

Bill as Introduced

SB 103 -AS INTRODUCED

2011 SESSION

11-0975

05/03

SENATE BILL **103**

AN ACT requiring the commissioner of administrative services to develop a plan to consolidate the human resource functions within state government.

SPONSORS: Sen. Barnes, Jr., Dist 17; Sen. Boutin, Dist 16; Sen. Bradley, Dist 3; Sen. Bragdon, Dist 11; Sen. Carson, Dist 14; Sen. Forrester, Dist 2; Sen. Gallus, Dist 1; Sen. Groen, Dist 6; Sen. Morse, Dist 22; Sen. Odell, Dist 8; Sen. Sanborn, Dist 7; Sen. White, Dist 9

COMMITTEE: Finance

ANALYSIS

This bill requires the commissioner of administrative services to develop a plan to consolidate the human resource functions within state government.

.....

Explanation: Matter added to current law appears in *bold italics*.
Matter removed from current law appears [~~in brackets and struckthrough~~]
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Eleven

AN ACT requiring the commissioner of administrative services to develop a plan to consolidate the human resource functions within state government.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 1 Commissioner of Administrative Services; Plan to Consolidate Human Resources Functions
2 Within State Government. The commissioner of administrative services shall review the various
3 human resource functions performed by state agencies and identify responsibilities that may be
4 consolidated to achieve greater efficiency and economies of scale within state government. The
5 commissioner shall develop a plan to consolidate human resource functions within state government
6 for consideration by the governor and legislature. On or before November 1, 2011, the commissioner
7 shall submit the plan, and any recommendations for proposed legislation, to the governor, the
8 speaker of the house of representatives, the senate president, and the state library.

9 2 Effective Date. This act shall take effect upon its passage.

Committee Minutes

**SENATE CALENDAR NOTICE
FINANCE**

Senator Chuck Morse Chairman ✓
 Senator Bob Odell V Chairman ✓
 Senator John Barnes, Jr. ✓
 Senator Peter Bragdon ✓
 Senator Lou D'Allesandro ✓
 Senator Jeanie Forrester Absent
 Senator John Gallus ✓

For Use by Senate Clerk's Office ONLY	
<input type="checkbox"/>	Bill Status
<input type="checkbox"/>	Docket
<input type="checkbox"/>	Calendar
Proof: <input type="checkbox"/>	Calendar <input type="checkbox"/> Bill Status

Date: January 26, 2011

HEARINGS

Thursday

2/3/2011

FINANCE

SH 103

1:00 PM

(Name of Committee)

(Place)

(Time)

EXECUTIVE SESSION MAY FOLLOW

1:00 PM SB103

requiring the commissioner of administrative services to develop a plan to consolidate the human resource functions within state government.

Sponsors:

SB103

Sen. John Barnes, Jr.
 Sen. Sharon Carson
 Sen. Chuck Morse

Sen. David Boutin
 Sen. Jeanie Forrester
 Sen. Bob Odell

Sen. Jeb Bradley
 Sen. John Gallus
 Sen. Andy Sanborn

Sen. Peter Bragdon
 Sen. Fenton Groen
 Sen. Raymond White

Finance Committee

Hearing Report

TO: Members of the Senate

FROM: Shannon Whitehead, Legislative Aide

RE: Hearing report on SB 103 – **requiring the commissioner of administrative services to develop a plan to consolidate the human resource functions within state government.**

HEARING DATE: February, 3, 2011

MEMBERS OF THE COMMITTEE PRESENT: Senator Morse, Senator Bragdon, Senator Odell, Senator Barnes, Senator Gallus, and Senator D'Allesandro

MEMBERS OF THE COMMITTEE ABSENT: Senator Forrester

Sponsor(s): Sen. Barnes, Jr., Dist 17; Sen. Boutin, Dist 16; Sen. Bradley, Dist 3; Sen. Bragdon, Dist 11; Sen. Carson, Dist 14; Sen. Forrester, Dist 2; Sen. Gallus, Dist 1; Sen. Groen, Dist 6; Sen. Morse, Dist 22; Sen. Odell, Dist 8; Sen. Sanborn, Dist 7; Sen. White, Dist 9

What the bill does: This bill requires the commissioner of administrative services to develop a plan to consolidate the human resource functions within state government.

Who supports the bill: Senator Groen, Senator Bradley, Senator Carson, Senator Boutin, Senator White, Commissioner Linda Hodgdon from the Department of Administrative Services, Mark Fairbank from the Department of Administrative Services, and Karen Hutchins from the Department of Administrative Services.

Who opposes the bill: No one appeared in opposition

Summary of testimony received:

*Senator Morse opened the hearing at 1:05pm.

Senator Barnes, Prime sponsor: SB 103 is not a new concept. This legislation requires the Commissioner of Administrative Services to develop a plan to consolidate human resource functions within state government. An

efficiency commission report dated December 1, 2003 had a very similar suggestion. That efficiency commission was charged with assessing the operating efficiency of state government. One of their recommendations called for, centralized division of personnel. (That recommendation was not implemented) which is why this legislation is before the committee. Given the challenging budget we are facing, we must be creative and we must find efficiencies in state government. The intent in SB 103 is to streamline government by centralizing human resource services and we are overdue in taking up this initiative. The bill was filed to begin discussions on how these efficiencies can be achieved. I have been working with Senator Morse and Commissioner Hodgdon of the Department of Administrative Services doing just that. While this bill calls on the Commissioner to develop a plan, I believe we can find real savings and budget efficiencies in the upcoming budget cycle. This effort is a work in progress. Governor Lynch is working with Commissioner Hodgdon to achieve these savings in the next budget and asks for the committee's support. Senator Barnes stated the timeline of the attempts of this recommendation, 1936, 1952 and 2003 to streamline. "Courage, we need courage to pursue this and make it happen."

Senator White: In support of the bill and its concept. Senator White hopes Commissioner Hodgdon will think outside the box and consider privatization option for human resource function. Senator White continued to say that with dealing with employee benefits there are many functions that have been farmed out through private companies that have expertise in certain areas and that there is expertise out there dealing with these kinds of things that get more complex with the labor laws. For it being 2011, we are moving forward in a great way in trying to streamline government function. Senator White stated that there are many industries and the expertise to help us nationally and locally.

Commissioner Linda Hodgdon: In support of the bill. It is time for the State of New Hampshire to look at shared services for human resource functions within state government. Some refer that to consolidation, some refer that shared services. Part of the ERP rollout is HR.

Commissioner Hodgdon and Governor Lynch are looking at the Gant chart to look at the order, the savings, which this does have, and its timeline. Because we do get a lot of federal money for our positions in state government and we do not want to do anything that jeopardizes our cost claiming, for example, at Health and Human Services. This will not be easy, we need to be very careful and how we approach this.

Commissioner Hodgdon continued to say that the ROI on this project had been looked at and it is less than 2 and that she is working with the Governor and not at liberty to disclose details and assumptions at this time. Senator Morse wanted to say thank you to Mark Fairbank and Karen Hutchins who also have been a great help to this process and have been very

forth coming. Senator Morse asked about the ROI, can we expect something coming forward in the Capital budget that will complement what we are doing here?

Commissioner Hodgdon responded that there was a capital budget request to help with the implementation and because of the software that was purchased with the original ERP financial system now has a lot of additional features that we need and now we are looking at trade up. There are some additional capital dollars. They are not significant. Commissioner Hodgdon added that we have a paper intensive system right now. This will give the employee ability to manage a lot of their own.

Senator Morse asked Commissioner Hodgdon about with this being done, it will not just be placed in the back of the budget. Commissioner Hodgdon replied that we will be able to do something in the budget that is meaningful; a plan is in place sooner than the date in the bill of November 1, 2011. Our hope is to have an RFP out on the street and a contract in place soon after budget passes. Commissioner Hodgdon stated that we are trying to fast track this.

Senator Gallus asked if we currently have the authority to do this. Commissioner Hodgdon responded that there needs to be some changes in the law. I am looking at this and evaluating it and its efficiencies. Commissioner Hodgdon continued to say that HB 2 needs to be looked at.

Senator D'Allesandro asked if there have been previous studies done such as reports, by Senator Shaheen and Governor Benson in the past that can be incorporated, Senator D'Allesandro added that he felt this would be the time to do so, if we did. Commissioner Hodgdon responded that there is significant progress that has been done throughout; we have increased 32 areas that are doing centralized sourcing. We have taken a lot of the workload out. High vacancy rates are what make it challenging. HR areas and reports are being looked at.

Senator D'Allesandro asked if there were other states in New England to get a hold of about this. Commissioner Hodgdon responded that the approaches of budget cycles are imperative. We can evaluate those as we go through the process. Commissioner Hodgdon also stated that from the savings and landmines we also need to look at what not to do, as what other states have experienced. There are some states that have realized it is not working right.

Commissioner Hodgdon stated to the committee that there will be spreadsheets that will come forth with further meetings. Commissioner Hodgdon noted that Karen Hutchins has been to Washington, DC to a conference where other human resource professionals were talking about this subject and has come back with reports and contacts with those other states.

Senator Morse closed the hearing at 1:21pm

Future Action: The committee voted OTP 5-0. First motion made by Senator D'Allesandro, second motion made by Senator Barnes. Senator Barnes for the committee.

SGW

[file: SB 103 report]

Date: 2-4-11t

SENATE FINANCE COMMITTEE
State House, Room 103
Concord, NH
Thursday, February 3, 2011

SENATE BILL 103, AN ACT requiring the commissioner of administrative services to develop a plan to consolidate the human resource functions within state government.

TESTIMONY OF:

Sen. Jack Barnes Pg. 1
Sen. Ray White Pg. 2
Linda Hodgdon Pg. 3

CHAIRMAN MORSE: We all set? Okay. We'll open the hearing on Senate Bill 103. Senator Barnes.

JACK BARNES, State Senator, Senate District #17: Thank you, Mr. Chairman, Members of the Committee. I'm here in front of you this afternoon to introduce Senate Bill 103. You know, Senate Bill 103 is not a new concept. This legislation requires the Commissioner of Administrative Services to develop a plan to consolidate human resources functions within state government. As many of you may have heard me mention before, an Efficiency Commission Report dated December 1st, 2003, had a very similar suggestion. That Efficiency Commission was charged with assessing the operating efficiency of State government. One of their many recommendations called for a centralized division of personnel. Had that recommendation been implemented, I would not have offered this piece of legislation. Given the challenging budget we are facing, we must be creative and we must find efficiencies in State government. The intent in Senate Bill 103 is to streamline government by centralizing human resource services and, frankly, we are overdue in taking up this initiative. I filed this bill to begin discussions on how these efficiencies can be achieved.

I have been working with Senator Morse and Commissioner Hodgdon of Administrative Services doing just that. While this bill calls on the Commission to develop a plan, I believe we can find real savings and budget efficiencies in the upcoming budget cycle. This effort is a work in progress. Governor Lynch is working with Commissioner Hodgdon to achieve these savings in the next budget. I ask for your support in this legislation and would ask Commissioner Hodgdon to speak more about this. And before ending, some of you might have heard a little talk I gave last year as we wound up. The first report on trying to streamline State government was in 1936. There was another one done, I believe it was 1952. And the last one was the 2003, the one that I mentioned. I had some dust on that report and I blew it off onto the floor in the Senate Chambers to let folks know that we had it but it wasn't used. And I had a little problem finishing up my speech and Senator D'Allesandro was very helpful. I was looking for the right word and I almost said a bad one, we have to have, and I took the 30 second pause and Senator D'Allesandro gave me the word. The word he gave me was courage. We need courage to pursue this and make it happen. Thank you, Mr. Chairman; I appreciate the opportunity to bring forward Senate Bill 103.

CHAIRMAN MORSE: Senator Barnes. Any questions of Senator Barnes? Thank you, Senator. Senator White.

RAY WHITE, State Senator, Senate District #9: Thanks, Mr. Chairman, and Members of the Committee. Hum -- I also wish to speak in favor of this bill and its concept. I'd also like to add that I would even hope that the Commissioner would really think outside the box and even consider a privatization option for human resource function. There's many companies -- I'm in the business, I should mention, that deals with employee benefits. So I encounter human resource people all day long. And there are many functions of human resources that are being farmed out through private companies that have expertise in certain areas as things get more and more complex with labor laws.

I believe there's efficiencies that could be had. Although unlike Senator Barnes, I was not present for the 1936 or 1952 studies, I would like to say that in 2011 I would hope that we could move forward in a great way in this effort because I'd say the prime thing that I personally ran on was trying to streamline government functions, and human resources is a very, very easy function to streamline. Many industries do not employ their own HR departments. They farm out. So the expertise is out there, both locally and nationally. And I would like to encourage the State and the Commissioner even consider that type of an option. Thanks for your time.

CHAIRMAN MORSE: Thanks, Senator. Any questions for Senator White? Thank you, Senator White. Commissioner Hodgdon.

LINDA HODGDON, Commissioner, Department of Administrative Services: Good afternoon.

CHAIRMAN MORSE: Good afternoon.

MS. HODGDON: I'm here today to testify in support of Senate Bill 103. I do think that it is time for the State of New Hampshire to look at shared services for human resource functions within State government. Some refer to that as a consolidation, some refer to that as shared services. As you may or may not know, part of our ERP rollout is HR with Lawson. We have already begun to work with Governor Lynch on laying out a Gantt chart to look at what needs to happen and in what order and to try and identify savings that would go along with -- with the timeline that needs to happen. I know -- I know it may be thought of on the surface as something very easy to do. It is something that we do want to make sure that we're very careful in the way in which we approach it because we do get a lot of Federal money for our positions in State government and we don't want to do anything that jeopardizes our cost claiming; for example, at Health and Human Services. So I do think we want to be careful and

judicious in the way in which we do this; but I do think that there certainly are savings. We have looked at an ROI on this project that is less than two, which I think is phenomenal so we are quite excited about that.

At this time, as you know, I am working on this with the Governor's Office so I'm not at liberty to disclose a lot of the details because I still need to have a number of meetings with him to kind of work through some of those details and assumptions; but I want to assure you that we are very seriously working on it.

CHAIRMAN MORSE: Great. Questions for the Commissioner? Commissioner, the -- well, first of all, let me thank Mark Fairbank and Karen Hutchins because we have had several meetings on this subject and they have been very forthcoming. The -- when you say the ROI, can we expect something coming forward in the Capital Budget that will complement what we are doing here?

MS. HODGDON: Absolutely. There is a Capital Budget request, both to help us with the implementation and because the software that was purchased with the original ERP financial system now has a lot of additional features that we need. And so we're talking to the company about a trade up. And so there's some additional capital dollars. They're not significant. But I would like to get the latest software that they have available that more adequately meets our needs so that we have less being done by people. We have an incredibly paper intensive system now. And what we're looking at is something where employees would be managing a lot of their own information that is now being done by other people where they fill out a form and then somebody else has to key it in. So there certainly are lots of efficiencies that are available, in addition to just the types of reports that you're able to get out of the system that we're not able to easily get out of the system today.

CHAIRMAN MORSE: I guess my next question is the -- Senator Barnes' legislation says November 1st, but I think

the Senate would like to be able to document this as -- what I don't want to do is put something in the back of the budget that instructs you to do it and then come up with something by November 1st. Will we be able to do something in the budget that's meaningful?

MS. HODGDON: There will absolutely be savings in the budget related to this project. And we would need to have a plan in place sooner than the November date. Our hope is to have an RFP out on the street and a contract in place soon after the budget passes. That's what our goal is. That's what we are working very hard to do. I appreciate Senator Barnes giving us a little bit of time. Oftentimes that doesn't happen. So I very much appreciate that. But we are trying to fast-track this as much as we can. And thank you for thanking the two people behind me because they certainly are key to this.

CHAIRMAN MORSE: Any further questions? Senator Gallus.

SEN. GALLUS: Thank you, Mr. Chairman. If you're currently looking at it, do you under your current authorization have the authority to do this type of reorganization?

MS. HODGDON: There needs to be some laws that are changed. What I'm not doing, I'm not implementing it. I'm looking at it. So I certainly have the authority to look at it and to evaluate it and to recommend efficiencies that need to take place. But House Bill 2 is going to have to have some laws that give some authority to Administrative Services that we don't have now or that I'm not comfortable are as strong as they need to be and I would want to make sure that folks with their eyes wide open are saying yes, we want you to do this and they are telling me to do this. So we would bring it up forward.

SEN. GALLUS: So you would bring something forward prior to the budget being passed?

MS. HODGDON: Yes, prior to the budget being finalized and we are still working on that. I don't know I'm going to have all of that by the time Governor's budget is done. But we would certainly stay in communication with this Committee and let you know what we needed to be able to be successful with that.

SEN. GALLUS: Thank you.

CHAIRMAN MORSE: Further questions? Senator D'Allesandro.

SEN. D'ALLESANDRO: Sorry to be late, Mr. Chairman. Linda, have there been any previous studies? We have had efficiency studies done about State government. We had the Coleman Report that was done sometime ago when Hugh Gallen was Governor. We had another report when Governor Shaheen was in. We had another report done when Benson was in. Are there any things that can be derived from those efficiency studies that could be brought forward and incorporated in this plan that would make us more efficient? And certainly the one aspect, I mean, the human resource aspect, we have everybody doing human resources across the board. But there have to be a series of things that have been looked at over long periods of time and it seems to me this is the time for those efficiencies to come.

MS. HODGDON: Well, there's a number of things in the efficiency study that we've already made significant progress with. Because as you know as you said, you know, they're somewhat dated. We certainly have increased 32 areas that we are now doing centralized purchasing on that we have not ever done before. So that workload has moved from the agencies to Administrative Services Purchasing Division. So there's not only economies of scale that we picked up, but we have taken that workload out of the agencies because it's not just placing the contract. That's the easy part. The hard part is all the phone calls that come in when the snowplowing isn't done the way they

want to have it done. So that has happened. We have made great strides in the workforce development area as far as putting tools in place for agencies. What, unfortunately, has kind of happened at the same time is we have had high vacancy rate and, you know, a number of positions that have been eliminated so that makes it more challenging to do some of the workforce development stuff, but we have been working to try and educate agencies get focused on that. I think if an audit finding were to come along on that right now, I think we would look much, much better. Anything in the area of human resources in any of those efficiency reports we are looking at as part of this project. So we're -- we're making sure that we are paying attention to anything that's already been identified.

SEN. D'ALLESANDRO: Further question?

CHAIRMAN MORSE: Further question.

SEN. D'ALLESANDRO: There are other states that are trying to do the same -- the same things, other New England states. Is it your -- is it your desire to get in touch with those people who are performing similar functions in terms of this -- everybody wants to achieve efficiencies. I mean, that's the name of the game and so forth. And I know that I gave to the Chair a list of items that were being looked at in Connecticut, but I'm sure these efficiencies are being looked at in other places. Would it be a good idea to get that information to you in terms of what others -- what others are doing so that -- so that you can see what's happening in terms of the movement in other environments? The problem is pervasive. The problem remains consistent throughout the area. It's the solutions that we're looking for.

MS. HODGDON: I don't know if Karen wrote that question down for you or not so that I could say at this point in time that she just spent last weekend in Washington D.C., and sent herself on her own dollar to Washington D.C. to a conference where other human resource

professionals were. And she spent a lot of time talking to them about this very subject and what we're looking at and found out where it had been successful and where it wasn't successful. And she's come back with a number of reports and contacts with those other states. Did you write that question down for him?

KAREN HUTCHINS, Director, Personnel Division,
Department of Administrative Services: I should have. That was good.

SEN. D'ALLESANDRO: Just one last one. As we approach, you know, the budget cycle, it seems to me if there are imperatives that -- that are required by you to do these things, I mean, that's a great place to incorporate them because if you can state this happens and this gets produced, then we have the results of that before us, at least the anticipated results, and we can evaluate those as we go through the processes. I think that makes, from my standpoint, that makes a lot of sense for me to see something and I know the Chair is a numbers guy and the numbers are important. I mean, if something produces this in terms of numbers that's something we ought to see.

MS. HODGDON: I think you'll have that as we finish our discussions with the Governor.

SEN. D'ALLESANDRO: Great.

MS. HODGDON: We'll have some spreadsheets we'll be able to share with you. I do want to caution the group that in addition to the good news that comes from the savings from this, there's also some land mines that we can learn from those other states about --

SEN. D'ALLESANDRO: Oh, sure.

MS. HODGDON: -- what not to do. Because some states are trying to unwrap this and put it back like it was because it isn't working right, which is why we want to

make sure we approach it appropriately.

SEN. D'ALLESANDRO: I think that's one of the benefits of looking at from a historical perspective. If you can see what someone else has done and measure the pluses and the minuses, at least you have a body of evidence that says we should either proceed with this or we should negate it and throw it out. It's always nice to see something and have something presented rather than being, you know, taking it out of the guesswork formula and putting it into the definitive state.

MS. HODGDON: Hm-hum.

SEN. D'ALLESANDRO: Thank you. Thank you, Mr. Chair.

CHAIRMAN MORSE: Further questions for the Commissioner? Seeing none, thank you Linda.

MS. HODGDON: Thank you.

CHAIRMAN MORSE: Not speaking but in favor are Senator Green, Senator Bradley, Senator Carson and Senator Boutin. I think that's probably all the sponsors of this legislation.

SEN. BRAGDON: Senator Groen, not Senator Green.

CHAIRMAN MORSE: Oh, Senator Groen. Like the old days.

SEN. BRAGDON: Right district, wrong spelling.

CHAIRMAN MORSE: Thank you.

SEN. BRAGDON: You're welcome.

CHAIRMAN MORSE: Anyone else to testify? Seeing no further testimony, I'll close Senate Bill 103.

(Hearing concluded at 1:21 p.m.)

Senate Finance Committee

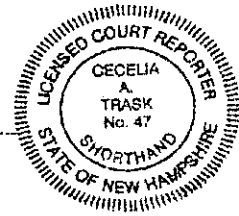
February 3, 2011

Senate Bill 103

CERTIFICATION

I, Cecelia A. Trask, a Licensed Court Reporter-Shorthand, do hereby certify that the foregoing transcript is a true and accurate transcript from my shorthand notes taken on said date to the best of my ability, skill, knowledge and judgment.

Cecelia A. Trask
Cecelia A. Trask, LSR, RMR, CRR
State of New Hampshire
License No. 47



Speakers

Testimony

Good afternoon. My name is Senator Jack Barnes, representing District 17.

SB 103 is before you today, but it not a new concept. This legislation requires the commissioner of administrative services to develop a plan to consolidate human resource functions within state government. As many of you may have heard me mention before, an efficiency commission report dated December 1, 2003 had a very similar suggestion. That efficiency commission was charged with assessing the operating efficiency of state government. One of their many recommendations called for a centralized division of personnel.

Had that recommendation been implemented, I would not have offered this piece of legislation.

Given the challenging budget we are facing, we must be creative and we must find efficiencies in state government. The intent in SB 103 is to streamline government by centralizing human resource services and frankly we are overdue in taking up this initiative. I filed this bill to begin discussions on how these efficiencies can be achieved. I have been working

with Senator Morse and Commissioner Hodgdon of Administrative Services doing just that.

While this bill calls on the Commissioner to develop a plan, I believe we can find real savings and budget efficiencies in the upcoming budget cycle. This effort is a work in progress. Governor Lynch is working with Commissioner Hodgdon to achieve these savings in the next budget. I ask for your support on this legislation and would ask Commissioner Hodgdon to speak more about this.

Thank you.

Committee Report

STATE OF NEW HAMPSHIRE
SENATE
REPORT OF THE COMMITTEE

Date: February 3, 2011

THE COMMITTEE ON Finance

to which was referred Senate Bill 103

AN ACT requiring the commissioner of administrative services to
develop a plan to consolidate the human resource
functions within state government.

Having considered the same, the committee recommends that the Bill:

OUGHT TO PASS

BY A VOTE OF: 5-0

AMENDMENT # D

Senator John S. Barnes, Jr.
For the Committee

Shannon Whitehead 271-4980

New Hampshire General Court - Bill Status System

Docket of SB103

Docket Abbreviations

Bill Title: requiring the commissioner of administrative services to develop a plan to consolidate the human resource functions within state government.

Official Docket of SB103:

Date	Body	Description
1/19/2011	S	Introduced and Referred to Finance, SJ 3 , Pg.36
1/26/2011	S	Hearing: 2/3/11, Room 103 State House, 1:00 p.m.; SC9
2/8/2011	S	Committee Report: Ought to Pass, 2/16/2011; SC11
2/16/2011	S	Ought to Pass, MA, VV, SJ 6 , Pg.56
2/16/2011	S	Pending Motion OT3rdg, SJ 6 , Pg.56
2/16/2011	S	Sen. Barnes Moved Laid on Table, MA, VV, SJ 6 , Pg.56

NH House

NH Senate

Other Referrals

SB 103

COMMITTEE REPORT FILE INVENTORY

ORIGINAL REFERRAL RE-REFERRAL

1. THIS INVENTORY IS TO BE SIGNED AND DATED BY THE COMMITTEE AIDE AND PLACED INSIDE THE FOLDER AS THE FIRST ITEM IN THE COMMITTEE FILE.
2. PLACE ALL DOCUMENTS IN THE FOLDER FOLLOWING THE INVENTORY IN THE ORDER LISTED.
3. THE DOCUMENTS WHICH HAVE AN "X" BESIDE THEM ARE CONFIRMED AS BEING IN THE FOLDER.
4. THE COMPLETED FILE IS THEN DELIVERED TO THE CALENDAR CLERK.

DOCKET (Submit only the latest docket found in Bill Status)

COMMITTEE REPORT

CALENDAR NOTICE

HEARING REPORT

HANDOUTS FROM THE PUBLIC HEARING

PREPARED TESTIMONY AND OTHER SUBMISSIONS

SIGN-UP SHEET(S)

ALL AMENDMENTS (passed or not) CONSIDERED BY COMMITTEE:

___ - AMENDMENT #	___	___ - AMENDMENT #	___
___ - AMENDMENT #	___	___ - AMENDMENT #	___

ALL AVAILABLE VERSIONS OF THE BILL:

<input checked="" type="checkbox"/> AS INTRODUCED	___ AS AMENDED BY THE HOUSE
___ FINAL VERSION	___ AS AMENDED BY THE SENATE

___ OTHER (Anything else deemed important but not listed above, such as amended fiscal notes): transcript

IF YOU HAVE A RE-REFERRED BILL, YOU ARE GOING TO MAKE UP A DUPLICATE FILE FOLDER

DATE DELIVERED TO SENATE CLERK 7-21-11


BY COMMITTEE AIDE