dates in the Hearing Schedule:** Your cooperation in coordinating the calendars of agency personnel to accommodate the hearing schedule is critical to the orderly consideration of the budget by the committees. However, the enclosed schedule of legislative operating budget hearings can be changed in case of extraordinary circumstances. Questions concerning the schedule may be communicated to your legislative budget analyst or Jason Kramer, the operating budget analyst with responsibility for preparing the schedule.

**Budget Analyses:** Budget analyses for the 2018 session will continue to have an outcome-based focus relative to *Managing for Results* performance measurement data and issues. As in prior years, the document will focus on programmatic funding changes, changes in personnel, and federal funding proposed in the fiscal 2019 budget. Analysts will make use of program and performance data reported with the budget and developed by the Department of Legislative Services (DLS) in evaluating the budget. In addition to spending proposed for fiscal 2019, analyses and hearings will discuss fiscal 2018 deficiency appropriations. As in the past, DLS analyses will raise issues and make recommendations for legislative or committee action. Written responses to issues and recommended actions should be part of the agency budget presentation and be available at, or in advance of, the budget hearing. To facilitate response, every effort will be made to make the recommendations available at least three calendar days before the hearing.

**Agency Responses – Hard Copies:** With respect to agency responses, double-sided three-hole-punched hard copies of all materials should be provided. For APP, provide 20 copies for

subcommittee hearings and 40 copies for full committee hearings. For B&T, provide 10 copies for subcommittee hearings and 20 copies for full committee hearings. **You should submit these hard-copy materials to the following addresses two hours prior to the start of the hearing for inclusion in the committee binders:**

Senate Budget and Taxation Committee  
Suite 3 West, Miller Senate Office Building  
Annapolis, Maryland 21401  
**Attn: Ms. Kim Landry**

House Appropriations Committee  
121 House Office Building  
Annapolis, Maryland 21401  
**Attn: Ms. Cherie Warehime**

**Agency Responses – Electronic Copies:** The committees expect all agency responses to be available in time for the budget hearings in an electronic format, so that legislators may access agency response materials through the legislative floor automation system. The Department of Budget and Management (DBM) has established an Internet link on the DBM home page that contains placeholders for each agency’s testimony. **You should plan to coordinate with DBM to ensure that your electronic response to the DLS analysis appears on the DBM home page in time for each budget hearing.**

**Hearing Follow-up:** Frequently, questions arise at budget hearings that require follow-up. Unless other arrangements are made, someone on your staff should remain in the hearing room until the conclusion of each day’s hearings to meet briefly with the committee staff analyst and the budget analyst to clarify what is outstanding and when response is required. A follow-up form will be given to the agency representative and the legislative analyst to list all follow-up material. **The committees have requested, for the 2018 session, that all agencies please use the follow-up form as the cover page on each of the copies of the response/follow-up. In the past, agency responses have not been consistently identified as follow-up to a budget hearing, which impedes the distribution of responses to legislators.** Copies should be delivered to Ms. Warehime for House hearing follow-up items and to Ms. Landry for Senate hearing follow-up items. You should also provide a copy of all agency hearings and follow-up materials directly to your legislative budget analyst.

**Joint Chairmen’s Report:** At the conclusion of the legislative session, all of the actions taken by the legislature and the budget committees on the operating and capital budgets are described in the *Joint Chairmen’s Report*. This document is available on the General Assembly website as soon as it is complete. **Paper copies will be available upon request only. Please contact the budget office at 410-946-5530 before March 31, 2018, to request a printed copy.**

SGP/msh

Enclosure