

**Government Oversight Committee**  
**Process and Procedure for Receiving OPEGA Reports**  
(Updated as of February 2015)

1. OPEGA Director notifies GOC Chairs that final report is ready and coordinates putting the report presentation on the agenda for an upcoming Committee meeting.
2. OPEGA Director and GOC Chairs determine whether potential public interest dictates holding the meeting/presentation in a location other than the normal Committee Room. If so, OPEGA Director coordinates securing an alternative meeting location.
3. OPEGA notifies all GOC members of the meeting/presentation date and location.
4. OPEGA arranges for appropriate notification to legislators and the public of the scheduled meeting.
5. OPEGA invites the responsible management of the area that has been reviewed to the meeting/presentation.
6. OPEGA notifies members of the appropriate JS Committees of the meeting/presentation, date and location.
7. OPEGA delivers the final report to the responsible management one day prior to the meeting with a confidential cover sheet. A copy may also be delivered to the Governor at this time.
8. At the meeting, OPEGA makes a formal oral presentation of the report to the GOC and provides members a full copy of the written report. An Executive Summary of the report is available for others attending the meeting. The purpose of this presentation is:
  - a. for OPEGA to present its work, conclusions and findings to the GOC; and
  - b. for GOC members to ask questions of OPEGA and responsible management about the work, conclusions, findings and corrective actions to be taken.
9. No later than one day following the release of the report to the GOC, OPEGA posts the full final report to its website and notifies legislators and the public of its availability. OPEGA issues a press release summarizing the key points and findings.
10. The GOC decides whether to hold a public hearing before taking its vote on endorsing the report. The purpose of the public hearing is for the Committee to take testimony from affected or interested parties. If the Committee decides to hold a public hearing, OPEGA makes the appropriate arrangements.
11. The GOC holds one or more work sessions to discuss the report, determine whether the GOC will take any action(s) based on the report, and take a vote on endorsement.

12. The Committee votes to endorse, endorse in part, or not endorse OPEGA's report. Endorsement indicates the Committee's public approval of, and support for, OPEGA's reported results and recommendations. Generally, the Committee will fully endorse the report if it finds that:
  - a. the reported results are credible, objectively derived and sufficiently relevant and complete with regard to the assigned scope for the review; and
  - b. the reported recommendations are reasonable and appropriate for addressing the issue(s) identified.

The record of the vote will be included in the GOC's report described in Step #13 below. If the Committee, or an individual Committee member, votes not to endorse or to only endorse in part, the parts of the report not endorsed, and the reasons for those votes, will also be recorded in the GOC's report.

13. Upon completion of GOC work sessions, OPEGA drafts a report summarizing the GOC's activities and actions specifically regarding the report. The report also reflects the Committee's vote on endorsement of the report and includes any formal comments from GOC members regarding their individual vote. The GOC reviews and approves its report. It is then posted to OPEGA's website as a companion to OPEGA's report and is attached to any hard copies of OPEGA's report that are distributed from that point forward.