

ATTACHMENT II

Instructions for Updating the Human Services Issue Paper

(Please review carefully, as changes from last year have been included.)

Please review the following detailed instructions related to:

- A) Revising the current issue paper
- B) Adding a new position – please refer to the attached sample and form (Attachment III)
- C) Adding a new initiative

As the County Executive noted in his memorandum, we are asking for responses from agencies by **July 8, 2021**, and from Boards, Authorities, and Commissions by **August 3, 2021**.

Revisions to existing items in the Issue Paper will be presented to the Board in a draft of the Issue Paper (not re-vetted by the Board as a new item). We understand that some of you may be reviewing the same positions as other agencies. In the event that your desired revisions may be in conflict with another agency's revisions, Government Relations may be in touch to resolve those differences.

A. Revising the Current Issue Paper

Begin with reviewing Attachment I, a Word version of last year's Issue Paper with notes indicating which agencies are responsible for reviewing each section. Please review **only the section(s) relevant to your agency** and submit necessary revisions. If your agency has nothing assigned to review, please read through the document to ensure that critical/emerging issues in your area of responsibility are covered. If a new position or initiative needs to be added, please see B or C below.

In response to the Board's direction in recent years, we have condensed the Issue Paper and intend to maintain the current length of the document. With this in mind, please be proactive in removing unnecessary background information, and careful when adding new language.

When updating the narrative, please be sure to -

- Utilize track changes. Please ensure that **all track changes in the final submission come from a single author (i.e. all one name/color), reflecting an agency-level response.**
- Ensure information is as accurate and up to date as possible.
- Consider questions such as -
 - Have circumstances changed, either at the state or federal level, that warrant a different approach or different background information (i.e., changes in the name, program and eligibility requirements, and/or funding streams)?
 - Has legislation on this topic been enacted in the past year?
 - Is there updated background information that better substantiates the position (i.e., more recent statistics)?
- Write out each acronym the first time it is used.
- Do not feel obliged to rewrite the position statement if it is still relevant for the upcoming session.
- Focus your efforts on the substantive text of each position statement – Government Relations staff will update page numbers and ensure that there is a consistent style throughout.

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For statistics, please -

- **Provide a link to the source in the comments** (including a page number, if applicable) for all statistics, as well as the time period covered. If a statistic is derived from combining information in the source material, please note how it was calculated.
- Ensure they are as accurate and up to date as possible.
- If an updated statistic is not available by the above due dates, but will be available during the fall, include a note to that effect in your submission.
- Avoid recommending updates to statistics that fall within the responsibility of another agency - Agencies should only make recommendations to update statistics when they have access to the applicable data.

B. New Position

A new position is warranted if the existing Issue Paper does not address a topic of concern. If your agency needs to submit a new position statement, please complete the new position statement form (see Attachment III). Please complete this form for **each** new position statement. **This form should also be completed for edits to existing position statements that are so extensive as to reflect a change in policy.**

C. New Initiative for County Legislation

Lastly, if your agency needs to submit a **new** initiative (a bill or budget amendment that the County would draft and introduce), please call me (324-2647) or Arielle McAloon (324-2649) to discuss how to proceed.

To Staff of Boards, Authorities, and Commissions: As you may have noticed in the recent County Executive e-mail memorandum of May 5, we are continuing to reach out to Boards, Authorities, and Commissions for their participation in shaping the County's legislative package. If you or your staff provide support to a BAC, we are asking that you do the following:

- (1) Review the Issue Paper with your BAC. Please indicate which items your BAC would like to continue to support in their current form for the 2022 General Assembly.
- (2) As part of this review, provide any revisions or updates for items which need modifications for 2022 in accordance with the instructions above.
- (3) If your BAC has any **NEW** items which are not encompassed in the current Issue Paper, please fill out the attached form (ATTACHMENT III) for **each** proposed new position statement. It is critical that you provide detailed background information for these new items, which will be provided to the Board for vetting at Legislative Committee. All items submitted by Boards, Authorities, or Commissions will be presented to the Board as items for consideration, though these items will be edited to ensure the Board receives any necessary additional background information. Please submit any new items in a list prioritized by importance.