

**North Carolina Department of Environment and Natural Resources
  
MEMORANDUM**

VIA ELECTRONIC MAIL

TO: Senior Staff; Division Directors;

FROM: J. Neal Robbins

Director of Legislative and Intergovernmental Affairs

SUBJECT: Communication with the General Assembly, Other Agencies, Federal

Government, and Local Governments

DATE: Thursday, September 25, 2014

As we prepare for a new legislative session in 2015, the Department will see an increase in requests from the General Assembly and the Governor’s Office. Below are important reminders for maintaining good communication during this pre-session period and beyond:

**Legislative Contacts**: Please make sure Carr McLamb ([carr.mclamb@ncdenr.gov](mailto:carr.mclamb@ncdenr.gov)) and I are notified of all legislative contacts your division receives. Forward to us all correspondence received from members of the General Assembly or General Assembly Staff. Following any contact with a member of the General Assembly or General Assembly Staff, please complete an **External Inquiry Report** and submit it to me electronically with a copy to Caroline Daly ([caroline.daly@ncdenr.gov](mailto:caroline.daly@ncdenr.gov)). I have enclosed the form with this memorandum. ***If you need to contact a legislator or member of the General Assembly staff***, contact my office to discuss the information needed ***before you initiate any contact*** and we will work to determine the appropriate method of contact.

**Budget Contacts**: Please ensure that all responses to Fiscal Research or any budget-related inquiry from members of the General Assembly or their staff are submitted through Rex Whaley, CFO and Doug Lewis, Director of Budget, Planning, and Analysis.

**Governor’s Office and Other Agencies**: Our staff is often contacted by the Governor’s Office or other agencies for input on legislation or DENR’s position on an interagency or statewide initiative. If you receive a call or e-mail from the Governor’s Office, a Cabinet Agency, or another agency of the state, please submit an external inquiry report. Before you initiate contact with the Governor’s Office, Cabinet Agency, or other agency of the state, contact my

office to determine the appropriate method of contact. This does not include contacts from agency staff on routine workflow for pending applications and permits.

**Legislative Committee Appearances**: Our staff is often asked to share its expertise with legislative committees. Please let me know if you or your staff have been asked to speak before a committee and/or have been asked to be on-hand to answer questions at a meeting.

**Meetings with Members or Staff**: Our staff is often asked to meet with legislators or General Assembly staff. If you receive such a request, notify me immediately. If you meet with a member of the General Assembly or GA staff without someone from Legislative Affairs, please submit an External Inquiry Report.

**Bill Review**: If your division is affected or has expertise in the area of proposed legislation, we will likely ask your division to review the bill and complete a bill review worksheet. The purpose of this is to evaluate the potential impacts of the bill and whether it would help or hurt our mission and goals. Your timely and thorough response is greatly appreciated. If you are aware of pending legislation that affects the Department and have not been asked to complete a bill worksheet and you have input, please do not hesitate to complete a bill worksheet.

**Federal Inquiries**: Please submit an External Inquiry Report to me whenever contacted by a member of our federal delegation or their staff.

**Local Government Inquiries**: Please submit an External Inquiry Report to me whenever contacted by an elected official from a county or city in North Carolina. This does not include contacts from city or county staff on routine workflow for pending applications and permits.

Thank you for your hard work as we prepare for this session. We continue to receive positive feedback from the General Assembly on the expertise and thoroughness of the DENR Team. We must continue to speak with one voice to be effective advocates for our policy priorities. Efficient reporting of external contacts will aid in this effort.