

*Secretary of Administration*



**OFFICE OF THE SECRETARY OF ADMINISTRATION**

Location: 1111 East Broad Street, 3<sup>rd</sup> Floor  
Richmond, Virginia 23219  
Tel. (804) 786-1201 Fax (804) 371-0038  
Internet: [www.administration.virginia.gov](http://www.administration.virginia.gov)

Lisa Hicks-Thomas .....Secretary  
Charles James..... Deputy Secretary  
Logan Pugh ..... Assistant Secretary  
Laura Jennings ..... Executive Assistant  
Mark Cartwright..... Director of Supplier Diversity

SECRETARY OF ADMINISTRATION

The Secretary of Administration advances Governor McDonnell’s vision of a Commonwealth of Opportunity through efficient and effective management of the people’s resources.

The seven state agencies in the Administration secretariat manage the Commonwealth’s buildings and grounds, administer employee policies and benefits, oversee elections, safeguard human rights, work to improve manager-employee relations in state government, direct state funds to constitutional officers, and the development of Virginia’s small, minority-owned, women-owned, and service-disabled veteran-owned businesses.

**COMMONWEALTH COMPETITION COUNCIL**

Location: 1111 East Broad Street, Room 5040  
Richmond, Virginia 23219  
Tel. (804) 786-5064 Fax (804) 786-3291  
Internet: [www.egovcompetition.com](http://www.egovcompetition.com)

Code Reference: § 2.2-2621

Purpose, Powers and Duties: The council shall examine and promote methods of providing a portion or all of select government-provided or government produced programs and services through the private sector by a competitive contracting program, and advise the Governor, the Small Business Commission, and the executive branch agencies of the council’s findings and recommendations. Review the practices of government agencies and nonprofit organizations that may constitute inappropriate competition with private enterprise.

Composition: The Council shall be composed of fifteen members to be appointed as follows: four employees of executive branch agencies to be appointed by the Governor; two members of the House of Delegates to be appointed by the Speaker of the House; two members of the Senate to be appointed by the Senate Committee on Rules; three members of the private sector to be appointed by the Governor; two members of the private sector to be appointed by the Speaker of the House; and two members of the private sector, who shall be private sector members of the Small Business Commission, to be appointed by the Senate Committee on Rules.

Term: Legislative members shall serve on the Council until the expiration of their terms of office or until their successors shall qualify. All nonlegislative members shall be appointed for terms of three years. No person shall be eligible to serve for or during more than two successive three-year terms. Executive branch agency members shall serve only as long as they retain their positions.

Executive Director: Jerry J. Gentile

**Membership: Gubernatorial Appointees**

- Marian M. Pegram, Alexandria..... term expires 6/30/09
- Roger E. Ortega, Sr., Moseley ..... term expires 6/30/10
- David Smith, Richmond ..... term expires 6/30/10
- Barry Green, Ashland ..... term expires 6/30/10
- Samuel Hayes, III, Mechanicsville ..... term expires 6/30/11
- Daniel R. Odio-Páez, Washington, D.C..... term expires 6/30/11
- David A. Von Moll, Richmond..... term expires 6/30/11

**Senate Appointees**

- Senator Emmett W. Hanger, Jr., Mount Solon
- Senator R. Edward Houck, Spotsylvania
- Robert Archer, Salem ..... term expires 6/30/13
- Carlos Del Toro, Stafford ..... term expires 6/30/13

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**House Appointees**

Delegate Timothy D. Hugo, Centreville  
Delegate Thomas Davis Rust, Herndon  
Howard P. Estes, Jr., Esq., Richmond..... term expires 6/30/13  
Geoffrey Segal, Falls Church..... term expires 6/30/13

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**COMPENSATION BOARD**

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Location: Oliver Hill Building Mailing: Post Office Box 710  
102 Governor Street, Room 120 Richmond, Virginia 23218  
Richmond, Virginia 23219  
Tel. (804) 786-0786 Fax (804) 371-0235  
Internet: [www.scb.virginia.gov](http://www.scb.virginia.gov)

Code Reference: § 15.2-1636.5

Purpose, Powers and Duties: The board shall review and annually approve the budgets submitted by constitutional officers and reimburse the localities, in accordance with statutes, for the Commonwealth's share of authorized salaries and expenses of the constitutional officers and their employees.

Composition: The Auditor of Public Accounts and the State Tax Commissioner shall serve as ex officio members, and one member, who may or may not be an officer or employee of the Commonwealth, who shall be appointed and designated as chairman of the board by the Governor.

Term: Pleasure of the Governor

Chairman: Frank Drew, Virginia Beach

**Ex Officio**

Walter J. Kucharski, Auditor of Public Accounts  
Craig Burns, State Tax Commissioner

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**STATE BOARD OF ELECTIONS**

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Location: Washington Building  
1100 Bank Street, First Floor  
Richmond, Virginia 23219  
Tel. (804) 864-8901 Fax (804) 371-0194  
Internet: [www.sbe.virginia.gov](http://www.sbe.virginia.gov)

Code Reference: § 24.2-102

Purpose, Powers and Duties: To supervise and coordinate the work of the county and city electoral boards and the registrars as to obtain uniformity in their practices and proceedings and legality and purity in all elections.

Composition: Three members appointed by the Governor, subject to confirmation by the General Assembly. In the appointment of the Board, representation shall be given to each of the political parties having the highest and next highest number of votes in the Commonwealth for Governor at the last preceding gubernatorial election. Two Board members shall be of the political party which cast the highest number of votes for Governor at that election. The Governor designates one member of the board as the secretary.

Term: Four years; no member of the board, except the secretary, shall be eligible for more than two successive terms.

Secretary: Donald L. Palmer, Richmond ..... term expires 1/31/15

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Membership: **Gubernatorial Appointees**  
Kimberly T. Bowers, Richmond..... term expires 1/31/15  
Charles E. Judd, Chesterfield..... term expires 1/31/15

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**DEPARTMENT OF EMPLOYMENT DISPUTE RESOLUTION**

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Location: Main Street Centre  
600 East Main Street, Suite 301  
Richmond, Virginia 23219  
Tel. (804) 786-7994 Fax (804) 786-0111  
Internet: [www.edr.virginia.gov](http://www.edr.virginia.gov)

Code Reference: § 2.2-1000

Purpose, Powers and Duties: To establish a comprehensive program of employee relations management which includes alternative processes for resolving employee disputes; to establish and administer a grievance procedure and a statewide mediation program; to train human resource personnel and supervisors on employee relations management; to provide information and counsel employees in the resolution of conflict in the workplace.

Term: Pleasure of the Governor

Director: Claudia Farr, Richmond

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**INTERAGENCY DISPUTE RESOLUTION ADVISORY COUNCIL**

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Code Reference: § 2.2-4118

Purpose, Powers and Duties: Conduct training seminars and educational programs for the members and staff of agencies and public bodies and other interested persons on the use of dispute resolution proceedings. Publish educational materials, as it deems appropriate on the use of dispute resolution proceedings. Report on its activities as may be appropriate and on the use of dispute resolution proceedings, including recommendations for changes in the law to the Governor and General Assembly.

Composition: Two dispute resolution coordinators from each Secretariat appointed by each Secretary, and three persons who are not employees of the Commonwealth, at least two of whom have experience in mediation, appointed by the Governor. The Secretary of Administration or his designee and the Director of the Department of Employment Dispute Resolution shall serve ex officio.

Term: Three years; no more than two consecutive three-year terms

Chair: Lisa Hicks-Thomas, Secretary of Administration

Members: **Gubernatorial Appointees**  
Donita M. King, Mechanicsville..... term expires 6/30/12  
D. Alan Rudlin, Richmond ..... term expires 6/30/14  
Ann Hunter Simpson, Hartwood..... term expires 6/30/14

**Secretarial Appointees**

Paul Bender, Department of Budget and Planning  
Cindy Berndt, Department of Environmental Quality  
Foster Billingsley, Commission for the Arts  
Thomas Broyles, Department of Education  
Lawrence Wilder, Office of the Secretary of Education  
Joseph Damico, Department of General Services

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Shirley Bray-Sledge, Virginia Employment Commission  
John M. Gazzola, Department of Motor Vehicles  
Kathleen Guinan, Department of Medical Assistance Services  
Kelley L. Hellams, Virginia Information Technologies Agency  
Deborah Howe, Department of Forestry  
Leslie Hutcheson-Prince, Department for the Deaf and Hard of Hearing  
Freddie Jones, Virginia Department of Transportation  
Linda Jackson-Shaw, Department of Juvenile Justice  
Jamie Lewis, Department of Historic Resources  
Paul Broughton, Department of Corrections  
Leigh Lyons, Department of Taxation  
Carol A. Mitchell, Department of Professional & Occupational Regulation  
Ernest G. Spratley, Department of Human Resource Management  
Darlene Thompson, Virginia Information Technologies Agency  
Kelley L. Hellams, Virginia Information Technologies Agency

**Ex Officio**

Claudia Farr, Director, Employment Dispute Resolution  
Lisa Hicks-Thomas, Secretary of Administration

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**DEPARTMENT OF GENERAL SERVICES**

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Location: 1100 Bank Street, Suite 420  
Richmond, Virginia 23219  
Tel. (804) 786-3311 Fax (804) 371-8305  
Internet: [www.dgs.state.va.us](http://www.dgs.state.va.us)

Code Reference: § 2.2-1100

Purpose, Powers and Duties: To provide support services to other state agencies in carrying out their programs, and prescribe rules and regulations.

Term: Pleasure of the Governor for a term coincident with that of the Governor.

Director: Richard F. Sliwoski

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**ART AND ARCHITECTURAL REVIEW BOARD**

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Code Reference: § 2.2-2400

Purpose, Powers and Duties: To review the acquisition of artworks and the design of buildings and structures by the Commonwealth, and advise the Governor of the artistic and architectural property thereof.

Composition: The Board shall consist of six members as follows: the Director of the Department of Historic Resources, or his designee, serving as an ex officio member and five citizen members, appointed by the Governor. Of the citizen members, one shall be an architect who may be appointed from a list of two or more architects nominated by the governing board of the Virginia Society of the American Institute of Architects; one may be appointed from a list of two or more persons nominated by the governing board of the University of Virginia; one shall be a member of the board of trustees of the Virginia Museum of Fine Arts; and two shall be appointed from the Commonwealth at large, one of whom shall be a painter or sculptor. Lists of nominees shall be submitted at least 60 days before the expiration of the member's term for which the nominations are being made in order to be considered by the Governor in making appointments pursuant to this section.

Term: The Governor's appointments of the five citizen members shall be staggered as follows: two members for a term of one year, two members for a term of two

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years, and one member for a term of three years. Thereafter, members of the Board shall be appointed for terms of four years each, except appointments to fill vacancies, which shall be for the unexpired terms. No member shall serve for more than two consecutive four-year terms, except that any member appointed to the unexpired term of another shall be eligible to serve two consecutive four-year terms. Vacancies shall be filled in the manner of the original appointments. The Director of the Department of Historic Resources shall serve a term coincident with his term of office.

Membership: **Gubernatorial Appointees**

- Kathleen O. Frazier, Staunton..... term expires 6/30/14
- Charles L. McDowell, Richmond ..... term expires 6/30/14
- Clinton K. Good, Lincoln ..... term expires 6/30/14
- Gray S. Dodson, Arrington ..... term expires 6/30/14
- Constance Warnock, Charlottesville..... term expires 6/30/14

**Ex Officio**

Calder Loth, Designee of the Director, Department of Historic Resources

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**CITIZENS' ADVISORY COUNCIL ON FURNISHING AND INTERPRETING THE EXECUTIVE MANSION**

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Code Reference: § 2.2-2614

Purpose, Powers and Duties:

To promote a greater understanding of the history and significance of the Executive Mansion, and guide development of research and publications to this end; encourage, approve, and accept contributions, bequests, and gifts or loans of furniture, works of art, memorabilia, and other property; purchase appropriate period furnishings and art; acquire or provide for accession and replacement of objects for the Executive Mansion either directly or through the Virginia Museum of Fine Arts.

Composition:

Membership shall not exceed thirty members appointed by the Governor; no employee of the Commonwealth or member of the General Assembly shall be eligible. The spouse of the Governor shall be the honorary chair.

Term:

Five years; members are eligible for reappointment one year after termination of appointment.

Honorary Chair:

Maureen McDonnell, First Lady of Virginia

Membership: **Gubernatorial Appointees**

- Faithe Norrell-Mickens, Richmond ..... term expires 3/31/13
- Maurice Beane, Richmond..... term expires 3/31/13
- Virginia R. Holton, Weems ..... term expires 3/31/13
- Mary A. R. Howard, Charlottesville ..... term expires 3/31/13
- Kathryn Watkins, Midlothian ..... term expires 3/31/13
- Florence Lee Wellons, Earlysville ..... term expires 3/31/13
- Cessie Howell, Fredericksburg ..... term expires 3/31/13
- Leslie F. Gilliam, Keswick ..... term expires 3/31/13
- Ashley H. Peace, Mechanicsville ..... term expires 3/31/13
- Clay Davis Hamner, Richmond ..... term expires 3/31/13
- Patricia M. Kluge, Charlottesville ..... term expires 3/31/13
- Lauranett Lee, Richmond ..... term expires 3/31/13
- Daphne M. Reid, Petersburg ..... term expires 3/31/13
- William C. Hall, Jr., Richmond ..... term expires 3/31/13
- Richard Edward Carter, Millers Tavern..... term expires 3/31/14
- Laura Lee Garrett, Richmond ..... term expires 3/31/14
- Tyler Allen, Alexandria ..... term expires 3/31/14

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G. William Greer, Richmond ..... term expires 3/31/14  
Charles S. Macfarlane, Richmond ..... term expires 3/31/14  
Robert F. Strohm, Richmond ..... term expires 3/31/14  
Steven L. Wood, Lansdowne ..... term expires 3/31/14  
Rebecca Ann Seay Matney, Bristol ..... term expires 3/31/14  
Cynthia Fralin, Roanoke ..... term expires 3/31/16  
Michael Quinn, Montpelier Station..... term expires 3/31/16  
Rose Nan-Ping Chen, Washington D.C. .... term expires 3/31/16  
Lucy Channing, Virginia Beach..... term expires 3/31/16  
Ann Gottwald, Richmond ..... term expires 3/31/16  
Maureen Massey, Richmond ..... term expires 3/31/16  
D. Anderson Williams, Richmond ..... term expires 3/31/16  
Sue Ellen Rocovich, Roanoke..... term expires 3/31/16

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**VIRGINIA PUBLIC BUILDINGS BOARD**

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Code Reference: § 2.2-2434

Purpose, Powers and Duties: To assist and advise the Governor and the Department of General Services in the preparation and maintenance of a long-range site plan at the seat of government, and in the determination of need for the acquisition of land, buildings and improvements, through purchases or construction.

Composition: Ten members: four members shall be appointed by the Speaker of the House of Delegates from the membership of the House of Delegates, two members shall be appointed by the Senate Committee on Rules from the membership of the Senate; three nonlegislative citizen members appointed by the Governor from the public at large; and the Director of the Department of General Services who shall serve as an ex officio member of the Board with voting privileges.

Term: Gubernatorial appointees shall serve for terms coincident with that of the Governor. Legislative members shall serve for terms coincident with their terms of office.

Membership: **Gubernatorial Appointees**

Juan A. Mencia, Great Falls  
Stephen R. Romine, Virginia Beach  
Carolyn Jefferson Moss, McLean

**Senate Appointees**

Senator Henry L. Marsh, III, Richmond  
Senator Frederick M. Quayle, Suffolk

**House Appointees**

Delegate Robert H. Brink, Arlington  
Delegate Riley E. Ingram, Hopewell  
Delegate James P. Massie, Richmond  
Delegate Lacey E. Putney, Bedford

**Ex Officio**

Richard F. Sliwoski, Director, Department of General Services

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**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

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Location: James Monroe Building  
101 North Fourteenth Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219  
Tel. (804) 225-2131  
Internet: [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov)

Code Reference: § 2.2-1200

Purpose, Powers and Duties: To establish an effective personnel management system for state government in the balanced best interest of employees, management, and the citizens of the Commonwealth. The Governor appoints the director.

Term: Pleasure of the Governor

Director: Sara Redding Wilson, Richmond

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**COUNCIL ON HUMAN RIGHTS**

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Location: Jefferson Building  
1220 Bank Street, 3<sup>rd</sup> Floor  
Richmond, VA 23218  
Tel. (804) 225-2292  
Internet: [www.chr.virginia.gov](http://www.chr.virginia.gov)

Code Reference: § 2.2-2632

Purpose, Powers and Duties: To safeguard all individuals within the Commonwealth from unlawful discrimination because of race, color, religion, national origin, sex, age, marital status, or disability, in places of public accommodation, including educational institutions, real estate transactions, and employment; to preserve the public safety, health, and general welfare, and to further the interests, rights, and privileges of individuals in the Commonwealth.

Composition: Nine members appointed by the Governor, subject to confirmation by the General Assembly. The Governor designates a director and a chairman.

Term: Board members serve four years; Director serves at the pleasure of the Governor.

Director: Sandra D. Norman

Chairman: Donald O. Campen, Jr., Richmond ..... term expires 6/30/13

Membership: **Gubernatorial Appointees**

Donald O. Campen, Jr., Richmond ..... term expires 6/30/13  
Carmen Williams, Chesterfield ..... term expires 6/30/13  
Deborah Segaloff, Norfolk ..... term expires 6/30/13  
Edward L. Strickler, Jr., Scottsville ..... term expires 6/30/13  
Lisbet Dula, Virginia Beach ..... term expires 6/30/15  
John Naimi Amiral, Norfolk ..... term expires 6/30/15  
Jane Hershey Abraham, McLean ..... term expires 6/30/15  
Deborah DeMoss Fonseca, Springfield ..... term expires 6/30/15  
Mark Morrow, Williamsburg ..... term expires 6/30/15

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**VIRGINIA COUNCIL ON HUMAN RESOURCES**

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Code Reference: § 2.2-2675

Purpose, Powers and Duties:

To advise the Secretary of Administration on issues and concerns of state retirees and active employees regarding health insurance coverage and other health-related benefits. The Council shall be charged with the responsibility of monitoring the Commonwealth's equal employment opportunity practices so as to assure that such practices fulfill the Commonwealth's obligations of providing equal opportunity to all employees and applicants.

Composition:

The Council shall consist of seventeen members. Eight nonlegislative citizen members shall be appointed by the Governor, subject to confirmation by the General Assembly, as follows: two state employees in management positions, two state employees in non-management positions, one retired state employee, one citizen member, one member that is either a teacher or a member of a local school board and one member from local government as defined in § 2.2-1204.

Four nonlegislative citizen members shall be appointed by the Speaker of the House of Delegates as follows: one state employee, one retired state employee, and two citizens. Three members shall be appointed by the Senate Committee on Rules as follows: one state employee, one retired employee, and one citizen. In addition, the Director of the Department of Human Resource Management and the Director of the Department of Employment Dispute Resolution, or their designees shall serve as ex officio members without voting privileges.

Term:

Four years; no more than two successive four-year terms.

Membership:

**Gubernatorial Appointees**

Sabrina C. Johnson, Fredericksburg..... term expires 9/30/12  
Patricia Wilkins Jones, Richmond ..... term expires 9/30/12  
Charlotte A. Moore, Roanoke ..... term expires 9/30/12  
Carol L. DeFilippo, Centreville ..... term expires 9/30/13  
Suzanne Puryear, Norfolk..... term expires 9/30/13  
Jo Anne P. Maxwell..... term expires 9/30/13  
Lisa Dawson, Chesapeake ..... term expires 9/30/15  
Nanora W. Westbrook, Richmond ..... term expires 9/30/15

**Senate Appointees**

William R. Ermatinger, Newport News ..... term expires 9/30/12  
John Garrett, Richmond..... term expires 9/30/12  
Norma E. Szakal, Midlothian..... term expires 9/30/12

**House Appointees**

James Frogue, Arlington..... term expires 9/30/12  
Anne R. Howard, Richmond..... term expires 9/30/12  
Wayne J. Ozmore, Jr., Chester..... term expires 9/30/12  
Barbara Stafford, Pearisburg..... term expires 9/30/12

**Ex-Officio**

Claudia Farr, Director, Department of Employment Dispute Resolution  
Sara Redding Wilson, Director, Department of Human Resource Management

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**DEPARTMENT OF MINORITY BUSINESS ENTERPRISE**

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Location: 1111 East Main Street, Suite 300  
Richmond, Virginia 23219  
Tel. (804) 786-6585 Fax (804) 786-9736  
Internet: [www.dmbv.virginia.gov](http://www.dmbv.virginia.gov)

Code Reference: § 2.2-204, amended Executive Order Number 10 (06)

Purpose, Powers and Duties: To work collaboratively with public and private industries to aggressively pursue supplier diversity by creating contracting opportunities and promoting fairness in the state's procurement process for Small, Women-owned and Minority-owned Businesses.

Term: Pleasure of the Governor

Director: Ida McPherson