



SEN. ROGER J. KATZ, SENATE CHAIR  
REP. CHUCK KRUGER, HOUSE CHAIR

MEMBERS:

SEN. CHRISTOPHER K. JOHNSON  
SEN. DAVID C. BURNS  
SEN. PAUL T. DAVIS, SR.  
SEN. BILL DIAMOND  
SEN. STAN GERZOFSKY  
REP. MICHAEL D. MCCLELLAN  
REP. RICHARD H. CAMPBELL  
REP. ROBERT S. DUCHESNE  
REP. ANNE-MARIE MASTRACCIO  
REP. DEBORAH J. SANDERSON

MAINE STATE LEGISLATURE  
GOVERNMENT OVERSIGHT COMMITTEE

**MEETING SUMMARY**

**June 12, 2015**

**Accepted July 17, 2015**

**CALL TO ORDER**

The Chair, Sen. Katz, called the Government Oversight Committee to order at 1:32 p.m. in the State House.

**ATTENDANCE**

Senators:

Sen. Katz, Sen. Johnson, and Sen. Diamond  
Joining the Meeting in Progress: Sen. Burns, Sen. Davis and  
Sen. Gerzofsky

Representatives:

Rep. Kruger, Rep. McClellan, Rep. Campbell, Rep. Duchesne,  
Rep. Mastraccio and Rep. Sanderson

Legislative Officers and Staff:

Beth Ashcroft, Director of OPEGA  
Wendy Cherubini, Senior Analyst, OPEGA  
Lucia Nixon, Analyst, OPEGA  
Etta Connors, Adm. Secretary, OPEGA

Agency Officers and Staff  
Providing Information to  
the Committee:

Matthew Dunlap, Secretary of State

**INTRODUCTION OF GOVERNMENT OVERSIGHT COMMITTEE MEMBERS**

The members of the Government Oversight Committee introduced themselves for the benefit of the listening audience.

**SUMMARY OF THE MAY 8, 2015 GOC MEETING**

The Meeting Summary of May 8, 2015 was approved. (Motion by Rep. McClellan, second by Sen. Davis, unanimous vote).

**NEW BUSINESS**

None

## UNFINISHED BUSINESS

Chair Katz asked if there was objection to taking an item out of order. Hearing none, the Committee moved to **GOC Consideration of Recommendations on Records Retention and Management From Working Group Report.**

- **GOC Consideration of Recommendations on Records Retention and Management From Working Group Report**
  - **Monthly Report Back From Secretary of State Dunlap on Records Retention and Management Efforts**
  - **Review Status of Letter to Governor's Office**

Secretary Dunlap reported that State Archivist Cheever and he received a copy of the letter the GOC sent to the Governor's Office and were looking for guidance from the Committee about finishing some of the early steps pending the response from that letter. They have identified who the members of the stakeholder group should be. They include the Secretary of State's Office, Archives and Records Management, Information Services Office, Attorney General's Office, the Executive Department including the Governor's Office and the Office of Information Technology, the Judicial Branch including the Administrative Office of the Courts and the Legislature including the Executive Director of the Legislative Council and Information Office.

Secretary Dunlap said the charge of the working group would be to resolve for employees throughout State government the best practices for records retention of both paper and digital records, including digital archives, determination and participation. They are ready to send letters to the potential stakeholders, but wanted to talk with the GOC about the status of the letter from them to the Executive and the timing of the two pieces of correspondence passing each other because they do not want to step out of sync with either the GOC or the Executive Branch.

He noted that an opportunity they see with a stakeholder group is helping develop what the overall role is going to be of the Archives Advisory Board going forward. One thing that could be a very strong and active relevant role is to serve as a sounding board for rulemaking on records management, but he would like to get the stakeholder's input on that first.

Sen. Diamond asked whether the Department of Transportation was included in the list for the stakeholder group. Secretary Dunlap said not specifically, and said probably under the umbrella of the Executive Department they would be included, but he certainly could make that suggestion. Sen. Diamond said that would be helpful.

Chair Kruger asked if the Advisory Board appointments were moving forward. Secretary Dunlap said it was and there was one pending appointment, but he had not heard anything further from the Executive on it. He said that does not work against them right now as they run the parallel process of getting the stakeholder group together and acquainted with the problems at hand. The stakeholder group will help to inform how they rebuild the Advisory Board to make better use of it.

Secretary Dunlap said that the GOC's process of following up on OPEGA's Reports has been a good procedure for him and others because his attention gets pulled in many different directions in a given day so this process helps to keep them refocused on this work and to make sure they are maintaining the public's trust.

Secretary Dunlap said considering the GOC's correspondence to the Governor's Office, they will move forward and send out their letter to the stakeholder group rather than wait any further.

The Committee thanked Secretary Dunlap and his staff for attending the meeting.

- **Review and Adoption of Potential Revisions to GOC Rules**

Director Ashcroft noted that the primary revision of the GOC's Rules is to incorporate changes that were made to the Joint Rules with regard to absentee voting and the other changes noted are ones she is suggesting that would bring the GOC's Rules more in line with the model rules for the joint standing committees. Those model rules have evolved over the years and there was not a practice of comparing them to the GOC rules and keeping them in alignment. She said although there are uniqueness's because of the GOC's work that are reflected in the GOC Rules, the suggested changes work to help make sure they are consistent as possible with the model rules. (A copy of the GOC Committee Rules of Procedures with recommended changes is attached to the Meeting Summary.)

Chair Kruger said he would entertain a motion to adopt the changes to the Rules and then the Committee can discuss the motion.

**Motion:** That the Government Oversight Committee adopt changes to the Rules as outlined by Director Ashcroft. (Motion by Sen. Johnson, second by Rep. Campbell)

**Discussion:** Sen. Diamond asked if under 6. C. the language was still under consideration. Director Ashcroft said the language that is underlined and stricken is what is currently in the model rules for the other joint standing committees and was not incorporated the same way into the GOC's Rules.

Sen. Diamond suggested that the co-chairs of the Government Oversight Committee should be added to 6. C. (3) and because the Committee's meeting room changes, to not add a room number to the Rules language.

Chair Kruger asked members of the Committee if they were in agreement with Sen. Diamond's suggestion. Members agreed.

**Vote:** Motion Passed unanimous vote 12-0.

Director Ashcroft will draft the GOC's Rules with the changes as noted by the Committee. She will also inform the Legislature's Leadership of the changes in the Committee Rules.

- **Information Brief on DHHS Workplace Culture and Environment**

- **Committee Work Session**

Director Ashcroft said the purpose of the Committee work session on the Brief is to discuss whether there is any action the Committee itself wants to take. She noted that it is an Information Brief and OPEGA does not make any formal recommendations that would be tracked in the future as part of OPEGA/GOC formal follow-up process.

Chair Kruger asked if it would be appropriate to request that the Department give a report back at some point of time. Director Ashcroft said the GOC takes that approach many times to make sure the Committee stays up to date on the work being done by the Department.

The GOC agreed to add a follow-up of the actions taken by DHHS as an agenda item for one of their meetings this fall.

- **Committee Vote**

**Motion:** That the Government Oversight Committee endorses OPEGA's Information Brief on DHHS Workplace Culture and Environment. (Motion by Rep. Duchesne, second by Sen. Burns, passed, unanimous vote 12-0.)

- **Update on Status of Bills of Interest**

- LD 6 - Resolve to Implement Recommendations of the Government Oversight Committee To Strengthen the Ethics Practices and Procedures for Executive Branch Employees
- LD 237 – An Act To Address Recommendations From the Report by the Office of Program Evaluation and Government Accountability Regarding the Public Utilities Commission
- LD 941 - An Act To Improve Tax Expenditure Transparency and Accountability
- LD 1347 - An Act to Implement Recommendations of the Government Oversight Committee To Clarify That Competitive Bid Provisions Apply to Grant Awards
- LD 1349– An Act to Establish the Office of the Inspector General in the Department of Health and Human Services
- LD 1395 - An Act To Implement the Recommendations of the Government Oversight Committee To Ensure Legislative Review of Reports Submitted by Quasi- independent State Agencies

Director Ashcroft said LD 297 - An Act To Increase Allowed Investments Under the Maine New Markets Capital Investment Program will be added to the above list of LD's. The majority vote on the bill of the LCRED Committee was majority ought to pass as amended and it was the Director's understanding that the amendment includes a provision that directs the GOC to investigate the New Markets Capital Program and review all approved investments made under the program since 2011. The amendment has not emerged out of Committee yet, but OPEGA is keeping tabs on it. The only opportunity for members of the GOC to weigh in on the bill will be on the floor of the House and Senate so the Director will send the information regarding LD 297 to GOC members by email.

Sen. Burns said if the bill passes it will be the first time a bill passes that contains language telling the GOC they have to take certain actions and asked if there was any other remedy to stop it from happening. He thought it was the GOC's responsibility to decide what topics to investigate and asked if there was another method they could pursue. Director Ashcroft said typically this type of thing shows up when the bill is first introduced into the process and the GOC has an opportunity to go before the joint standing committee with regard to the Committee's process regarding topics for OPEGA reviews. Director Ashcroft said the bill is worded a little different than what is typically seen in that it is directing the Government Oversight Committee to conduct an investigation as opposed to OPEGA. She does not know if that leaves enough flexibility to do what Chair Katz suggested at a previous meeting of, when the session ended, to have the GOC inquire into what happened with Cate Street Capital, etc. and how those results could be avoided in the future. Director Ashcroft didn't know if the LD was an attempt to further that effort, or if what was really wanted was for OPEGA to do a review. Director Ashcroft said either way, Sen. Burns was correct, it would be something of a first in that the GOC has not already approved OPEGA's resources for something that is now going to be legislated.

Sen. Burns thought the GOC might want to consider filing a bill of putting the responsibility on deciding what OPEGA does with the GOC. He said if LD 297 passes it could start a precedent that each joint standing committee could direct the GOC to do whatever they were able to get through the two Chambers.

Rep. Mastraccio said speaking from being at the table when this was discussed in LCRED it was never the attempt of the LCRED Committee to direct the GOC to do the review. It was an attempt to try to address a serious concern and wanting to further the New Market tax credits in a way that made everybody more comfortable. The Committee was not certain whether the tax expenditure evaluation process envisioned in LD 941 would ever take place. There was a lot of pressure to do something in terms of New Market tax credits so that was the majority report attempt to address all of those issues. Rep. Mastraccio did not believe the LCRED Committee even thought they were asking for something that was trying to take away the responsibility of another committee. It was their own way of, at the last minute, trying to deal with an issue.

Chair Kruger said Sen. Burns raised good issues, but he can also understand how it came to be so the GOC needs to work on achieving a balance.

Sen. Gerzofsky asked if it was a committee bill or brought by a legislator from the House or Senate. Director Ashcroft said it was Sen. Libby's bill initially and is seeking to raise the limit on the amount of investment allowed under the New Markets Capital Program. She thought when all the information about the Cate Street situation came out, the Committee amendment addresses a number of those issues. The GOC piece is one provision of what is an extensive committee amendment to the original bill.

Chair Kruger did not think it was ever the intent of the LCRED Committee to take responsibility for the GOC's work, and when the amendment is seen the Committee will know what they are dealing with.

Sen. Johnson said if the GOC does not want that precedent set there should be a formal initiation of a request for an inquiry sent to the GOC from the joint standing committee rather than the detail in the bill amendment. He thinks the GOC should be considering that type of review and it is in line with several areas of inquiry the GOC has in flight currently, but he agreed that the procedure of legislating it would be a bad precedent to set. He would ask that the Chairs work with legislators involved in the amendment of whether another solution could be agreed upon.

Rep. Sanderson wondered if this would be something to ask Leadership to commit back to Committee for the second half of the session if Sen. Katz believes it is something the GOC will be addressing over the interim, but she did not know what other pieces were included in the amendment that were more time sensitive for the LCRED Committee.

Rep. Duchesne did not think the Cate Street issue was appropriate to be in front of the GOC because as he understood it, there is a flaw in the law itself. What the GOC is reviewing with tax expenditures is are they meeting the goals of the law as the Legislature set it out. He thinks the committee of jurisdiction needs to do the investigation of its own law.

Sen. Gerzofsky's concern was that if the bill asks the Legislature, it then becomes a law for the GOC to do the work and is not the decision of the GOC. He thinks the Committee needs to be cautious about the bill.

Director Ashcroft summarized the situation. The committees are not meeting anymore so from what she understands of the legislative process, the opportunity to change what is in the bill would be at the time it hits the floor in the Senate so perhaps one opportunity would be to do a floor amendment that would strike that provision. Should that garner enough support that might take care of it. She did not know if there is opportunity, since the amendment has not come out of committee yet, to change it from what the committee has already voted to introduce. Director Ashcroft will make sure she understands the process correctly and will let the members of the GOC know what opportunities do exist.

Chair Kruger believes the GOC Chairs are interested in discussing the bill with the Presiding Officers before it comes to the floor.

## REPORT FROM DIRECTOR

### • Status of Projects In Progress

Director Ashcroft said OPEGA is primarily working on the **Riverview Psychiatric Center** review which is in fieldwork. They have another couple of months of work before they would be ready to report out on the review.

**Office of Information Technology** – OPEGA is working on drafting its portion of a report that would include the report received from the consultant. Depending on when the GOC meets in July, she hopes to have the Report ready to present to the Committee at that time pending the timing of being able to get together with the agency to talk about recommendations and action plans in a timely fashion.

OPEGA has not done any work on the **State Lottery** review.

Director Ashcroft said at the next GOC meeting she will be ready to have a discussion about prioritization of the other projects on OPEGA's Work Plan. She believes at that time, OPEGA will be ready to move forward on another review.

Director Ashcroft said OPEGA was at the five year mark for computer upgrades and she does not have a specific budget line for it, she usually watches to see when there may be underrun in the budget sufficient to cover the cost. The Director said she does have sufficient funds left in Fiscal Year 15 so decided to do the upgrades this year. She wanted to make the GOC aware that investment will be made.

## **NEXT GOC MEETING DATE**

Director Ashcroft said the GOC has typically met monthly over the interim and sometimes skipping a month if there was not anything urgent pending. They are free to choose their meeting dates once they are out of session. Chair Kruger noted that the last week of July was not good for him.

Sen. Burns said some members were going to have to be back for other committee meetings in July and it would be helpful if those meetings could be coordinated. He suggested that they be sent meeting date options.

Etta will survey Committee members by email regarding their availability for a July meeting.

## **ADJOURNMENT**

Chair Kruger adjourned the Government Oversight Committee meeting at 2:16 p.m.

**127th Maine Legislature  
First Regular Session**

**Government Oversight Committee  
COMMITTEE RULES OF PROCEDURE**

**Scope.** The rules of the Government Oversight Committee, the Joint Legislative Committee on Program Evaluation and Government Accountability, are set forth in this document. These rules are adopted and must be interpreted within the context of the laws that prescribe the duties of the Committee, including Title 3, chapter 37 and all other applicable laws, and within the context of the Joint Rules of the Legislature. Rules adopted by the Committee may not be inconsistent with the law and, pursuant to Title 3, section 994, subsection 10, may not be in conflict with the Joint Rules of the Legislature.

**1. Chair Presides.** Pursuant to Joint Rule 302, the Senate chair shall preside and in the Senate chair's absence, the House chair shall preside and, thereafter, as the need may arise, the chair shall alternate between the members from each chamber in the sequence of their appointment to the committee.

**2. Quorum.** Pursuant to Joint Rule 306 and Title 3, section 165, a quorum is 7 members, and a quorum must be present to start a meeting or at any time a vote is taken, other than on a motion to adjourn. A quorum is not required to continue a meeting.

**3. Attendance.** It is each committee member's responsibility to notify the Committee Chairs whenever the member is unable to attend a public hearing or work session. The Director shall provide for recording the names of those members in attendance when the presiding chair announces that a quorum is present and when votes of the Committee are taken and shall record the names of members who are excused from a meeting. The provisions of section 9 govern voting procedures for members absent at the time of a vote.

**Comment [AB1]:** This section is not in the model rules. Not sure if it used to be in model rules and was deleted or whether prior GOC purposely added it.

**4. Scheduling of Committee meetings.** Joint Rule 304 and 305 governs the scheduling and notice of all meetings of the Committee.

A. The Senate chair, with the agreement of the House chair, and the assistance of the Director shall schedule all meetings of the Committee. If the chairs do not reach an agreement ~~with respect to scheduling matters~~, the committee shall decide by majority vote of the membership.

B. In accordance with Joint Rule 305, the presiding officers jointly establish authorized meeting days. The committee may meet only on authorized meeting days unless the presiding officers authorize an exception in writing.

~~B.C.~~ Public hearings must be advertised 2 weekends in advance of the hearing date. ~~The Presiding Officers must approve all exceptions in advance. All exceptions to this requirement require advance approval of both presiding officers.~~

~~C.D.~~ The Director shall provide for updating and distributing a schedule of upcoming Committee meetings to all committee members at least once a month, or immediately upon any change to a previously distributed meeting schedule, and shall make that schedule available to the public either by written notice or through the use of a publicly accessible site on the Internet.

~~D~~E. The committee shall provide reasonable access for persons with disabilities at its meetings and allow adequate time for participation by persons with disabilities.

F. Pursuant to Joint Rule 305 and Maine's freedom of access laws (Maine Revised Statutes, Title 1, chapter 13, subchapter 1), the committee may not hold a hearing or conduct a work session for which notice has not been posted.

**5. Questions of order.** Pursuant to Joint Rule 304, the presiding chair shall decide all questions of order, subject to appeal to the committee. The chair's ruling stands unless overruled by a majority of the committee membership.

**6. Smoking and eating restrictions.**

A. Pursuant to 22 MRSA §1542, smoking is prohibited in all committee rooms and committee offices. Smoking is prohibited in the Cross Building and the State House and on the grounds of the State House complex except in outdoor areas specifically designated as smoking areas.

~~A. Pursuant to 22 MRSA, section 1542, smoking is prohibited in all committee rooms. Smoking is also prohibited in committee offices and at the entrances to the Cross State Office Building. Legislative Council policy also prohibits smoking in the State House, including the third floor balcony and within 20 feet of the building.~~

B. Members of the public may not consume food or beverages in the committee room.

C. Committee members may not consume food or beverages in committee rooms except as follows:

(1) During public hearings, committee members may consume water only;

(2) During work sessions, committee members may consume beverages; if a work session extends past 6:00 p.m., committee co-chairs may permit members to consume food and beverages; and

(3) The co-chairs of the Appropriations Committee or the chair of the Legislative Council, as applicable, may permit the consumption of food and beverages in Room 228 and Room 334 at any time.

~~C. Committee members may not consume food or beverages in committee rooms except as provided below:~~

~~(1) Committee members may consume beverages during public hearings and work sessions;~~

~~(2) Committee members may consume food and beverages at the leave of the co-chairs only when a work session extends beyond 4:00 p.m.; and~~

~~(3) Food and beverages are permitted in Room 228 and Room 334 at other times by permission of the co-chairs of the chair of the Legislative Council.~~

**7. Procedures for public hearings.** The purpose of public hearings is to receive reports from the Office of Program Evaluation and Government Accountability, solicit input from the public on the final report received by the Committee, question public officials about office findings and recommendations or to solicit input from the public on legislation proposed by the Committee to address the findings or recommendations of a report from the office. Except by vote of a majority of



the Committee, the Committee may not hold a public hearing to solicit public input on a final report until at least 14 days after that final report is received by the Committee and distributed to the public as provided by Title 3, section 994, subsection 4 and section 997, subsection 2. Joint Rule 304 governs the public hearing process.

~~A. At the time of a scheduled public hearing, the chairs shall make a decision about the order of testimony based on the number of people who wish to testify.~~

~~B.A.~~ Each person testifying shall announce his or her name, residence and affiliation prior to testifying. The person also shall either ~~fill in the sign-in~~ sign the sheet maintained by the committee clerk or otherwise provide ~~identifying that~~ information to the Committee committee clerk to be placed in the committee files.

~~C.B.~~ Legislators and persons in the audience must be addressed by their title.

~~C.C.~~ Pursuant to Joint Rule 307, all written materials presented to the committee must bear the name, address and affiliation, if applicable, of the presenter and the date presented. Persons submitting written materials shall provide the Committee with at least 15-20 copies of the material.

~~C.D.~~ All questions must be addressed through the chair. Pursuant to Joint Rule 304, the chair may limit testimony at public hearings as necessary for the orderly conduct of the hearing.

~~C.E.~~ Committee members may question witnesses to clarify testimony and to elicit helpful and pertinent information. While probing questions may sometimes be appropriate, members shall show respect at all times for the witnesses and for one another. Members shall refrain from questioning that is argumentative, oppressive, repetitive or unnecessarily embarrassing to hearing participants. Advocacy and discussion among members are not appropriate at public hearings.

~~C.F.~~ Committee members and members of the public shall refrain from making or receiving phone calls during public hearings, and from using pagers during public hearings unless the pagers are placed in a non-audible mode.

**8. Procedures for work sessions.** The purpose of a work session is to provide an opportunity for the committee members to deliberate on reports and other matters pending before the committee.

A. All questions must be addressed through the chair.

B. Because work sessions are primarily for deliberation on reports and discussions with the Director, members of the audience may not participate except at the invitation of the chair.

## 9. Voting.

A. A quorum must be present for votes to be taken.

B. Votes may not be taken after 10:30 p.m. or before 7:30 a.m. unless first authorized by the Presiding Officers.

C. A member may abstain from voting only if the member has a conflict of interest as described in Joint Rule 104.

D. The Director shall provide for recording all votes of the Committee. Votes taken will be recorded on a Voting Tally Sheet which will serve as the record of the majority and minority "report". The results will be summarized in the applicable Meeting Summary and the Voting Tally Sheet, along with pertinent written materials, will be maintained in Committee files in the OPEGA Office.

E. If all members are not present for votes taken in regards to paragraphs G, H and I of this section, those members who are absent may register their vote with the Director until the following periods have expired:

(1) If any member is absent from the ~~State House and the Cross Building committee~~ at the time of the vote, that member's vote may be registered with the Director up until noon on the 2nd business day following the vote, ~~or~~

(2) ~~If any member is absent from the committee at the time of the vote but present in the State House or the Cross Building, that member's vote may be registered with the Director up until 5:00 p.m. on the day of the vote. If the presiding officers jointly determine that operational needs of the Legislature so require, they may require that a member who is absent from the committee at the time of the vote register that member's vote by noon on the next business day following the committee vote.~~

**Comment [AB2]:** These changes are as proposed by the Joint Rules Committee. As of 4-7-15, the Legislature has not formally adopted them yet.

F. For those instances when absentee votes will be accepted, the Committee Clerk will make reasonable efforts to notify absent members of motions made that they can still vote on. These efforts will include an email and telephone call to the members home. Absentee voting shall be done in person with the Committee and the voting member will be required to initial the Voting Tally Sheet. If circumstances do not permit a member to vote in person, the member may vote by phone, fax or email with permission by the Presiding Officer. Members casting absentee votes by phone will be required to make arrangements to initial the Voting Tally Sheet. Any written materials pertinent to a vote will be provided to absentee members before they register their vote. Once the period for absentee voting has passed, the Committee Clerk will notify all members, by email, of the final vote results.

G. The Committee shall vote to authorize OPEGA to begin or schedule specific reviews. This includes votes to approve the Annual Work Plan, make changes to the "approved" Work Plan or to initiate Rapid Response reviews. Such motions must pass by a majority of those voting, with the exception that motions to begin Rapid Response reviews must pass by 2/3 of those voting.

H. The Committee may, at its discretion, vote on a final report of the office that has been

received by the Committee in accordance with Title 3, chapter 37. The Committee may vote to:

- 1) Endorse the report;
- 2) Endorse the report in part; or
- 3) Release the report without endorsement.

I. The Committee may, at its discretion, vote to introduce legislation to address the findings or recommendations of a final report of the Office that has been received by the Committee. That legislation may be introduced only upon receiving the affirmative support of 7 members of the Committee. Legislation introduced by the Committee shall be reported to the Legislature pursuant to the Committee's authority under Title 3, section 997, subsection 2. If the vote on legislation introduced under this paragraph is not unanimous, the jacket for that legislation must include the signatures of those members who voted in support of that legislation and those members who voted against that legislation.

J. If the vote is not unanimous, more than one report is required. Majority and minority reports must be voted on in a work session in accordance with the Joint Rules.

K. The Director shall prepare the committee jacket or jackets following the vote and obtain signatures from committee members as required.

L. All reports and bills resulting from votes of the Committee must be submitted to the Legislature at the same time and within applicable reporting deadlines established by the Presiding Officers.

**10. Subcommittees:** Membership of any subcommittees appointed by the Committee shall be bipartisan in nature.

**11. Participation in the Budget Process:** The committee shall appoint a subcommittee of at least 4 and not more than 6 of its members, an equal number being from each body and each of the 2 major parties, to serve as liaisons to the Joint Standing Committee on Appropriations and Financial Affairs in the consideration of the Governor's budget bills. Joint Rule 314 governs committee participation in the development of budget legislation.

**12. Use of the Committee Room:** The Director shall ensure that meeting rooms are reserved as necessary for the Committee in consultation with the Executive Director of the Legislative Council. Committee chairs and other committee members shall coordinate the use of the room with the Director.

**13. Confidentiality.** The committee shall protect confidential records in accordance with procedures set forth in Joint Rule 313 and freedom of access laws, the Maine Revised Statutes, Title 1, chapter 13, subchapter I, and Title 3, chapter 37..

**14. Executive Sessions.** The procedures and limitations governing executive sessions of the Committee are governed by Title 1, section 405.

**15. Administration of oaths.** The administration of oaths to witnesses appearing before the Committee is governed by Title 3, section 994, subsection 6.

**16. Issuance of subpoenas.** The issuance of subpoenas by the Committee are governed by Title 3, section 994, subsection 8, Title 3, section 165 and Title 3, chapter 21.

17. **Roles and responsibilities.** The roles and responsibilities of the Committee in relation to those of the Office of Program Evaluation and Government Accountability shall be clearly defined, documented and adopted by a majority vote of the Committee.

Adopted by the Government Oversight Committee on:

Date:

By:

Senate Chair: \_\_\_\_\_

House Chair: \_\_\_\_\_

A copy of the adopted Committee Rules of Procedure must be posted in the committee room and be available for public review.