

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 515

BY STATE AFFAIRS COMMITTEE

AN ACT

1 RELATING TO COPIES OF CERTAIN REPORTS; AMENDING SECTION 67-1903, IDAHO CODE,  
2 TO PROVIDE FOR STRATEGIC PLANS TO BE IN AN ELECTRONIC FORMAT AND TO PRO-  
3 VIDE FOR A CERTAIN AMOUNT OF PAPER COPIES; AND AMENDING SECTION 67-1904,  
4 IDAHO CODE, TO PROVIDE FOR PERFORMANCE REPORTS AND OTHER DOCUMENTS TO  
5 BE IN AN ELECTRONIC FORMAT AND TO PROVIDE FOR A CERTAIN AMOUNT OF PAPER  
6 COPIES.  
7

8 Be It Enacted by the Legislature of the State of Idaho:

9 SECTION 1. That Section 67-1903, Idaho Code, be, and the same is hereby  
10 amended to read as follows:

11 67-1903. STRATEGIC PLANNING. (1) Each state agency shall develop and  
12 submit to the division of financial management in an electronic format a com-  
13 prehensive strategic plan for the major divisions and core functions of that  
14 agency. The plan shall be based upon the agency's statutory authority and,  
15 at a minimum, shall contain:

16 (a) A comprehensive outcome-based vision or mission statement covering  
17 major divisions and core functions of the agency;

18 (b) Goals for the major divisions and core functions of the agency;

19 (c) Objectives and/or tasks that indicate how the goals are to be  
20 achieved;

21 (d) Performance measures, developed in accordance with section  
22 67-1904, Idaho Code, that assess the progress of the agency in meeting  
23 its goals in the strategic plan, along with an indication of how the  
24 performance measures are related to the goals in the strategic plan;

25 (e) Benchmarks or performance targets for each performance measure  
26 for, at a minimum, the next fiscal year, along with an explanation of the  
27 manner in which the benchmark or target level was established; and

28 (f) An identification of those key factors external to the agency and  
29 beyond its control that could significantly affect the achievement of  
30 the strategic plan goals and objectives.

31 (2) The strategic plan shall cover a period of not less than four (4)  
32 years forward including the fiscal year in which it is submitted, and shall  
33 be updated annually.

34 (3) The strategic plan shall serve as the foundation for developing the  
35 annual performance information required by section 67-1904, Idaho Code.

36 (4) When developing a strategic plan, an agency shall consult with the  
37 appropriate members of the legislature, and shall solicit and consider the  
38 views and suggestions of those persons and entities potentially affected by  
39 the plan. Consultation with legislators may occur when meeting the require-  
40 ment of section 67-1904(7), Idaho Code.

41 (5) Strategic plans are public records and are available to the public  
42 as provided in section 9-338, Idaho Code.

1       (6) Not more than ten (10) paper copies may be prepared annually of the  
2 document required by this section and kept in the office or distributed at  
3 the will of the head of the department, agency or entity.

4       SECTION 2. That Section 67-1904, Idaho Code, be, and the same is hereby  
5 amended to read as follows:

6       67-1904. PERFORMANCE MEASUREMENT. (1) Every fiscal year, as part of  
7 its budget request, each agency shall prepare an annual performance report.  
8 The report shall be comprised of two (2) parts:

9       (a) Part I shall contain basic profile information for the prior four  
10 (4) fiscal years including statutory authority, fiscal year revenue and  
11 expenditure information and any informative breakdowns such as amounts  
12 from different revenue sources, types of expenditures, and data about  
13 the number and types of cases managed and/or key services provided to  
14 meet agency goals.

15       (b) Part II shall contain:

16           (i) Not more than ten (10) key quantifiable performance measures,  
17 which clearly capture the agency's progress in meeting the goals  
18 of its major divisions and core functions stated in the strate-  
19 gic plan required in section 67-1903, Idaho Code. The goal(s) and  
20 strategies to which each measure corresponds shall also be pro-  
21 vided. More measures may be requested by the germane committee  
22 chairs through the process set forth in subsection (7) of this sec-  
23 tion.

24           (ii) Results for each measure for the prior four (4) fiscal years.  
25 In situations where past data is not available because a new mea-  
26 sure is being used, the report shall indicate the situation.

27           (iii) Benchmarks or performance targets for each measure for, at  
28 a minimum, the next fiscal year, and for each year of the four (4)  
29 years of reported actual results.

30           (iv) Explanations, where needed, which provide context impor-  
31 tant for understanding the measures and the results, and any other  
32 qualitative information useful for understanding agency perfor-  
33 mance.

34           (v) Attestation from the agency director that the data reported  
35 has been internally assessed for accuracy, and, to the best of the  
36 director's knowledge, is deemed to be accurate.

37       (2) Each agency performance report shall be presented in a consistent  
38 format, determined by the division of financial management, which allows for  
39 easy review and understanding of the information reported.

40       (3) Each agency shall review the results of the performance measures  
41 compared to benchmarks or performance targets and shall use the information  
42 for internal management purposes.

43       (4) Each agency shall maintain reports and documentation that support  
44 the data reported through the performance measures. This information shall  
45 be maintained and kept readily available for each of the four (4) years cov-  
46 ered in the most recent performance report.

47       (5) The performance report shall be submitted by the agency to the divi-  
48 sion of financial management and the budget and policy analysis office of the  
49 office of legislative services by September 1 of each year. In fiscal year

1 2006, agencies shall submit part I of the performance report required by sub-  
2 section (1) (a) of this section no later than November 1, and are exempt from  
3 submitting part II of the performance report required by subsection (1) (b)  
4 of this section. In accordance with section 67-3507, Idaho Code, agency per-  
5 formance reports shall be published each year as part of the executive budget  
6 document.

7 (6) The office of budget and policy analysis of the office of legisla-  
8 tive services may incorporate all or some of the information submitted under  
9 this section in its annual legislative budget book.

10 (7) Each agency shall orally present the information from the perfor-  
11 mance report to its corresponding senate and house of representatives ger-  
12 mane committees each year unless a germane committee elects to have an agency  
13 present such information every other year. The presentations shall consist  
14 of a review of agency performance information and shall provide an oppor-  
15 tunity for dialogue between the agency and the committees about the suffi-  
16 ciency and usefulness of the types of information reported. Following any  
17 discussion about the information reported, the germane committees, in ac-  
18 cordance with the requirements of this section, may request any changes to be  
19 made to the types of information reported. In fiscal year 2006, each agency  
20 shall be required only to present part I of the performance report required  
21 in subsection (1) (a) of this section and, at a minimum, a progress report on  
22 the implementation of part II of the performance report as set forth in sub-  
23 section (1) (b) of this section.

24 (8) If an agency and its corresponding germane committees determine  
25 that it is not feasible to develop a quantifiable measure for a particular  
26 goal or strategy, the germane committees may request an alternative form of  
27 measurement.

28 (9) The senate and the house of representatives germane committees  
29 should attempt to meet jointly to hear and discuss an agency's performance  
30 report and achieve consensus regarding the types of measures to be reported.

31 (10) Any performance report or document required by this section shall  
32 be produced electronically and transmitted to the division of financial man-  
33 agement and the legislative services office electronically. Additionally,  
34 the agency shall have the performance report or document required by this  
35 section available on its website so that the public may access it. Not more  
36 than ten (10) paper copies may be prepared annually of the document required  
37 by this section and kept in the office or distributed at the will of the head  
38 of the department, agency or entity.