

Lessard-Sams Outdoor Heritage Council

MEMO: Agenda Item #5
DATE: July 25, 2023
SUBJECT: Council Annual Meeting Calendar – Summary overview
PRESENTER: LSOHC Staff

Why Council Meetings Happen When They Do:

January – The Council generally meets once in early January, and this is often the last Council meeting until mid to late May. The reason for few Feb-April meetings stems from encouragement of legislative leadership that councils/commissions do not meet during the legislative session unless necessary.

If a need arises, the Chair can call for a meeting of the Council with appropriate notice.

February – April – Meetings are generally not scheduled unless a specific and time-sensitive need arises.

May – The Council generally meets in mid to late May, after the legislative session has ended. In odd numbered years, Council elections for Executive Officer positions are held in May, or potentially earlier if Council appointments are completed.

- LSOHC's **Call for Funding Requests** is released each year on April 1 and closes at the end of May.

June – At the June meeting, the Council reviews and approves final accomplishment plans (APs) for appropriations passed by the legislature in the recent session. Final APs require approval before funds can become available, at which time recipients can begin their spending and are eligible for reimbursement.

In mid to late June, Councilmembers receive access to new project proposals and start the process of reviewing and scoring proposals for the next year, based upon a specific set of criteria. Members usually have about 2.5 – 3 weeks to complete their scorings and return them to staff.

Summer OHF project tour – Often in June or July, the Council will take a one-day tour of completed OHF project sites in a preselected area of the state. The tour is generally held one day either side of a regular June or July council meeting.

July – The July meeting marks the first comparison of Councilmembers' scorings of project proposals. Scoring evaluations are due back to staff in advance of the July meeting so cumulative scoring charts can be devised for review and discussion at the meeting. Within the Council's discussion of scorings, members also decide which proposals will be invited to present at the fall hearings.

August/September – At least one, and potentially two Council meetings generally are held in the August/September window. One of these meetings is the multi-day hearing of proposal testimony. The other, if needed, is a business meeting.

Fall Hearings of Proposal Testimony - Hearings are generally held in late August or early September and require 2-3 consecutive days. At these hearings, proposers are generally limited to 15-20 minutes for presenting their program and for Council questions. Generally, there are around 50 presentations over two full days of hearings.

Although the Council calendar reserves 3 days for the hearings, most years hearings are accomplished in 2 days of testimony. Additionally, at the close of each day the Council holds open discussion of their impressions, perceptions, reservations, and additional questions arising from the hearings. If additional information is requested, staff follow up with presenters to gather that information for members.

At the close of the hearings, members are provided with a target figure of the anticipated OHF appropriation amount for recommendations. A spreadsheet is also provided to members to fill out with their suggestions of how much money should be recommended to which proposals.

October – Besides normal business, the October (or late Sept.) Council meeting reviews & discusses additional post-hearing information (solicited from proposers via staff) as well as the funding recommendations of the Councilmembers. This is accomplished with the aid of a cumulative spreadsheet that lists individual member recommendations as well as cumulative averages of the Council.

In accordance with OHF operating procedures and as a starting point for funding recommendation discussions, at this meeting the Council receives a “Chairs’ Proposal” for funding recommendations. This proposal is a starting point for funding discussions, is based upon the cumulative recommendations of the Council, and is a collaborative proposal of the Chair and Vice-Chair.

This is also the time of year when the DRAFT Council Calendar for the next year is provided to members for consideration, though usually not approved until the November or December meeting.

November – Besides normal business, the November Council meeting reviews any additional information requested regarding proposals and their recommended allocations. The Council adopts a final list of proposal funding recommendations and directs staff to prepare legislative bill language for review at the December meeting.

December – Besides normal business, the December Council meeting hears from Minnesota Management and Budget (MMB) of anticipated OHF revenues for the November Economic Forecast. This forecast sets the final funding numbers for recommendations which are subsequently placed in the legislative language for the OHF bill. LSOHC staff are directed to proceed with making the approved edits and submitting the bill to the legislature by January 15th.

Attachments:

- Annual Timeline