

Legislative Budget Office: Transition Plan

Task	Responsibility	Time Required
<p>1. Interim Planning Reports: The task force must submit a preliminary report no later than January 15, 2018, and a final report no later than December 1, 2018, to the chairs and ranking minority members of the house of representatives Ways and Means Committee and the senate Finance Committee. The final report must describe the task force's work, including recommendations for a transition plan</p>	LBO Task Force	Report designed to create implementation plan for this office—the task force has missed the deadline for the preliminary report
<p>2. Director of LBO – description of necessary qualities</p>	LBO Task Force	
<p>3. Additional legislation</p>	LBO Task Force	
<p>4. <i>Process standards</i>: create standards for timeliness of responses and publish the standards: “The Legislative Budget Office may adopt standards and guidelines governing timing of responses to requests for information and governing access to data, consistent with laws governing access to data. Agencies must comply with these standards and guidelines and the Legislative Budget Office must publish them on the</p>	Director of LBO, LBO Task Force	6-10 weeks

office's Web site.” M.S. § 3.98, subd. 1		
5. <i>Content standards:</i> promulgate standards for agencies to follow in actually preparing notes. M.S. § 3.98, subd. 4	Director of LBO, LBO Task Force	5-7 weeks
6. MMB upgrade and adjustment of fiscal note system to allow use by new entity, according to new standards set by Director of LBO	Director of LBO, MMB	4 months, beginning only after new process and content standards are completed by the Director of LBO
7. Write user guides; conduct training of legislative and executive staff	Director of LBO	5-6 weeks