



Continuity for the Commonwealth

Enhancing the Transition of Government

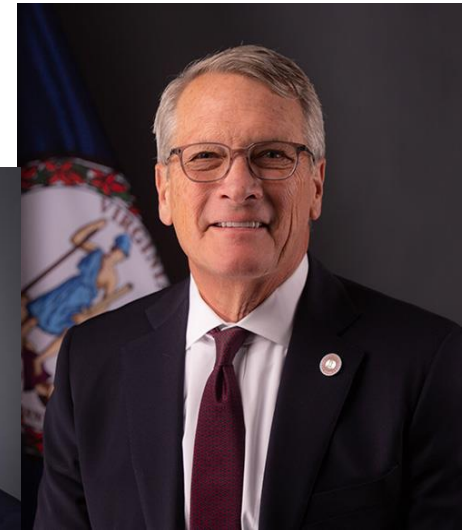
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The Problem

- Virginia is the only state in the country to transition every 4 years
- Incoming administrations have significant policy priorities, but progress can be limited by operational questions
- A binder is not sufficient to answer these questions

Interviews with Key Officials





Perspectives from Prior Transitions

- Interviews with appointees and senior state agency staff included the following themes:
 - **Timing:** 90-day look-ahead for each Cabinet Member
 - **Deliverables:** list of expected initiatives, reports, legislative due dates
 - **Resources:** Who to call e.g., state of emergency,
 - **Training:** Educate on the “Virginia Way” of governing



Best Practices from the NGA

- Create uniform briefing documents that transition specific information based on audience e.g., cabinet officials
- Groundwork for transition assistance should include a documentation plan
- Be focused on information – operating budget (allocated and expended), authorized/actual FTEs, substantial contractual obligations, etc.
- Provide critical operational information but realize each Administration will need to make their own way

“Advance planning will increase the odds that transition assistance will be well-offered and well-received.”

- National Governors Association,
Management Brief: Transitioning Out,
Helping the Incoming Administration





The Solution

- Transition conferences and required training
 - Virginia Government 101
 - Secretariat-specific content (core agencies, requirements, budget)
 - Onboarding (HR, IT, access badges)
 - Support services (key vendors, ordering supplies, SWaM requirements)
- Offer a Governor's Fellows class during the transition year
- Offer assistance from trusted voices (e.g., former officials)
- Reinforce with in-person discussions following initial onboarding conference after initial legislative session



Transition conferences and required training

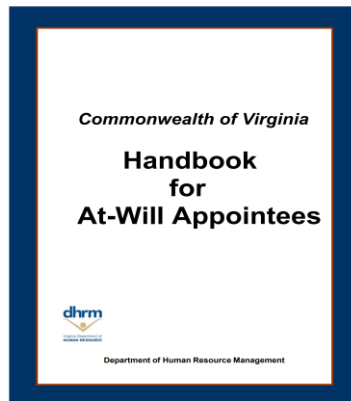
- Virginia Government 101: Handbook for At-Will Appointees
 - Section One : Onboarding Process
 - Section Two : Training & Learning Resources and Support Services

Training Modules: Administrative Resources & Legislative Resources

Handout: Offices of the Governor – Division of Executive Administrative Services

One-stop Resource for the System Accessing and Navigating Training Modules

- Secretariat Module : 4 part Module for each Secretariat



June, 2022

Agencies, Requirements, Initiatives, Budget

DHRM Home / Executive Resources

Executive Resources

- At-Will Transition Resources
- Handbook for At Will Appointees
 - Executive Leave Policy
 - Executive Severance Policy
 - 2022 Agency Director HR Training Presentation
 - 2022 Agency Director HR Training Webinar Recording
 - Employment After State Service
 - Procedural Guidance for On-Boarding Agency Gubernatorial Appointees



Division of Executive Administrative Services Handout.pdf
97 KB

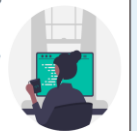
CARDINAL

Enterprise Resource Planning Management System for accounting, human resources, payroll, benefits, and time management. Includes Human Capital Management, Financials, and Business Intelligence.
cardinalproject.virginia.gov



COVLC

Commonwealth of Virginia Learning Center is provide by DHRM as the Commonwealth's Learning Management System to support the administration, documentation, tracking, reporting, and delivery of online training programs.
covlc.virginia.gov



Governor's Fellows Assistance



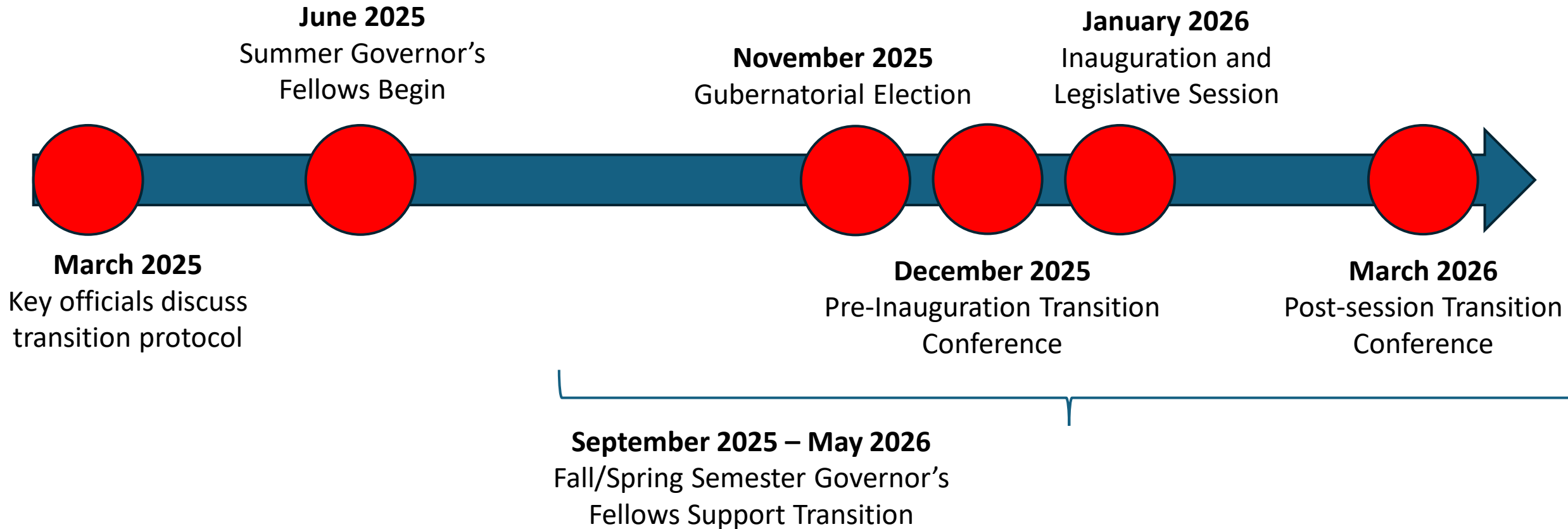
- Summer Governor's Fellows will be assigned to a Secretariat to begin work on the transition packet
- A new Transition Governor's Fellowship will be offered for currently enrolled graduate students for the fall and spring semesters
- Fall 2025: They will help finish transition packets for each Secretariat and learn about the legislative session
- Transition Team will interview fellows for spring assignments
- Spring 2026: select fellows will assist Secretariats with operational tasks and General Assembly

Offer Assistance from Trusted Voices

- Each Secretariat Briefing will include five trusted voices recommended by the outgoing Cabinet member for their successor
- Former Chiefs of Staff



Transition Timeline





Thank you !

Q&A

Developing and Delivering the Solution



- The Transition Team with the Governor's office will:
 1. Build a 4 part Module for each Secretariat
 2. Use the Governor's Fellows as a Resource for building the transition and Legacy Packets.
 3. Identify and develop list of core contacts for incoming Administration
 4. Develop briefing template for use in transition for consistency and emphasizing brevity/conciseness



Secretariat Module/Packet Content

- Each Secretariat will Create a legacy packet/module for the next Administration. Which will include:
- Government 101 and how to navigate the General Assembly
- Statutory Requirements for the Secretariat including reports due to the General Assembly and any ongoing initiatives and their deadlines.
- Budget for the Secretariat and their Agencies.

Onboarding

Onboarding for Human Resources, Badges and IT will be streamlined to include:

- Links and forms will be provided prior to the first day
- An Executive Assistant packet will be given to cover travel, reimbursement, office maintenance, interpreter services and links to the Gov Intranet
- Supply starter packets will be ready
- Phone, Computer, Email access and badge will be available upon arrival.



Support Services

