

Legislative Services Division (LSD)

Provide the Legislature with effective, high-quality support services within the areas of responsibility required by Section 5-11-112, MCA.

- Employ and retain a well-qualified professional staff.
- Provide objective, non-partisan services.
- Improve communication and collaboration within the Legislature to provide coordinated events and improve consolidated entity policies.

Support the Legislative Council fulfil its statutory responsibilities.

- Hold a strategic planning session at the beginning of the interim.
- Information provided to Legislative Council is to be accurate, timely, and provides decision-making options.
- Notice of current and emerging issues is provided to the Legislative Council with sufficient opportunity to formulate well-considered policy.
- Committee policy is incorporated into division budget development.

Improve the Legislature's website, the legislator portal, Bill Explorer, the search function, and the global calendar.

Support the Fiscal Office streamline processes and procedures to increase efficiencies.

Support effective and efficient completion of duties assigned to the Code Commissioner in Title 1, chapter 11, parts 1 and 2, MCA.

- Annotations to the code, a legislative review, and additional publications meet defined requirements.
- The Montana Code Annotated statute text is codified, indexed, updated, published, and distributed on or before the required deadlines.

Provide information and notices to the public about the legislature, the legislative process, state law, and state government.

- MPAN provides citizen access to the Legislature as required by Title 5, chapter 11, part 11, MCA, through a public affairs television and internet broadcasting service.
- Information complies with the right-of-participation and the right-to-know requirements of Article II and Article V of the Montana Constitution, and Title 5, MCA.
- The workflow of the drafting of legislation through the publication of law is managed by automated systems and provides user-friendly public access to information throughout the process.

Legislative Services Division (LSD) – Interim Committees and Activities

Support the Legislature's interim committees and other statutory and study committees established by legislative action.

- Ensure that interim committees meet the statutory duties and responsibilities assigned to them by Section 5-5-215, MCA.
- Ensure that interim committee meet required deadlines.

- Assist staff produce well-researched reports and meeting materials which support committee work on policy issues.
- Assist staff provide public notice of hearings and meetings as required by statute through electronic postings, electronic and traditional mailings, and scheduling public comment at each committee meeting.
- Findings and recommendations of the committee, including issues requiring legislative action, are clearly expressed in publications and electronic postings.
- Accurate records of committee activities and proceedings are maintained and published to the Legislature's website.

The Legislative Fiscal Division provides non-partisan budget and data analysis to the Montana Legislature, so all lawmakers have objective, accurate, and relevant information to make state decisions.

The following goals and objectives are for the period October 1, 2024 – September 30, 2026.

Statewide Analysis and Communications and Other responsibilities

Improve website management by increasing collection of usage data and report findings to LFC. Analyze usage data and use to improve communication tools and reports and develop new products based on needs and interests of the legislature

Revenue Estimating, Monitoring and Other Responsibilities

- Create an online revenue dashboard for 2025 session
- GenTax data integrated into new data structure secured as needed and report % complete at each LFC meeting with final goal to complete project by July of 2026
- Goal for 2027 legislative session - redesign revenue estimate book into a web-based product

Expenditures, Budget Analysis, and Other responsibilities

- Refine and implement a comprehensive training program for expenditure analysts by September 2025 LFC meeting
- Retain analysts and have a lower number of new staff going into the 2027 session. Goal of 3 or less new analysts for 2027 session

Modernization and Risk Analysis (MARA) and Other Responsibilities

- Increase legislative attendance at MARA meetings by 15% as compared to the previous two years. ◦ Increase engagement with other interim committees (citations by, speaking to, or projects for) by 15% as compared to previous two years
- Increase the number of modules within the MARA model to provide tools for the legislature to consider long-term economic risks to policy areas. Deepen the analysis of existing modules in respond to legislative questions

Data Modeling and Analysis and Other Responsibilities

Create a data management plan by September 1, 2025

Branch-wide Coordination

Work with all the branch directors to improve coordinated legislative branch events and branch-wide policies and communication at the leadership level

Legislative Audit Division

The mission of the Legislative Audit Division is to increase public trust in state government by reporting timely and accurate information about agency operations, technology, and finances to the Legislature and the citizens of Montana. Article V, Section 10(4) of the 1972 Montana Constitution mandates a legislative post-audit function. Title 5, chapter 13, MCA, The Legislative Audit Act governs the Legislative Audit Division and directs that each agency of state government be audited for the purpose of furnishing the legislature with factual information vital to the discharge of its legislative duties.

The objectives of financial compliance, performance, and information technology audits of state agencies or their programs conducted by the legislative auditor are formulated, defined, and conducted in accordance with industry standards established for auditing to determine whether:

- The agency is carrying out only those activities or programs authorized by the legislature and is conducting them efficiently, effectively, and in accordance with legislative intent.
- Expenditures are made only in furtherance of authorized activities and in accordance with the requirements of applicable laws and regulations.
- The agency collects and accounts properly for all revenues and receipts arising from its activities.
- The assets, including information technology, of the agency or in its custody are adequately safeguarded and controlled and utilized in an efficient manner.
- Reports and financial statements by the agency to the governor, the legislature, and central control agencies disclose fully the nature and scope of the activities conducted and provide a proper basis for evaluating the agency's operations.

The Legislative Audit Division operates a cyclical strategic planning process to identify and prioritize strategic initiatives on a biennial basis. The division's strategic plan is submitted in draft form at the beginning of each legislative session for consideration during the appropriations process. The strategic plan includes detailed goals and objectives for the division in the upcoming biennium and also identifies relevant Key Performance Indicators for use in assessing performance and accountability.