

*Secretary of Administration*

SECRETARY OF ADMINISTRATION



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**OFFICE OF THE SECRETARY OF ADMINISTRATION**

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Location: 1111 East Broad Street, 4<sup>th</sup> Floor  
Richmond, Virginia 23219  
Tel. (804) 786-1201 Fax (804) 692-2466  
Internet: [www.administration.virginia.gov](http://www.administration.virginia.gov)

Nancy Rodriguez .....Secretary  
Felix Sarfo-Kantanka ..... Deputy Secretary  
Taylor Melton ..... Executive Assistant

SECRETARY OF ADMINISTRATION

The Secretary of Administration oversee the four state agencies that manage the Commonwealth's buildings and grounds, administer employee policies and benefits, oversee elections, work to improve manager-employee relations in state government, and direct state funds to constitutional officers.

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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: Susan Swecker, Richmond

**Ex Officio**

Martha Mavredes, Auditor of Public Accounts  
Craig Burns, State Tax Commissioner

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**DEPARTMENT 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.elections.virginia.gov](http://www.elections.virginia.gov)

Code Reference: § 24.2-102; § 24.2-103; § 24.2-404.1

Purpose, Powers and Duties: Supports the accurate, fair, open and secure elections for the citizens of the Commonwealth. The Governor appoints the Commissioner of Elections. The Commissioner serves as the designated chief state election official for the Commonwealth.

Term: Pleasure of the Governor

Commissioner: Edgardo Cortés, Springfield  
Deputy  
Commissioner: Elizabeth Howard, Richmond

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**STATE BOARD OF ELECTIONS**

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Location: Washington Building  
1100 Bank Street, First Floor

SECRETARY OF ADMINISTRATION

Richmond, Virginia 23219  
Tel. (804) 864-8901 Fax (804) 371-0194  
Internet: [www.elections.virginia.gov](http://www.elections.virginia.gov)

Code Reference: § 24.2-102; § 24.2-103; § 24.2-404.1

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. The Board makes rules and regulations and issues instructions and provides information consistent with the election laws to the electoral boards and registrars to promote the proper administration of election laws.

Composition: Three members appointed by the Governor from qualified voters of the Commonwealth, 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.

Term: Four year terms. Vacancies shall be filled for the unexpired terms. No member shall be eligible for more than two successive four-year terms. A member appointed for an unexpired term may be appointed for the two succeeding four-year terms. A member appointed for an unexpired term may be appointed for the two succeeding four-year terms.

Membership: **Gubernatorial Appointees**  
  
James Alcorn, Midlothian.....term expires 1/31/19  
Singleton Beryl McAllister, Great Falls .....term expires 1/31/19  
Clara Belle Wheeler, Charlottesville .....term expires 1/31/19

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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: Christopher L. Beschler

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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

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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 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**  
Sanford Bond, Richmond..... term expires 6/30/18  
Robert S. Mills, Richmond ..... term expires 6/30/18  
Burchell F. Pinnock, Richmond ..... term expires 6/30/18  
Donna L. Tuten, Roanoke..... term expires 6/30/18  
Helen A. Wilson, Keswick..... term expires 6/30/18

**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: Dorothy McAuliffe, First Lady of Virginia

Membership: **Gubernatorial Appointees**  
Susan Brown Allen, Alexandria..... term expires 3/31/18  
Gretchen M. Bulova, Fairfax ..... term expires 3/31/18  
Thomas C. Camden, Glasgow..... term expires 3/31/18  
Harry Davis, Richmond ..... term expires 3/31/18  
Clay D. Hamner, Richmond..... term expires 3/31/18  
Mark W. Herndon, Richmond..... term expires 3/31/18  
Lauranett Lee, Richmond..... term expires 3/31/18  
Will Paulsen, Charlottesville..... term expires 3/31/18

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Alexander G. Reeves, Jr., Richmond ..... term expires 3/31/18  
Daphne Reid, Petersburg ..... term expires 3/31/18  
Daphne E. Maxwell Reid, Petersburg ..... term expires 3/31/18  
Brownie Beahm Ritenour, New Market..... term expires 3/31/18  
Sarah Scarbrough, Moseley ..... term expires 3/31/18  
Rita Moyer Smith, Midlothian ..... term expires 3/31/18  
Mary Theobald, Richmond ..... term expires 3/31/18  
Steve Wood, McLean ..... term expires 3/31/18  
Mary Miley Theobald, Richmond..... term expires 3/31/18  
Susan S. Alefantis, McLean..... term expires 3/31/19  
Leslie Greene Bowman, Charlottesville..... term expires 3/31/19  
Cynthia H. Conner, Alexandria..... term expires 3/31/19  
Beverly B. Davis, Richmond ..... term expires 3/31/19  
Jane M. Plum, Reston ..... term expires 3/31/19  
Monica Rao, Henrico..... term expires 3/31/19  
Margaret Milner Richardson, Delaplane ..... term expires 3/31/19  
Tasha Chambers, Sandston ..... term expires 3/31/21  
Christy Coleman, Chester ..... term expires 3/31/21  
Bryan Clark Green, Richmond..... term expires 3/31/21  
Eileen Catherine Lee, Arlington ..... term expires 3/31/21  
Justin G. Reid, Farmville ..... term expires 3/31/21

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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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