



OFFICE OF MANAGEMENT & BUDGET

State Budget Office

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MEMORANDUM

To: Agency Directors, Chief Financial Officers, and Information Officers
From: Joseph Codega Jr, Budget Officer 
Date: February 6, 2023
Subject: House and Senate Hearings Follow-Up

At many House and Senate Finance Committee or Subcommittee hearings on the matter of agency budgets, committee members raise questions that cannot be answered at the hearing or require additional follow-up. These hearings are expected to begin in the coming days and weeks, so the Budget Office would like to clarify expectations regarding agency responses.

It is important that each agency respond to such questions expeditiously after the hearing and that such responses be in the proper format. All responses should be put into a formal letter. Although only one committee member may have asked a particular question, all the members should be provided with the agency's response, regardless of whether they attended the hearing. If there are multiple questions, it is generally appropriate to consolidate all questions and answers posed at the same hearing into a single document.

For the House Finance Committee, this letter should be addressed to the chair of the committee or subcommittee, with the remaining members of the committee (or subcommittee) provided a copy of the response.

Correspondence directed to the House Finance Committee should be sent to:

- Chairman Marvin L. Abney, State House Room 306
- Subcommittee Chairperson, State House Room 35
 - Subcommittee information can be found here: [House Finance Subcommittees](#)
- Christopher O'Brien, Committee Clerk, State House Room 35 for all other members of the Committee.
 - There are fifteen (15) members of the House Finance Committee, so you should provide fifteen (15) copies of your response to the Committee Clerk.
 - For subcommittees, please send the specific amount needed to the Clerk.
- Sharon Reynolds Ferland, House Fiscal Advisor, State House Room 306
- In cases in which print correspondence is not practical, please address your correspondence via email to the same individuals listed above
 - Chairman Marvin L. Abney, rep-Abney@rilegislature.gov
 - Christopher O'Brien, Committee Clerk, cobrien@rilegislature.gov
 - Sharon Reynolds Ferland, House Fiscal Advisor, SReynolds@rilegislature.gov

For the Senate Finance Committee, this letter should be addressed to the chair of the committee, Correspondence directed to the Senate Finance Committee should be sent to:

- Please address your response to Chairman Louis P. DiPalma
- However, please email to:
 - Stephen Whitney, Senate Fiscal Advisor at swhitney@rilegislature.gov and
 - David Tremblay, Deputy Senate Fiscal Advisor at dtremblay@rilegislature.gov
 - Senate Fiscal Staff will handle distribution of the response to Senate Finance Committee members.
- Electronic correspondence is preferred.

Please also copy me on any correspondence with the House or Senate Finance Committees. You may copy me electronically at Joseph.Codega@omb.ri.gov. Do not hesitate to contact me or your Budget Analyst if you need assistance in preparing a response to inquiries from the finance committees.

With respect to hearings on the matter of budget articles which may involve multiple agencies, the Budget Office generally coordinates a consolidated reply to the Committee. Please reach out to me or your assigned Budget Office staff if you have any concerns about providing follow-up to any matters in a budget article hearing.

cc: Stephen Whitney, Senate Fiscal Advisor
Sharon Reynolds Ferland, House Fiscal Advisor