

MEMORANDUM

March 2, 2023 – 2024 Full Review Sections & Instructions



Joint Legislative Oversight
& Sunset Committee

JLOSC SELECTS ENTITIES FOR FULL REVIEW IN 2024

The Joint Legislative Oversight and Sunset Committee (“JLOSC”) has selected the following 4 entities for legislative oversight and sunset review:

- Controlled Substance Advisory Committee (Division of Professional Regulation: DOS).
- Delaware Cemetery Board (Division of Public Health: DHSS).
- Public Integrity Commission (DOS).
- Professional Standards Board (DOE).

JLOSC selected these reviews based on a list prepared by its staff which included a proactive list of boards and commissions never reviewed by JLOSC or related to entities created in the last several decades. A full legislative oversight and sunset review is a periodic, performance evaluation of an entity with the purpose of determining whether there is a public need for the entity and, if so, whether the entity is effectively performing to meet that need. Selection for this review is not indicative of any operational issues within the entity. Each state has similar processes in place for performance review or legislative oversight. The review mechanism aids in bringing strength and support to the entity under review that is found to be meeting a recognized state need. Reviews also offer an opportunity for the entity under review to ask the General Assembly for changes that require legislation. JLOSC staff is here to help during the review process.

FULL REVIEW ENTITIES INSTRUCTIONS

Entities selected for full legislative oversight and sunset review (“full review”) can access our [Google Drive](#) for all documents (including this one) and files for this review.

The following files and documents are available for access and download:

- Instructions Self Report_2024 review cycle. (PDF)
 - To establish your entity’s preferred list of contacts for this review, **please complete and return the contact form on page 3 by March 24, 2023..**
 - **Return the supplemental documents listed on page 4 no later than May 12, 2023.**
- Self-Report Template_2024 review cycle. (Microsoft Word)
 - **Complete and return the Self-Report no later than May 12, 2023.**
- JLOSC Review Process Presentation_2024 review cycle. (PDF)
 - Supplies an overview of the review process and provides information on all entity expectations and goals throughout the review process.
- Presentation Meeting Info_2024 review cycle. (PDF)
 - Supplies an overview of the public presentation meeting, presentation, and Staff Report.

These are public documents, and you may share this memo and Google Drive [link](#). Please let us know if you have any questions by emailing Sunset@Delaware.gov. We would be happy to go over any part of the review process in greater detail should any questions arise.

Thanks in advance for your time and assistance!

– Mark & Amanda
JLOSC Analysts